# IDIS
# for CDBG State Grantees

U.S. Department of Housing and Urban Development

# PREFACE

## Purpose

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

## Intended Audience

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

## Contents

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

Chapter 2 shows how to add and maintain projects.

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

Chapter 4 explains the CDBG-specific activity setup screens.

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

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

Chapter 9 outlines the process of CDBG accomplishment reporting.

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

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

Chapter 16 provides guidance on cancelling activities with CDBG draws.

Chapter 17 covers the grant function.

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

Chapter 19 covers the grantee function.

Supporting material is provided in the appendices.

## What is Not Covered

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

For the Con Plan/Action Plan, visit the eCon Planning Suite site. For the other functions, go to the main IDIS webpage and under "Featured Topics" see:

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

## Additional Resources

- The main IDIS page
- The IDIS News section of the IDIS Welcome page
- The IDIS Resources for the CDBG Program page
- The HUD Exchange Ask A Question page

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# Chapter 1
# AN OVERVIEW OF IDIS

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

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

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

## COMPONENTS

The basic components of IDIS are:

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

Each is described below.

### Grants, Subfunds, and Subgrants

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

Subfunding allows grantees to earmark and track grant funds by *specific use*—e.g., administration and subgrants. Subgranting allows grantees to earmark and track grant funds by *specific organization*—e.g., subgrants of program income funds can help States track individual program income balances retained by various local governments.

### Consolidated Plan and Action Plan

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

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

## Projects

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

## Activity Setup

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

## Activity Funding

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

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

## Receipts

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

## Drawdowns

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

## Accomplishment Reporting and Activity Completion

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

## Reports

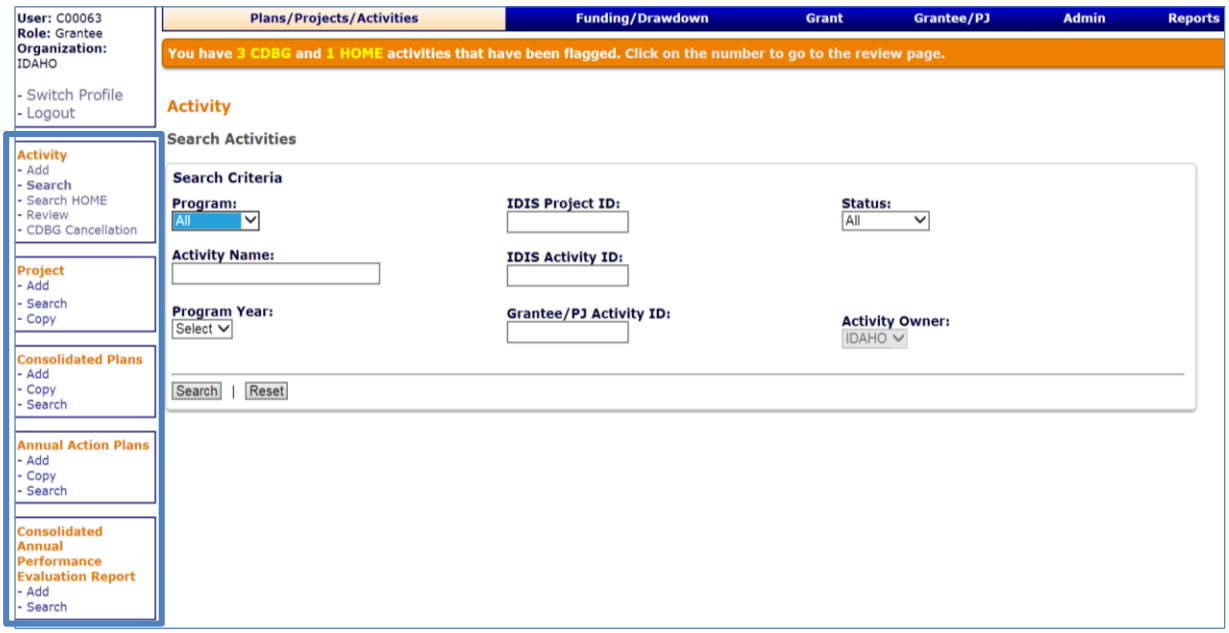
IDIS offers numerous reports to grantees, including program year, activity, and financial reports. Several of them, such as the Grantee Performance Report (PR03), Summary of Accomplishments (PR23), and the CDBG State PER (PR28), are specific to CDBG.

## Security

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

# FUNCTIONS

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




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

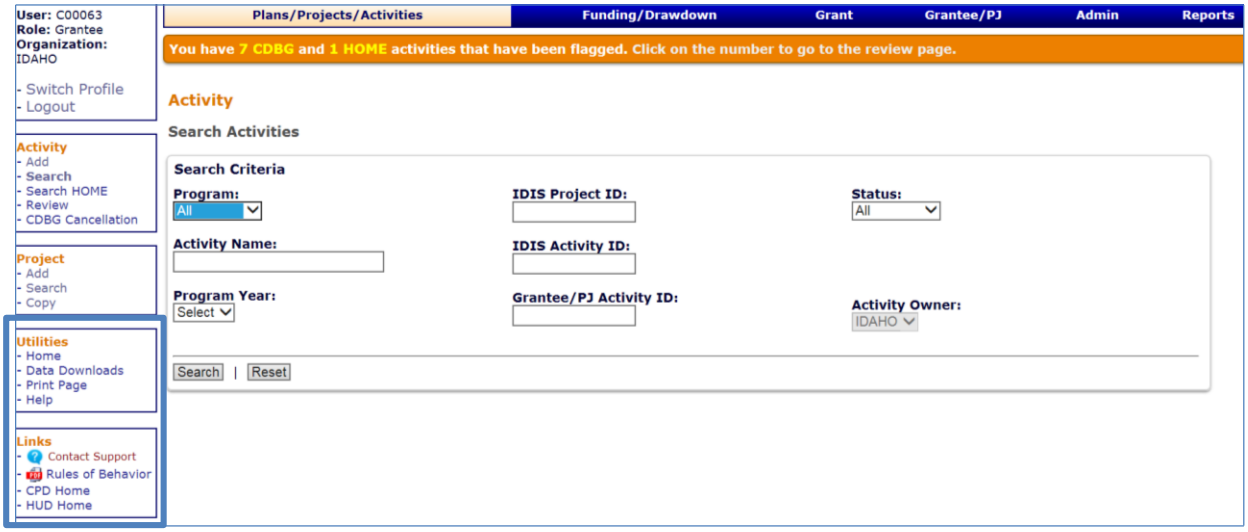
| Tab | Functions |
|---|---|
| Plans/Projects/Activities | Activity<br>Project<br>Consolidated Plan<br>Annual Action Plan<br>CAPER |
| Funding/Drawdown | Activity Funding<br>Drawdown<br>Receipt<br>Section 108 Loan |

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

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

# UTILITIES AND LINKS

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




The utilities are:

**Home** – Displays the IDIS Welcome page.

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

**Print Page** – Prints the current page.

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

The available links are:

**Contact Support** – Provides access to HUD Exchange Ask A Question, the help desk for IDIS.

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

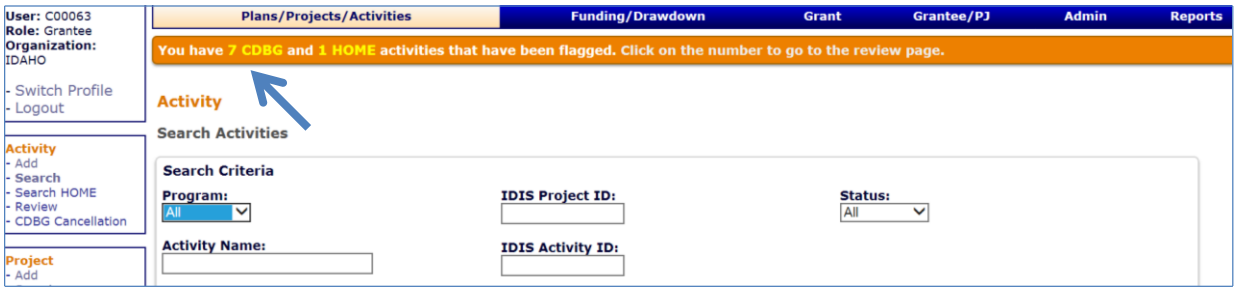
**CPD Home** – Displays the Community Planning and Development home page.

**HUD Home** – Displays the hud.gov page.

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

# FLAGGED CDBG ACTIVITIES

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




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

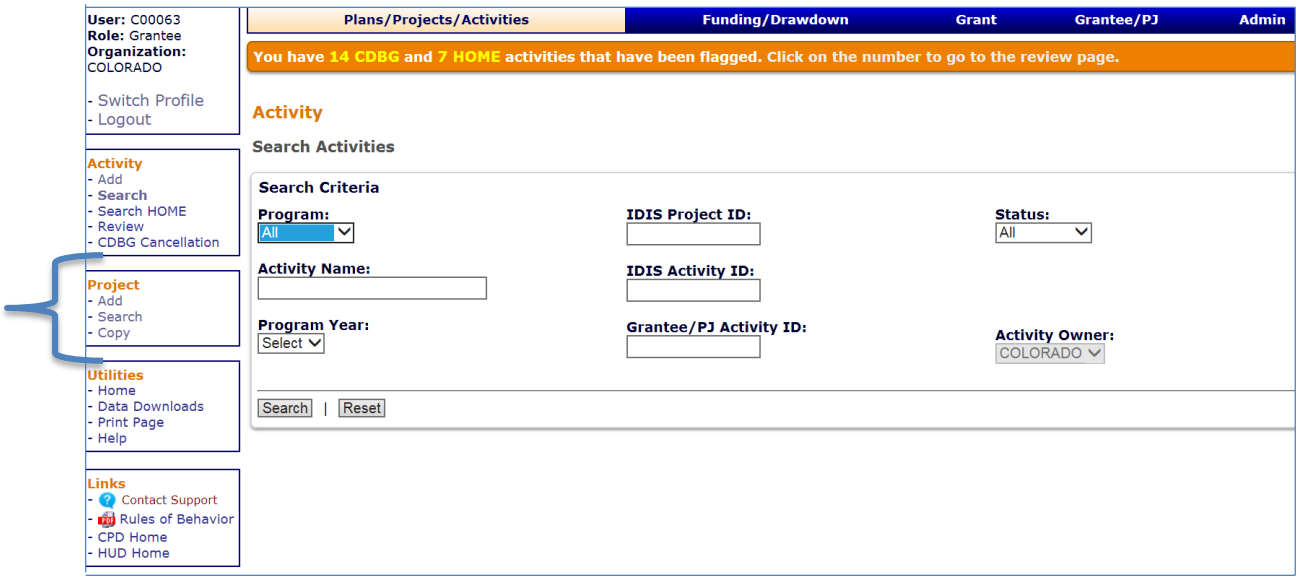
# Chapter 2
# PROJECTS

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

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

## ACCESSING THE PROJECT FUNCTIONS

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




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

# ADD PROJECTS

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

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

**Project**

**Add Project**

Save | Reset

*Indicates Required Field

**Grantee/PJ Name:**
COLORADO

**Program Year**

***Program Year:**

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

**IDIS Project ID:**

***Project Title:**

**Grantee/PJ Project ID:**

**Description:**

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

Select Organization

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

Select Sponsor Organization

**Grant # (only for HOPWA-C program):** Select Grant

**Estimated Amount (Including Program Income)**

| | |
|---|---|
| **Section 108 Loan amount** | $ 0.00 |
| **CDBG** | $ 0.00 |
| **HOME** | $ 0.00 |
| **ESG** | $ 0.00 |
| **HOPWA** | $ 0.00 |
| **CDBG-R** | $ 0.00 |
| **HPRP** | $ 0.00 |
| **TCAP** | $ 0.00 |
| **HESG** | $ 0.00 |
| **HOPWA-C** | $ 0.00 |
| **Total** | 0.00 |

Save | Reset

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

| **Field** | **Description** |
|---|---|
| Grantee/PJ Name | This read-only field shows the name of the grantee whose Consolidated Plan/Action Plan this project is being set up under. |
| Program Year | Select the program year under which the project is to be set up. If the year you want is not listed, leave this field blank and tab to the next field, ADD NEW PROGRAM YEAR. |
| Add New Program Year | To add a year that is not listed on the PROGRAM YEAR dropdown, click this box and type in the new year. |
| IDIS Project ID | Initially this field is blank. The system assigns an ID the first time the project is saved. |
| Project Title | Enter a name for the project, following the naming standards your organization has established. |
| Grantee/PJ Project ID | To assign your own identifier to this project, enter it here. |
| Description | A description of the project is optional. |
| Allow Another Organization to Set Up Activities under this Project | To allow users at another organization to set up activities under this project:<br>• Click the [Select Organization] button.<br>• On the Select Organization page, enter search criteria if you wish or leave the search fields blank.<br>• Click the [Search] button.<br>• Select an organization by clicking first on the radio button next to its name and then on the [Select] button.<br>To return to the Add Project page without selecting an organization, click the [Cancel] button. |
| Assign Sponsor for this Project (only for HOPWA or HOPWA-C Programs) | Not applicable to CDBG projects. |
| Grant # (only for HOPWA-C program | Not applicable to CDBG projects. |
| Estimated Amount (Including Program Income) | Enter the amount(s) of Section 108 loan funds and/or grant funds and program income budgeted for this project. You must enter one amount; you may enter more than one.<br>Input amounts as dollars and cents. If you omit the cents, the system will append '.00'. |

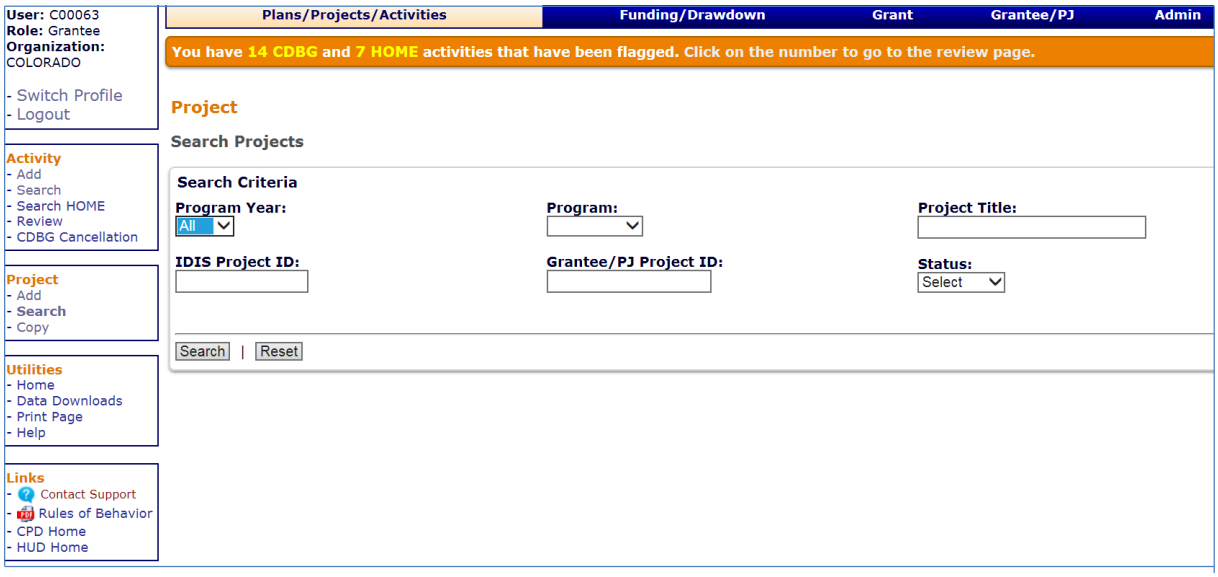
Click the [Save] button to add the project or the [Reset] button to exit without saving. When a project is saved, the screen is returned in edit mode (see page 2-6). Clicking [Reset] displays the Search Projects screen, explained on the next page.

# EDIT/VIEW PROJECTS

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

## SEARCH PROJECTS SCREEN

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




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

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

**Project**

**Search Projects**

**Search Criteria**

**Program Year:** 2014

**Program:** CDBG

**Project Title:**

**IDIS Project ID:**

**Grantee/PJ Project ID:**

**Status:** Select

Search | Reset

**Results Page 1 of 2**

| Program Year | IDIS Project ID | Grantee/PJ Project ID | Project Title | Project Owner | Status | Action |
|---|---|---|---|---|---|---|
| **2014** | 1 | F14CDB13506 | Kim Water System Improvements | COLORADO, CO | Canceled | View |
| **2014** | 4 | Goal 5 | Rental Rehabilitation | COLORADO, CO | Open | Edit \| View |
| **2014** | 7 | Goal 1 | Rental New Construction | COLORADO, CO | Open | Edit \| View |
| **2014** | 9 | Goal | Homeownership Assistance | COLORADO, CO | Open | Edit \| View |
| **2014** | 11 | Goal 10 | Urgent Need | COLORADO, CO | Open | Edit \| View |
| **2014** | 17 | F14CDB14510 | OEDIT Program Manager | COLORADO, CO | Open | Edit \| View |
| **2014** | 18 | F14CDB13502 | Oak Creek Water Distribution System Engineering | COLORADO, CO | Open | Edit \| View |
| **2014** | 19 | F15CDB14590 | Rio Grande BLF | COLORADO, CO | Open | Edit \| View |
| **2014** | 21 | F15CDB14593 | City of Woodland Park Infrastructure | COLORADO, CO | Open | Edit \| View |
| **2014** | 22 | F15CDB14591 | Lincoln County BLF | COLORADO, CO | Open | Edit \| View |

**1** 2 Next 10 Results

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

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

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

## EDIT PROJECT SCREEN

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

**Project**

**Edit Project**

Save | Return To Projects | View History | View Activities | Cancel Project

*Indicates Required Field

**Grantee/PJ Name:**
COLORADO

**Program Year:**
2014

**IDIS Project ID:**
18

**Status:**
Open

***Project Title:**
Oak Creek Water Distribution System Engineering ×

**Grantee/PJ Project ID:**
F14CDB13502

**Description:**
Completion of design plans complete to construction drawings and proposal of a phasing plan for the upgrade of water distribution lines in the Town of Oak Creek.

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

Select Organization

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

Select Sponsor Organization

**Grant # (only for HOPWA-C program):** Select Grant

**Estimated Amount (Including Program Income)**

| | |
|---|---|
| **Section 108 Loan amount** | $ 0.00 |
| **CDBG** | $ 232500.00 |
| **HOME** | $ 0.00 |
| **ESG** | $ 0.00 |
| **HOPWA** | $ 0.00 |
| **CDBG-R** | $ 0.00 |
| **HPRP** | $ 0.00 |
| **TCAP** | $ 0.00 |
| **HESG** | $ 0.00 |
| **HOPWA-C** | $ 0.00 |
| **Total** | 232500.00 |

Save | Return To Projects | View History | View Activities | Cancel Project

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

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

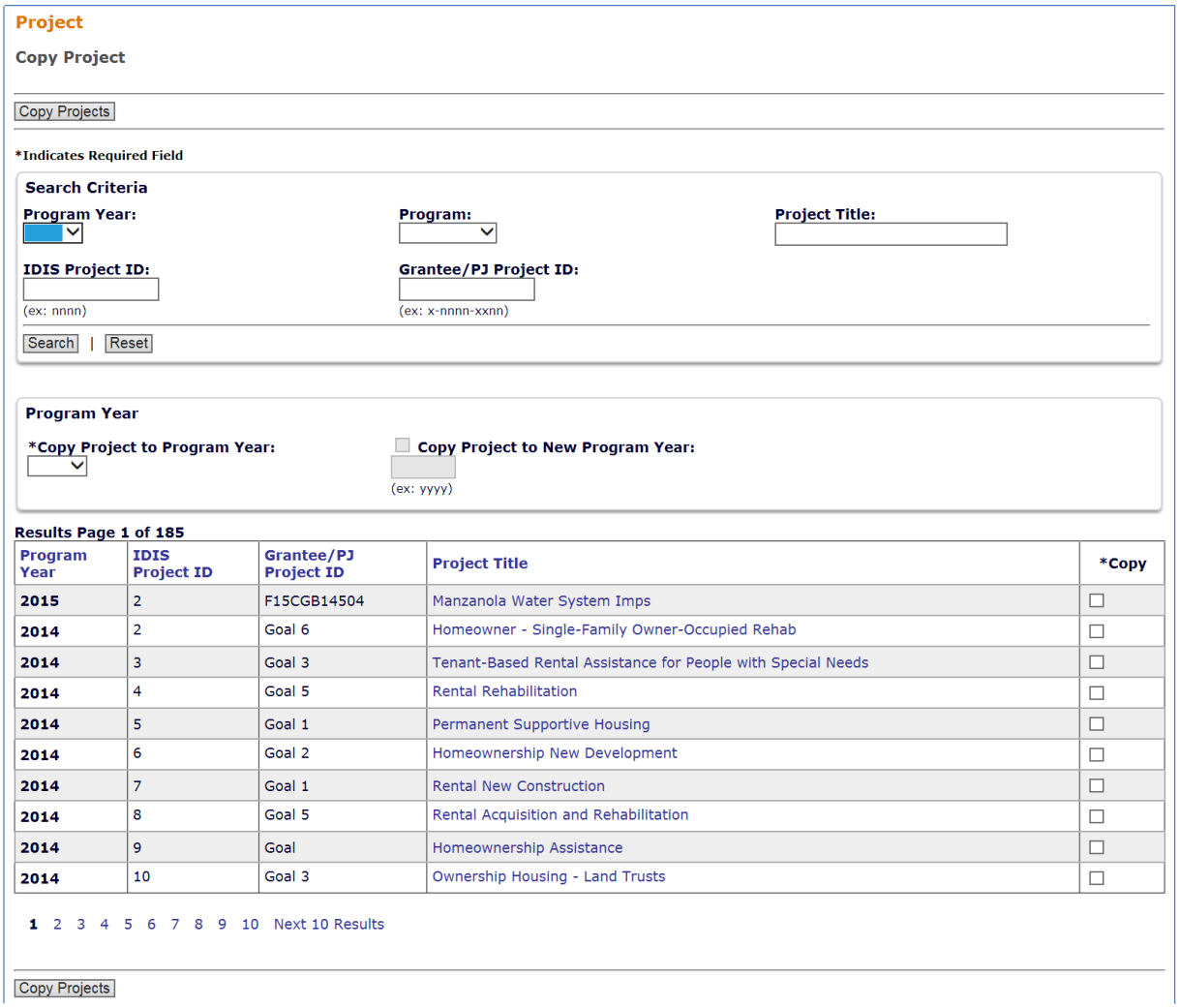
Click the [Save] button to save your changes or the [Return to Projects] button to exit without saving.

Additional buttons on this screen are:

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

# COPY PROJECTS

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




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

## Search Criteria

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

## Program Year

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

## Results

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

# REOPEN A CANCELED PROJECT

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

**Project**

**View Project**

Return To Projects | Reopen Project

**Grantee/PJ Name:**
COLORADO

**Program Year:**
2014

**IDIS Project ID:**
1

**Status:**
Canceled
**Project Title:**
Kim Water System Improvements

**Grantee/PJ Project ID:**
F14CDB13506

**Description:**
Upgrade significant deficiencies within the water system of the Town of Kim.

**Allow Another Organization to Set up Activities under this Project:** (tip)

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

**Grant #(only for HOPWA-C program):**

**Estimated Amount (Including Program Income)**

| | |
|---|---|
| **Section 108 Loan amount** | $0.00 |
| **CDBG** | $500,000.00 |
| **HOME** | $0.00 |
| **ESG** | $0.00 |
| **HOPWA** | $0.00 |
| **CDBG-R** | $0.00 |
| **HPRP** | $0.00 |
| **TCAP** | $0.00 |
| **HESG** | $0.00 |
| **HOPWA-C** | $0.00 |
| **Total** | $500,000.00 |

Return To Projects | Reopen Project

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

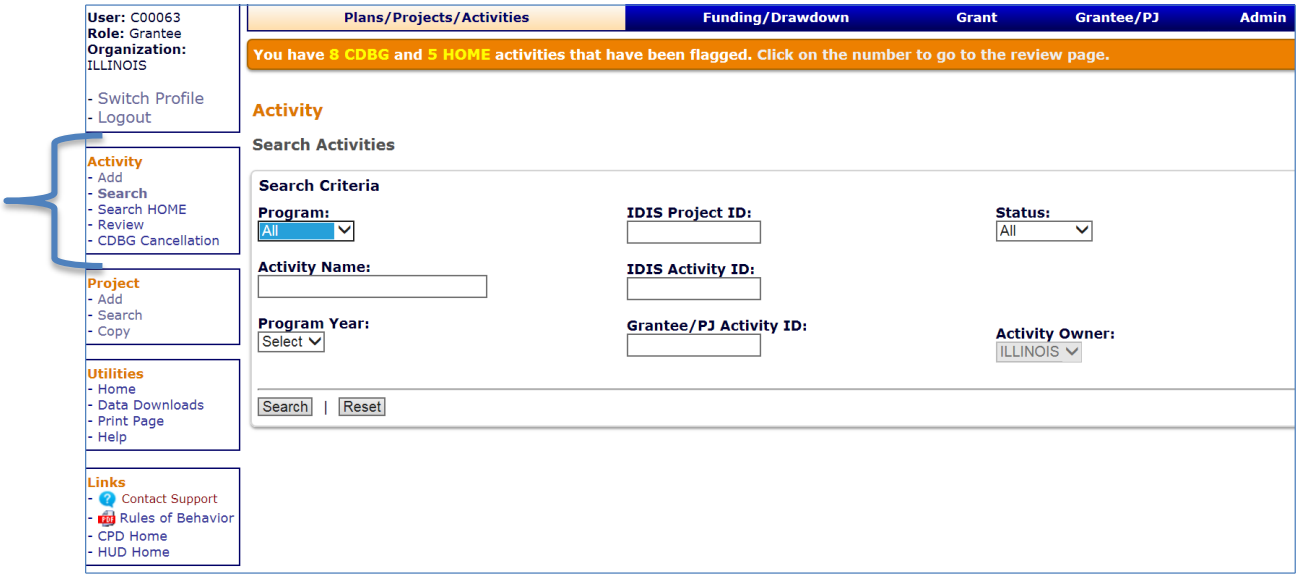
To exit without reopening the canceled project, click the [Return to Projects] button.

# Chapter 3
# THE COMMON ACTIVITY SCREENS

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

## ACCESSING THE COMMON ACTIVITY FUNCTIONS

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




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

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

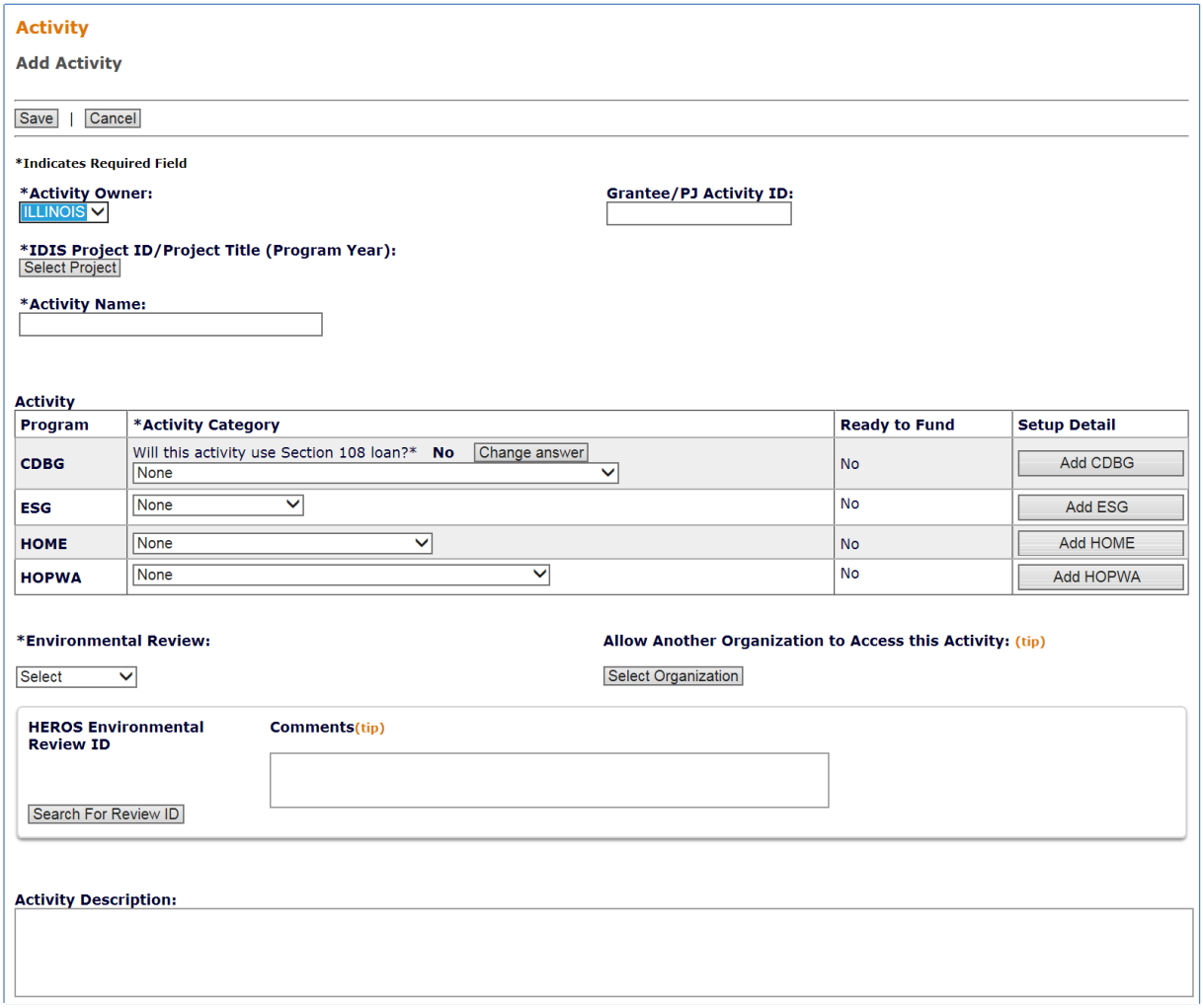
The Search HOME link is specific to the HOME Program and is not covered in this manual.

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

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

# ADD ACTIVITIES

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




The following instructions are for CDBG-funded activities.

| Field | Description |
|---|---|
| Activity Owner | If the name of the grantee whose Action Plan project the activity is to be set up under is not shown in this field, select the correct grantee from the dropdown. |
| IDIS Project ID/Project Title (Program Year) | To select the program year and project for the activity:<br>1. Click the [Select Project] button. The Search Projects screen is displayed.<br>2. On the Search Projects screen, enter search criteria to find the program year and project you want to assign to the activity. Click [Search] to display the results. |

| Field | Description |
|---|---|
| | 3. In the last column of the results table, click "Select" for the Program Year and Project to be assigned.<br><br>Your selection is displayed in the IDIS Project ID/Project Title (Program Year) field. To change the program year and project, click the [Change Project] button. |
| Activity Name | Enter a name for the activity.<br><br>Because this field appears on numerous IDIS reports, do not include any personal information (such as beneficiary name) as part of the ACTIVITY NAME. This error is especially common in the names of housing rehab activities. |
| Grantee/PJ Activity ID | This field is optional. If you wish to assign your own identifier to an activity, enter it here. |
| Program | All of the programs for which you have activity setup authority are listed. Only the CDBG State program is covered in this manual. |
| Activity Category | If the activity you are setting up will be funded with a Section 108 loan, click the [Change Answer] button to set the WILL THIS ACTIVITY USE SECTION 108 LOAN FIELD? to **Yes**.<br><br>For CDBG, the activity categories are the matrix codes.<br>The activity category/matrix code is one of the most critical data items you will enter when setting up a CDBG activity. The matrix code, along with the national objective you will specify for the activity, identifies the purpose and eligibility of the assistance being provided. Together, they determine the type of accomplishments you will report.<br><br>For the accomplishment data you report in IDIS to be accurate and useful, it is very important that you assign the most appropriate and most specific matrix code to each activity. Information to assist you in making the correct selection is provided in:<br>• Appendix A – definitions of CDBG matrix codes<br>• Appendix B – definitions of CDBG national objectives<br>• Appendix C – valid matrix code/national objective/ accomplishment type combinations<br><br>If you are still unsure about which matrix code to assign to an activity after reviewing this material, your CPD Field Office representative can help you. |
| Ready to Fund | This read-only field is always **No** on the Add Activity screen. |
| Setup Detail<br>[Add CDBG] | Once all required data fields have been input, clicking this button displays the first CDBG setup screen. Note that one required field, ENVIRONMENTAL REVIEW, comes *after* the [Add CDBG] button. |
| Environmental Review | Select **Completed**, **Exempt**, or **Underway**, as appropriate. |

| Field | Description |
|---|---|
| Allow Another Organization to Access this Activity | If you want IDIS users at another organization to be able to access this activity:<br>1. Click the [Select Organization] button.<br>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank.<br>3. Click the [Search] button.<br>4. To select an organization, click first on the radio button next to its name and then on the [Select] button.<br>To return to the Add Activity page without selecting an organization, click the [Cancel] button. |
| HEROS Environmental Review ID | Optional. To add the HEROS (HUD Environmental Review Online System) environmental review ID number associated with the activity, click the [Search for Review ID] button to display the Search Environmental Review IDs screen. Run a search to find the appropriate ID, then click its Select link in the last column of the results table. The Add Activity screen is redisplayed with the Review ID you just selected. |
| Comments | An optional field for your remarks about the environmental review. |
| Activity Description | A description of the activity is optional but strongly recommended. |

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

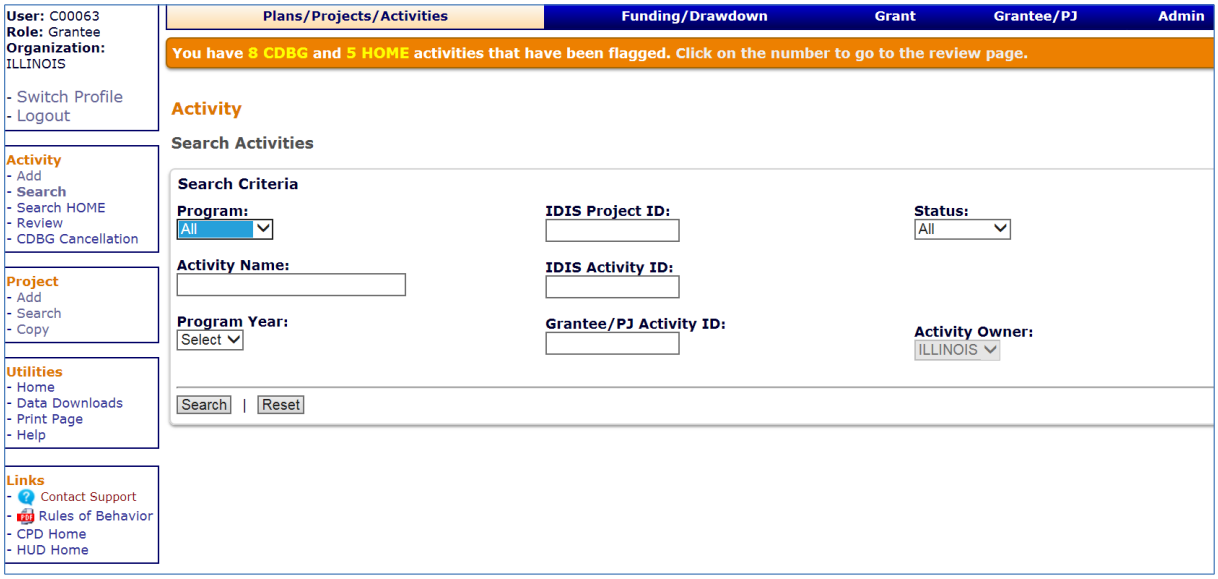
Otherwise, click the [Add CDBG] button to display the first CDBG setup screen. The CDBG setup screens are described in Chapter 4.

# EDIT/VIEW ACTIVITIES

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

## SEARCH ACTIVITIES SCREEN

Click the Activity Search link on any Plans/Projects/Activities tab screen to access the Search Activities screen:



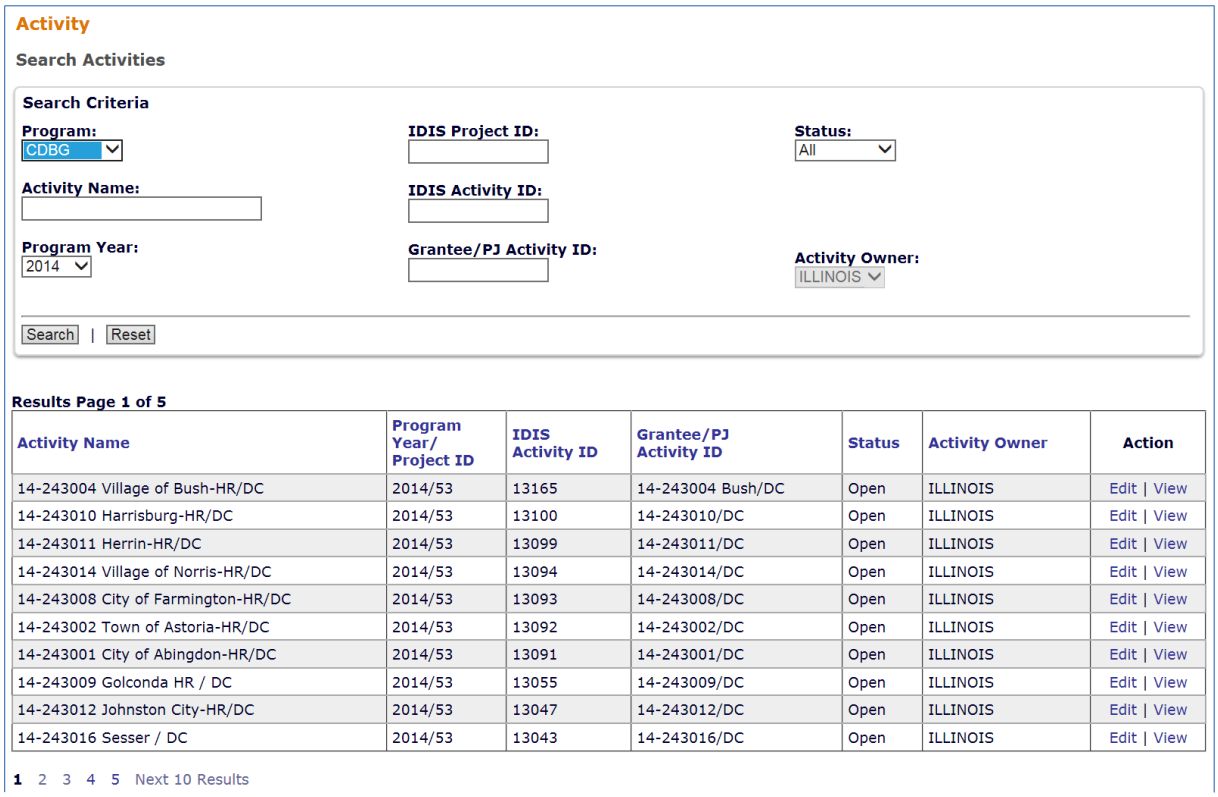

The purpose of the screen is for you to identify the activity or activities you want to update. To do so, you can:

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

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

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

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




| Activity Name | Program Year/ Project ID | IDIS Activity ID | Grantee/PJ Activity ID | Status | Activity Owner | Action |
|---|---|---|---|---|---|---|
| 14-243004 Village of Bush-HR/DC | 2014/53 | 13165 | 14-243004 Bush/DC | Open | ILLINOIS | Edit \| View |
| 14-243010 Harrisburg-HR/DC | 2014/53 | 13100 | 14-243010/DC | Open | ILLINOIS | Edit \| View |
| 14-243011 Herrin-HR/DC | 2014/53 | 13099 | 14-243011/DC | Open | ILLINOIS | Edit \| View |
| 14-243014 Village of Norris-HR/DC | 2014/53 | 13094 | 14-243014/DC | Open | ILLINOIS | Edit \| View |
| 14-243008 City of Farmington-HR/DC | 2014/53 | 13093 | 14-243008/DC | Open | ILLINOIS | Edit \| View |
| 14-243002 Town of Astoria-HR/DC | 2014/53 | 13092 | 14-243002/DC | Open | ILLINOIS | Edit \| View |
| 14-243001 City of Abingdon-HR/DC | 2014/53 | 13091 | 14-243001/DC | Open | ILLINOIS | Edit \| View |
| 14-243009 Golconda HR / DC | 2014/53 | 13055 | 14-243009/DC | Open | ILLINOIS | Edit \| View |
| 14-243012 Johnston City-HR/DC | 2014/53 | 13047 | 14-243012/DC | Open | ILLINOIS | Edit \| View |
| 14-243016 Sesser / DC | 2014/53 | 13043 | 14-243016/DC | Open | ILLINOIS | Edit \| View |

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

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

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

## EDIT ACTIVITY SCREEN

This screen is very similar to the Add Activity screen:

**Activity**

**Edit Activity**

Save | Cancel

*Indicates Required Field

**Activity Owner:**
ILLINOIS

**IDIS Activity ID:**
13055

**IDIS Project ID/Project Title (Program Year):**
53/2014 Housing Rehabilitation Program (2014)
Change Project

***Activity Name:**
14-243009 Golconda HR / DC

**Activity Status:**
Open

**Completion Date:**
(mm/dd/yyyy)

**Grantee/PJ Activity ID:**
14-243009/DC

**Initial Funding Date:**
01/16/2015

**Activity**

| Program | *Activity Category (tip) | Ready to Fund | Funded | Setup Detail | Accomplishment | Completion Check |
|---|---|---|---|---|---|---|
| CDBG | Does this activity use Section 108 loan?* No Change answer<br>14A - Rehab; Single-Unit Residential | Yes | Yes | Edit CDBG | Add CDBG Accomp. | Check CDBG |
| ESG | None | No | No | Add ESG | Add ESG Accomp. | |
| HOME | None | No | No | Add HOME | Add HOME Accomp. | |
| HOPWA | None | No | No | Add HOPWA | Add HOPWA Accomp. | |
| HESG | None | No | No | | Grantees will enter Accomp data into e-SNAPS | |
| HOPWA-C | None | No | No | | | |

Activity Funding

***Environmental Review:**
UNDERWAY

**Allow Another Organization to Access this Activity (tip)**
Select Organization

**HEROS Environmental Review ID**
Search For Review ID

**Comments(tip)**

**Activity Description:**

```
Rehabilitation of nine (9)  owner-occupied, single family homes in a targeted area of the grantee community.
The rehabilitation work to be conducted prioritizes the correction of code violations, structural safety and longevity, and the
retrofitting of modern and efficient weatherization components to secure long term utility affordability and a reduction in
energy consumption . Secondary consideration rehabilitation work will also be conducted to enhance livability and comfort.
Lastly prioritized is - if funding is available -  the addressing of cosmetic repairs and improvements targeted to enhance the
```

Save | Cancel

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

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

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

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

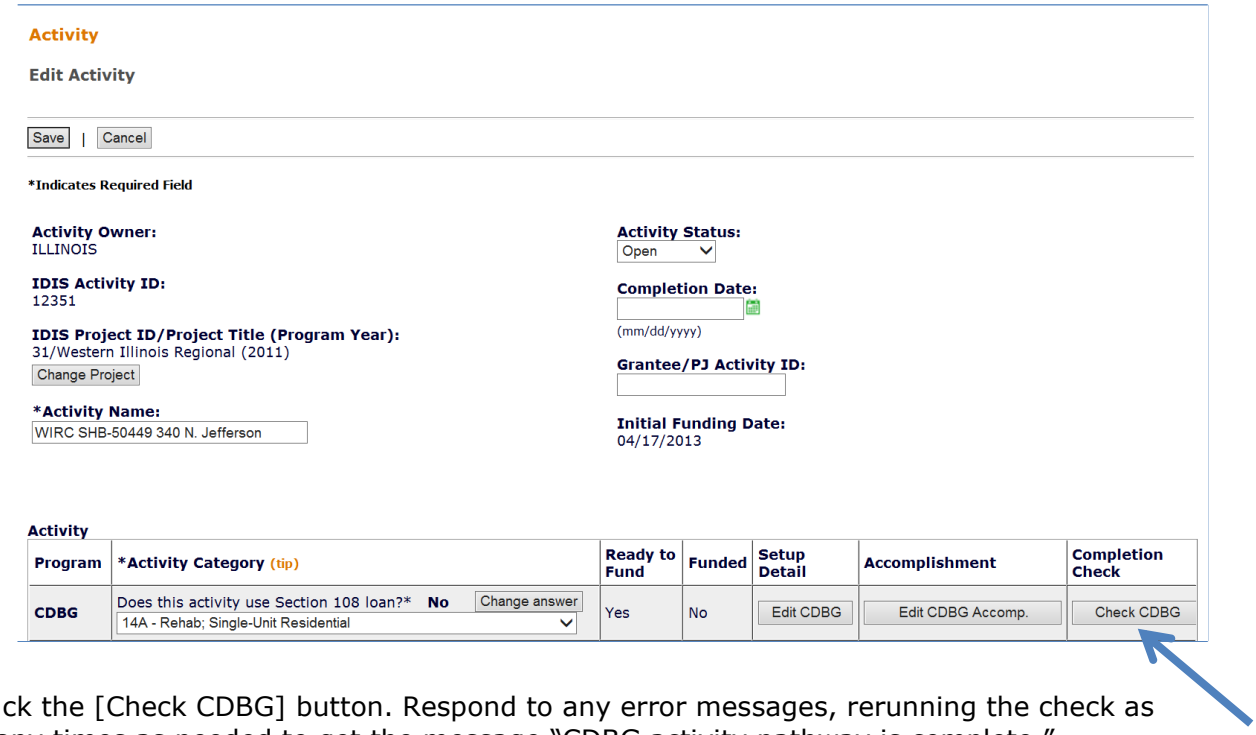
## UPDATING THE ACTIVITY STATUS TO COMPLETED

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

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

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

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




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

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

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

## REOPEN ACTIVITY AND COPY ACTIVITY

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

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

**Activity**

**View Activity**

Return to Previous Page | Reopen Activity | Copy this Activity

**Activity Owner:**
ILLINOIS

**Activity Status:**
Canceled

**IDIS Activity ID:**
12977

**Completion Date:**
11/17/2014

**Program Year/IDIS Project ID/Project Title:**
2014/54/2014 Emergency Public Infrastructure

**Grantee/PJ Activity ID:**
10-244016/DH

**Activity Name:**
10-244016 (14) Buffalo-EPI/DH

**Initial Funding Date:**
11/17/2014

**Activity**

| Program | Activity Category | Ready to Fund | Funded | Setup Detail | Accomplishment | Completion Check |
|---|---|---|---|---|---|---|
| CDBG | Does this activity use Section 108 loan? - No<br>03I - Flood Drainage Improvements | Yes | No | View CDBG | | |
| ESG | | No | No | | | |
| HOME | | No | No | | | |
| HOPWA | | No | No | | | |

**Environmental Review:**
COMPLETED

No other organization is allowed access to this activity

**HEROS Environmental Review ID**

**Comments**

**Activity Description:**
Replacement of a section of failed storm sewer within the westerly right-of-way of West Street at McManus St. in the Village of Buffalo.

View Activity Funding

Return to Previous Page | Copy this Activity

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

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

# Chapter 4
# THE CDBG ACTIVITY SETUP SCREENS

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

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

# CDBG SETUP DETAIL (PAGE 1)

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

**Activity**

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

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

Save | Save and Continue | Cancel

*** Indicates Required Field**

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

***National Objective:**
Select Option Lookup Table

**Proposed Accomplishments**

| ***Accomplishment Type** | |
|---|---|
| Select Option Lookup Table | |
| ***Program Year** | ***Proposed Count** |
| | |

Add Another Year

**Performance Goal**

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

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

**Address**

**Confidential** (Suppress on Reports)

***Address Line 1:**
(ex: 1313 Sherman Street)

**Address Line 2:**

**Address Line 3:**

***City:**

***State:**
Select Option

***Zip Code:**
+

Validate This Address

Add/Edit Additional Locations

**Activity Purpose:**

(Indicate all that apply)

***Help Prevent Homelessness?**
Yes No

***Help the Homeless?**
Yes No

***Help Those with HIV/AIDS?**
Yes No

***Help Persons with Disabilities?**
Yes No

**Associate to Another Activity**

**Will accomplishments be reported at another activity?** (tip)
Yes No

**IDIS Activity ID:**

***UGLG funded by the State** (tip)

Select UGLG

**Date Funds Obligated and Announced:**

Select Date
(ex: mm/dd/yyyy)

**Organization carrying out activity**

***Is this activity being carried out by a state grant recipient?**
(Either directly and/or through contractors)
Yes No

**Activity is Being Carried Out by the Grantee Through:** (tip)
Select Option

**Name of Organization carrying out activity:** (tip)

Select Organization

**Organization is Categorized as:** (tip)
Select Option

**Target Area**

**Area Type:** (tip)
Select Option

**Area Name:** (tip)
Select Option

Add New Area

**Special Characteristics**

(Check all that apply to the location of this activity)

- Presidentially Declared Major Disaster Area
- Historic Preservation Area
- Brownfield Redevelopment Area
- Conversion from Non-Residential to Residential Use

**For Brownfield Activities, Indicate the Number of Acres Remediated:** (tip)

**Activity Information**

(Check all that apply)

- One-for-One Replacement
- Displacement
- Favored Activity
- Special Assessment
- Revolving Fund
- Float Funded

**Float Funds**

(Only Enter if Float Funded is Checked)

**Float Principal Balance:** (tip)
$

**Date Float Funds to be Received:**
Select Date
(ex: mm/dd/yyyy)

Save | Save and Continue | 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 | 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.<br><br>The Lookup Table link at the end of the National Objective field displays a table of the valid matrix code/national objective/ accomplishment type combinations (the same table is provided in Appendix C). |
| 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<br>Proposed Count<br>[Add Another Year] | 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.<br><br>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"). |
| 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) | Check this box if you do not want the activity address to print on IDIS reports.<br><br>Always suppress addresses for domestic violence shelters. You may also want to suppress addresses of individual or household beneficiaries. |
| Address Lines 1, 2, 3<br>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] | Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is:<br><br>• Valid, the ZIP CODE will be populated automatically with the correct data. |

| Field | Description |
|---|---|
| | • 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. |
| [Add/Edit Additional Locations] | 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.<br><br>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.<br><br>Note: If the WILL ACCOMPLISHMENTS BE REPORTED AT ANOTHER ACTIVITY field (see below) is changed to **Yes**, all addresses that are input here will be deleted. |
| Activity Purpose<br>Help Prevent Homelessness?<br>Help the Homeless?<br>Help Those with HIV/AIDS?<br>Help Persons with Disabilities? | Select **Yes** or **No** for each field, as appropriate. |
| Associate to Another Activity | |
| Will accomplishments be reported at another activity? | Change this field to **Yes** if accomplishments for the activity (usually a service delivery costs activity or an acquisition activity) are reported under another activity.<br><br>For a full explanation of when (and when not) to report accomplishments at another activity, see page 13 of Guidance for Reporting CDBG Accomplishments and Performance Measures in IDIS.<br><br>Note: If this field is set to **Yes** for an LMA* activity, Census or survey data must still be input on Activity Setup (Page 3). |
| IDIS Activity ID | If you answered **Yes** above, enter the ID of the activity under which the accomplishments will be reported.<br><br>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. |

| Field | Description |
|---|---|
| UGLG funded by the State | Follow these steps:<br>1. Click the [Select Organization] button.<br>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.<br>3. Click the [Search] button.<br>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.<br>If the UGLG funded by the state is not listed on the select screen, refer to Appendix D. |
| 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 **Yes** (the default). If it will be carried out by another organization, change the answer to **No**. |
| If **Yes** | |
| Activity is Being Carried Out by the Grantee Through | Indicate if the activity is being carried out by Grantee Employees, Contractors, or Grantee Employees and Contractors. |
| If **No** | |
| Name of Organization Carrying out Activity | Click the [Select Organization] button to display the Select Organization page. Enter search criteria if you like, and then click the [Search] button.<br>To select an organization, click first on the radio button next to its name and then on the [Select] button.<br>If the organization carrying out the activity is not listed on the select screen, refer to Appendix D. |
| Organization is Categorized as | **Another Unit of Local Government**: Self-explanatory.<br>**Another Public Agency**: Examples include a public housing authority or redevelopment authority.<br>**A 105(a)15 Entity**: See that section of the HCDA for details. |

| Field | Description |
|---|---|
| Target Area | |
| Area Type | Indicate if the activity is located in one of these special areas:<br>• **Strategy Area**: A Community Revitalization Strategy Area (CRSA).<br>• **CDFI**: Community Development Financial Institution area.<br>• **Local Target Area**: A locally defined and designated target area.<br>For activities with a national objective code of:<br>• LMAFI, you must specify CDFI.<br>• LMASA, you must specify Strategy Area.<br>• LMHSP, you must specify CDFI or Strategy Area.<br>*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.* |
| Area Name | 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. |
| Special Characteristics | |
| Presidentially Declared Major Disaster Area | 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. |
| Historic Preservation Area | Check this box if the activity is located in an area designated for historic preservation by local, state, or federal officials. |
| Brownfield Redevelopment Area | 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.<br>When this box is checked an entry is required in the FOR BROWNFIELD ACTIVITIES… field below. |
| Conversion from Non-Residential to Residential Use | Applicable only to housing rehabilitation activities. An example is converting an old warehouse into condominiums. |
| Colonia | This field is only displayed for grantees in Arizona, California, New Mexico, and Texas.<br>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. |

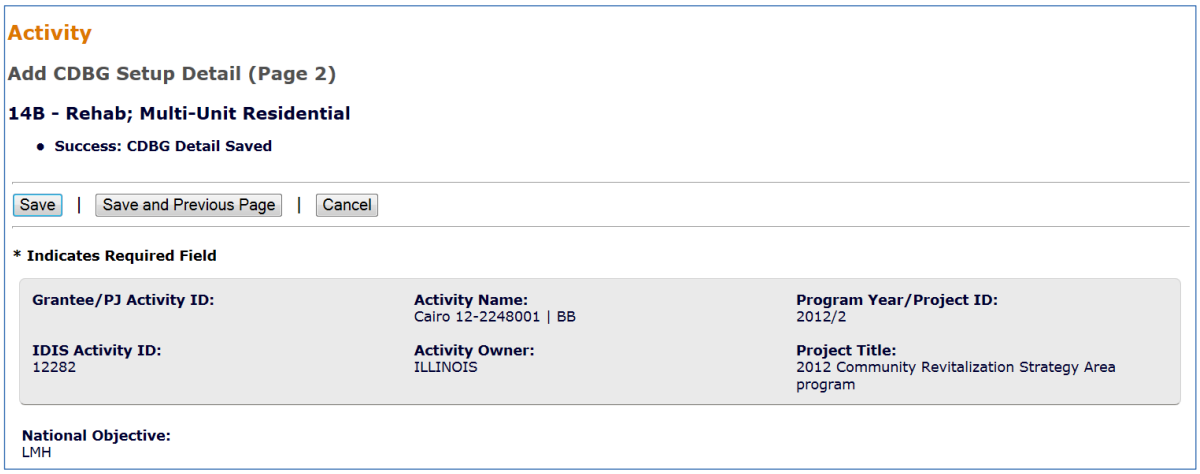
| Field | Description |
|---|---|
| For Brownfield Activities Indicate the Number of Acres Remediated | If you checked BROWNFIELD REDEVELOPMENT AREA above, enter the number of acres remediated. |
| Activity Information | |
| One for One Replacement | Check this box if the activity will result in the conversion or demolition of housing units that must (under the Uniform Relocation Act) be replaced.<br><br>When this field is checked, the One-for-One Replacement screen is displayed as part of the CDBG completion path. |
| Displacement | 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.<br><br>When this field is checked, the Displacement screen is displayed as part of the CDBG completion path. |
| 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 | Check this box if this type of financing is used.<br><br>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. |
| Float Funds | |
| Float Principal Balance | If you checked FLOAT FUNDED above, enter the balance of the principal. |
| Date Float Funds to be Received | If you checked FLOAT FUNDED above, enter the date you expect repayment to be made. |

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

# CDBG SETUP DETAIL (PAGE 2)

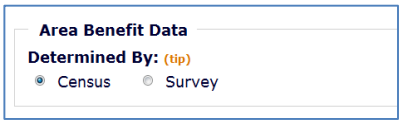
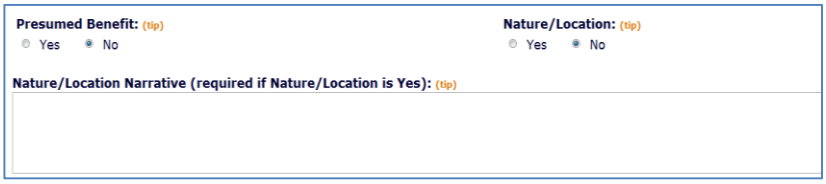
On this screen, information about funding sources and forms of assistance is collected for all activities. Additional data items are displayed based on the activity's national objective.

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




| Field | Description |
|---|---|
| Fields in gray box | These read-only fields identify the activity you are processing. They are populated with data from the Add Activity screen. |
| National Objective | The national objective you selected on the previous screen is displayed in this read-only field. |

The fields that are displayed next depend on the activity's national objective:

| Objective | Fields Displayed |
|---|---|
| LMA* |   Area Benefit Data:<br>Indicate whether CENSUS data or a HUD-approved SURVEY was used to determine the eligibility of the activity. |
| LMC* |   Presumed Benefit:<br>Click **Yes** if the activity exclusively benefits clientele presumed by HUD to be at least 51% LMI. Presumed benefit clientele groups are limited |

| Objective | Fields Displayed |
|---|---|
| | 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.<br><br>Nature/Location:<br>Click **Yes** if it may be concluded from the nature and location of the activity that the clientele will primarily be LMI. An example of such an activity is a child care center serving a public housing complex.<br><br>Nature/Location Narrative:<br>If the previous field is **Yes**, describe how the nature/location of the activity benefits a limited clientele, of whom at least 51% are LMI. |
| LMH* and some SB*/URG | **Multi-Unit Housing:** Yes No **Includes Rental Housing:** Yes No<br><br>Multi-Unit Housing:<br>Click **Yes** if the activity involves housing with two or more units per structure.<br><br>Includes Rental Housing:<br>Change to **Yes** if appropriate. |

The following data fields are displayed for all activities:

**HUD Funds**

| Source of Funds | Amount |
|---|---|
| CDBG | $ 0.00 |
| Section 108 Loan Guarantee | $ |
| ESG | $ |
| HOME | $ |
| HOPWA | $ |

**Other Funds**

| Source of Funds | Amount |
|---|---|
| Appalachian Regional Commission | $ |
| Other Federal Funds | $ |
| State/Local Funds | $ |
| Private Funds | $ |
| Other: | $ |

**Activity Costs (HUD + Other Funds)**

| | Amount |
|---|---|
| Total | $ 0.00 |

**Leveraging Ratio**
**(CDBG + 108 : All Other Funds)**

| CDBG + 108 | All Other Funds |
|---|---|
| 0 | 0 |

**Grant/Loan Assistance**

**Enter the number of grants or loans provided to beneficiaries of this activity** (tip)

| | |
|---|---|
| Grants | (tip) |
| Loans | (tip) |

**Loan(s) provided**

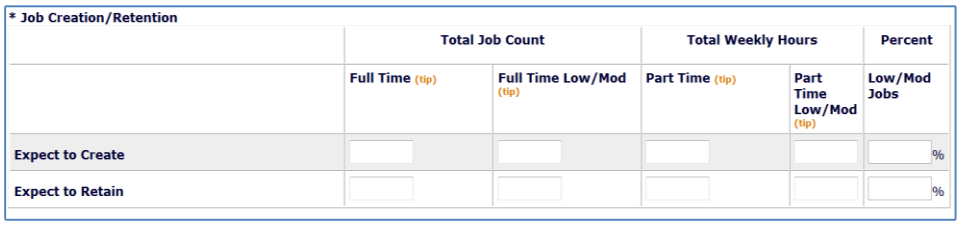
| | Average Interest Rate (tip) (ex: 99.99%) | Average Amortization Period (in Months) (tip) | Total Amount |
|---|---|---|---|
| Amortized Loan | | | $ |
| Deferred Payment Loan | | | $ |

| 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.<br><br>Leveraging amounts should not be entered for the ARC unless they are located in the Appalachian region and the activity is jointly funded with ARC funding. The system will automatically enter the CDBG amounts for each activity. |
| Other Federal Funds | Enter the amount of any non-CPD federal funds leveraged for this activity. |
| State/Local Funds | Enter the amount of any state/local funds leveraged for this activity. |
| Private Funds | Enter the amount of any private funds leveraged for this activity. |
| Other | Enter the name(s) and the amount of funds leveraged from other sources for this activity. |
| Activity Costs (HUD + Other Funds) Total | This read-only field displays the total amount of all funds entered. |
| Leveraging Ratio (CDBG + 108 : All Other Funds) | |
| CDBG + 108 | This field is always **1**. |
| All Other Funds | This system-calculated field is equal to the sum of the CDBG and Section 108 amounts divided into all other amounts. |
| Enter the number of grants or loans provided to beneficiaries of this activity | |
| Grants | Enter the number of grants provided to beneficiaries of this activity. |
| Loans | Enter the number of loans provided to beneficiaries of this activity. |
| Loans Provided | |
| Amortized Loan<br><br>Deferred Payment Loan | Enter the AVERAGE INTEREST RATE, the AVERAGE AMORTIZATION PERIOD (in months), and the TOTAL AMOUNT (whole dollars) of the amortized and/or deferred payment loan(s). If the term of the loan is unknown (e.g., the loan is due upon sale or transfer of the property), enter **99** in AMORTIZATION PERIOD.<br><br>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 | *Multi-Unit Housing<br>Total / Occupied (tip) / Occupied Low/Mod (tip) / Percent Low/Mod<br>Units at Start %<br>Units Expected at Completion %<br><br>Fill in these fields only if you answered **Yes** to the MULTI-UNIT HOUSING question above.<br><br>Units at Start<br>Enter the **Total** number of units, the number that were **Occupied**, and the number that were **Occupied by Low/Mod** households at the start of the activity (before CDBG funds were obligated to the activity). **Percent Low/Mod** is a protected field showing the percentage of units occupied by low/mod households.<br><br>Units Expected at Completion<br>Enter the number of **Total**, **Occupied**, and **Occupied Low/Mod** units you expect will be available upon completion of the activity. |
| LMH* and SB*/URG, matrix code of 14A-D, 14F-G, or 16A | **Housing Rehabilitation**<br>(Indicate if this activity is limited to one or more of the following)<br>☐ Install Security Devices<br>☐ Install Smoke Detectors<br>☐ Operate a Tool Lending Library<br>☐ Perform Emergency Housing Repairs<br>☐ Provide Supplies and Equipment for Painting Houses<br>☐ Remove Graffiti<br><br>Fill in these fields *only* if the rehabilitation of all the housing units reported in the activity is limited to one or more of the items listed. Otherwise, skip over them. Example: If the rehab is limited to installing smoke detectors in an apartment building, check **Install Smoke Detectors**. If smoke detectors are installed *and* the building's roof is replaced, leave it blank. |
| SBA | *Slum/Blight Area<br>% Deteriorated Buildings/Qualified Properties: (tip) %<br>(ex: 99.99)<br>*Slum/Blight Designation Year: (tip)<br>(ex: yyyy)<br>Public Improvement Type/Condition: (tip)<br>Boundaries: (tip)<br><br>% Deteriorated Buildings/Qualified Properties<br>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. |

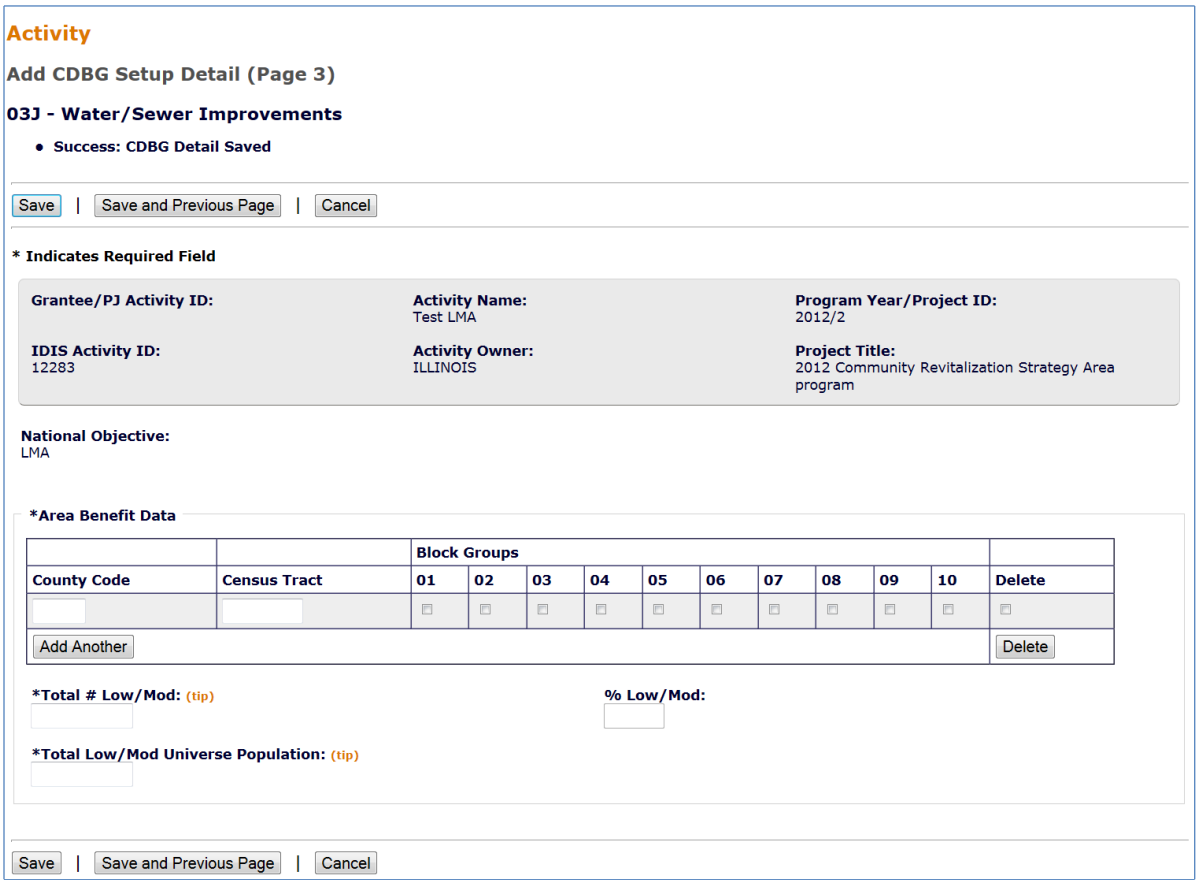
| Objective | Fields Displayed |
|---|---|
| | Public Improvement Type/Condition<br>If the activity qualifies for CDBG assistance on the basis that public improvements throughout the area are in a general state of deterioration, enter a description of each type of improvement in the area and its condition at the time the area was designated as slum/blight.<br><br>Boundaries<br>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.<br><br>Slum/Blight Designation Year<br>Enter the year the area was designated a slum/blight area. |
| LMJ*<br>LMAFI, LMASA, LMCMC |  <br>* Job Creation/Retention<br>Total Job Count: Full Time (tip); Full Time Low/Mod (tip)<br>Total Weekly Hours: Part Time (tip); Part Time Low/Mod (tip)<br>Percent: Low/Mod Jobs<br>Expect to Create %<br>Expect to Retain %<br><br>Expect to Create<br>Enter the **Full-Time** jobs, **Full-Time Low/Mod** jobs, weekly **Part-Time** job *hours* (not jobs), and **Part-Time Low/Mod** job *hours* that are expected to be created.<br><br>Expect to Create<br>Enter the **Full-Time** jobs, **Full-Time Low/Mod** jobs, weekly **Part-Time** job *hours* (not jobs), and **Part-Time Low/Mod** job *hours* that are expected to be retained. |

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)

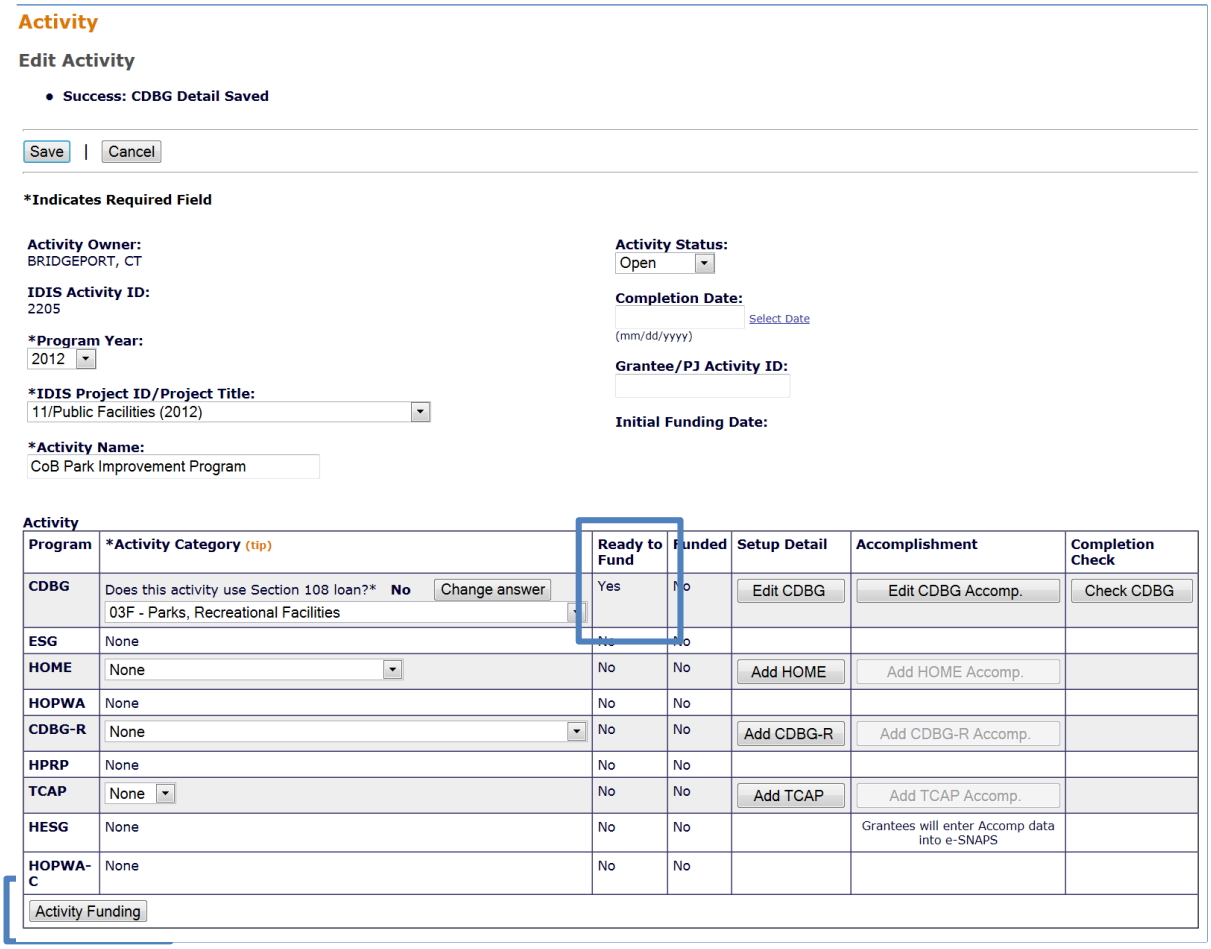
A third setup screen is displayed for LMA* activities only. Information regarding the low/mod income population in the service area is input on it.




| Field | Description |
|---|---|
| Fields in gray box | These read-only fields identify the activity you are processing. |
| National Objective | A read-only field showing the objective input for the activity on the first CDBG setup screen. |
| County Code | Enter the FIPS county code for the area being assisted (see https://www.census.gov/geo/reference/codes/cou.html). |
| Census Tract | Identify the Census tract contained in the service area. The required format for Census tracts is "nnnn.nn" (e.g., input Census tract 7 as "0007.00"). |
| 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.<br><br>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:




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

# Chapter 5
# ACTIVITY FUNDING

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

The State CDBG fund types are:

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

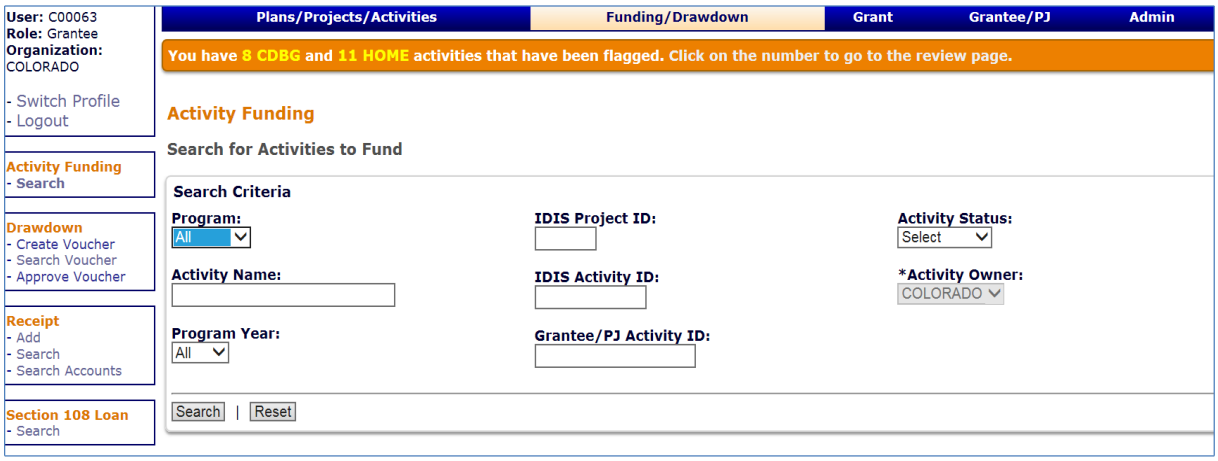
*For details, please see Guidance for CDBG Grantees: Transition from First-In-First-Out to Grant-Specific Accounting in IDIS.

# ACCESSING THE ACTIVITY FUNDING FUNCTIONS

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

# SEARCH FOR ACTIVITIES TO FUND SCREEN

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



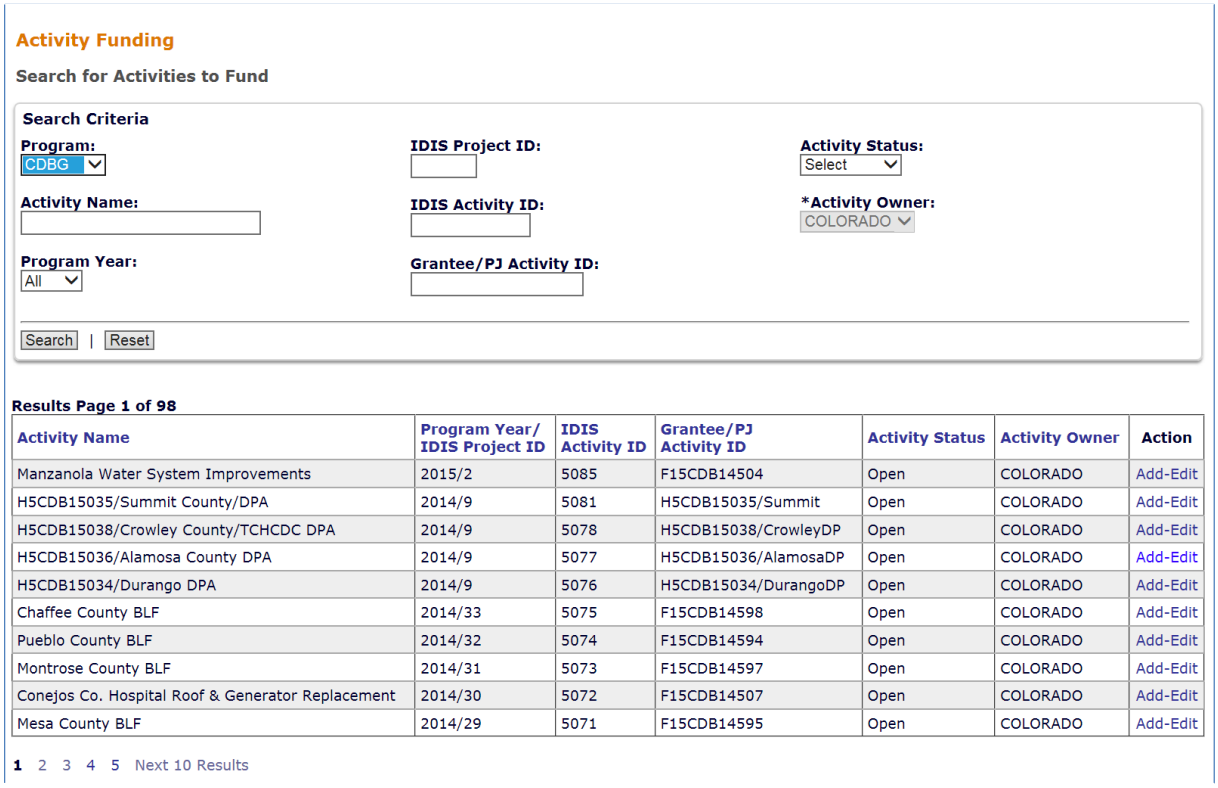

To conduct a search, you can:

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

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

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

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




| Activity Name | Program Year/ IDIS Project ID | IDIS Activity ID | Grantee/PJ Activity ID | Activity Status | Activity Owner | Action |
|---|---|---|---|---|---|---|
| Manzanola Water System Improvements | 2015/2 | 5085 | F15CDB14504 | Open | COLORADO | Add-Edit |
| H5CDB15035/Summit County/DPA | 2014/9 | 5081 | H5CDB15035/Summit | Open | COLORADO | Add-Edit |
| H5CDB15038/Crowley County/TCHCDC DPA | 2014/9 | 5078 | H5CDB15038/CrowleyDP | Open | COLORADO | Add-Edit |
| H5CDB15036/Alamosa County DPA | 2014/9 | 5077 | H5CDB15036/AlamosaDP | Open | COLORADO | Add-Edit |
| H5CDB15034/Durango DPA | 2014/9 | 5076 | H5CDB15034/DurangoDP | Open | COLORADO | Add-Edit |
| Chaffee County BLF | 2014/33 | 5075 | F15CDB14598 | Open | COLORADO | Add-Edit |
| Pueblo County BLF | 2014/32 | 5074 | F15CDB14594 | Open | COLORADO | Add-Edit |
| Montrose County BLF | 2014/31 | 5073 | F15CDB14597 | Open | COLORADO | Add-Edit |
| Conejos Co. Hospital Roof & Generator Replacement | 2014/30 | 5072 | F15CDB14507 | Open | COLORADO | Add-Edit |
| Mesa County BLF | 2014/29 | 5071 | F15CDB14595 | Open | COLORADO | Add-Edit |

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

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

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

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

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

# EDIT ACTIVITY FUNDING SCREEN

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

**Activity Funding**

**Edit Activity Funding**

Return to Search for Activities to Fund

*Indicates Required Field

**Activity Owner:**
COLORADO

**Program Year/Project:**
2015/2

**IDIS Activity ID:**
5085

**Total Funded:**
$0.00

**Activity Name:**
Manzanola Water System Improvements

**Total Drawn:**
$0.00

**Funding Sources**

**Recipient Name:** All Recipients

**Program:** All Programs

**Fund Type:** All Fund Types

Filter | Reset Filter

**Available Funds**

| Recipient Name | Program | Fund Type | Source Name | Source Type | Available for Funding | Funded Amount | Drawn Amount | Action |
|---|---|---|---|---|---|---|---|---|
| COLORADO | CDBG | EN | HUD | DC | $27,094,599.31 | $0.00 | $0.00 | Add-Edit \| View |
| COLORADO | CDBG | LA | HUD | DC | $34,082.40 | $0.00 | $0.00 | Add-Edit \| View |
| COLORADO | CDBG | PI | HUD | DC | $577,346.44 | $0.00 | $0.00 | Add-Edit \| View |
| COLORADO | CDBG | RL | HUD | DC | $1,460,540.39 | $0.00 | $0.00 | Add-Edit \| View |

Return to Search for Activities to Fund

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

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

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

| Field | Description |
|---|---|
| Available Funds | |
| Recipient Name | The name of the grantee or subgrantee. |
| Program | The CPD program that provided the grant. |
| Fund Type | For CDBG States, the fund types are:<br>**EN** Entitlement<br>**AD** Administration<br>**LA** Grant-Specific Repayment to Local Account<br>**PI** Program Income<br>**RL** Revolving Loan Fund<br>**SF** State Revolving Fund<br>**SI** Section 108 Loan Income<br>**SL** Section 108 Loan<br>**SU** Subgrant<br>**TA** Technical Assistance<br>For information about the availability of the fund types, please see page 5-1. |
| Source Name | For State grantees, **HUD**; for subgrantees, the organization that provided the subgrant. |
| Source Type | For CDBG States, **DC** or **DH** (the fourth and fifth characters of the CDBG grant number). |
| Available for Funding | The amount of this fund type available to commit to activities. |
| Funded Amount | The amount of this fund type that has already been committed to this activity. |
| Drawn Amount | The amount of this fund type that has already been drawn down for this activity. |

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

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

Instructions for the Add-Edit Line Item screen follow.

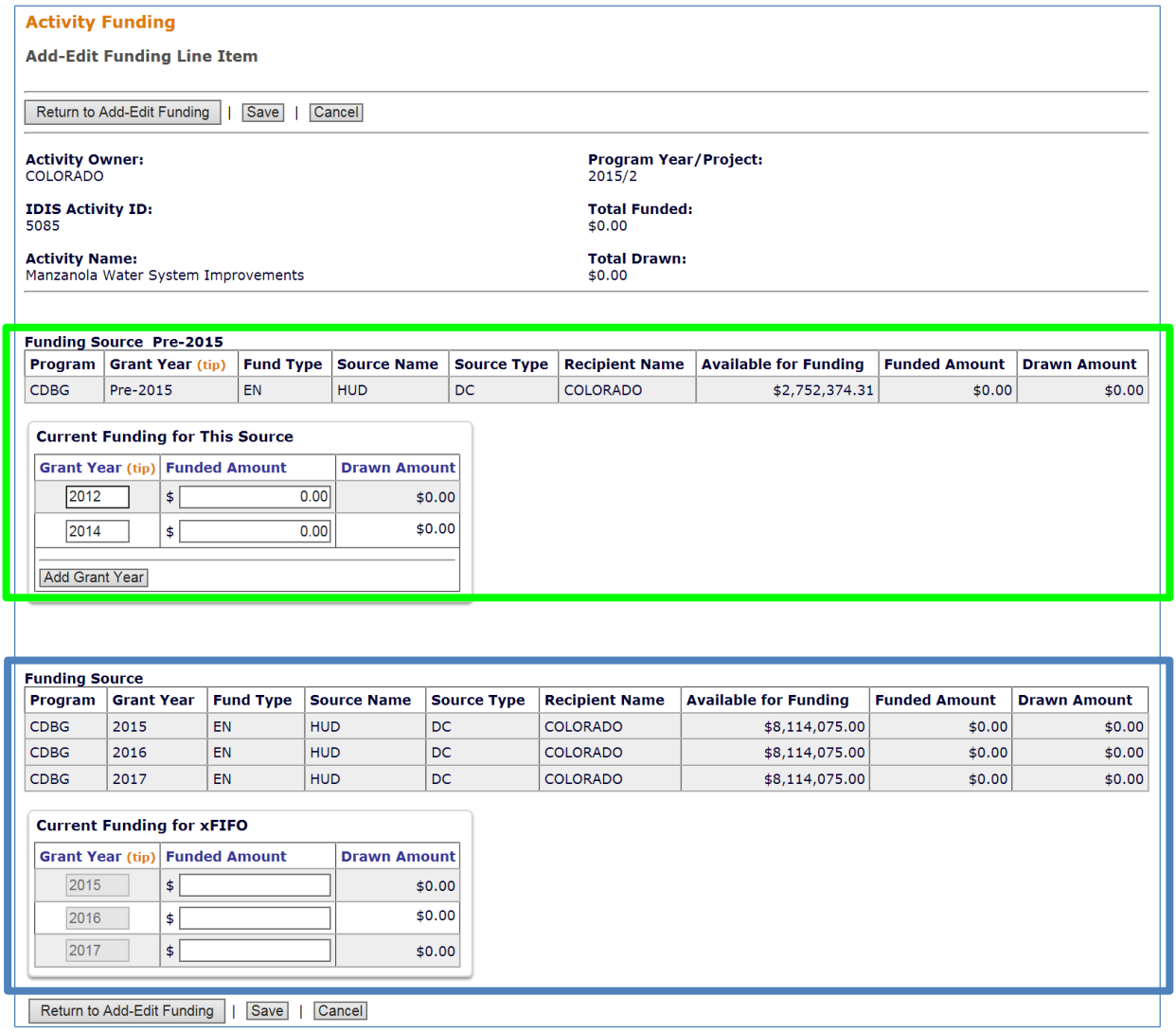
# ADD-EDIT FUNDING LINE ITEM SCREEN

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

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

## Funding with EN, AD, SU, and TA

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



**Activity Funding**

**Add-Edit Funding Line Item**

Return to Add-Edit Funding | Save | Cancel

**Activity Owner:** COLORADO

**Program Year/Project:** 2015/2

**IDIS Activity ID:** 5085

**Total Funded:** $0.00

**Activity Name:** Manzanola Water System Improvements

**Total Drawn:** $0.00

**Funding Source Pre-2015**

| Program | Grant Year (tip) | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---|---|---|---|---|---|---|---|---|
| CDBG | Pre-2015 | EN | HUD | DC | COLORADO | $2,752,374.31 | $0.00 | $0.00 |

**Current Funding for This Source**

| Grant Year (tip) | Funded Amount | Drawn Amount |
|---|---|---|
| 2012 | $ 0.00 | $0.00 |
| 2014 | $ 0.00 | $0.00 |

Add Grant Year

**Funding Source**

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---|---|---|---|---|---|---|---|---|
| CDBG | 2015 | EN | HUD | DC | COLORADO | $8,114,075.00 | $0.00 | $0.00 |
| CDBG | 2016 | EN | HUD | DC | COLORADO | $8,114,075.00 | $0.00 | $0.00 |
| CDBG | 2017 | EN | HUD | DC | COLORADO | $8,114,075.00 | $0.00 | $0.00 |

**Current Funding for xFIFO**

| Grant Year (tip) | Funded Amount | Drawn Amount |
|---|---|---|
| 2015 | $ | $0.00 |
| 2016 | $ | $0.00 |
| 2017 | $ | $0.00 |

Return to Add-Edit Funding | Save | Cancel

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

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

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

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

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

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

| **Pre-2015 Grants** | |
|---|---|
| **Field** | **Description** |
| Activity Owner *through* Total Drawn | Same as the Edit Activity Funding screen (see page 5-4 for field definitions). |
| Funding Source Pre-2015 | |
| Program | **CDBG**. |
| Grant Year | **Pre-2015**. |
| Fund Type | The grant fund type selected on the previous screen—**EN**, **AD**, **SU**, or **TA**. |
| Source Name *through* Recipient Name | Same as the AVAILABLE FUNDS fields on the Edit Activity Funding screen (see page 5-5 for field definitions). |
| Available for Funding | The amount of this fund type that is available to commit to activities from pre-2015 grants. |
| Funded Amount | The amount of this fund type that has already been committed to this activity from pre-2015 grants. |
| Drawn Amount | The amount of this fund type that has already been drawn down for this activity from pre-2015 grants. |
| Current Funding for This Source | |
| Grant Year | Required for CDBG States, and used to generate the online PER. Enter the year of the grant that this funding should be attributed to in the PER.<br><br>Note that the GRANT YEAR you input here will be used for reporting purposes only; funding and draws still occur FIFO in IDIS. |
| Funded Amount | Enter or update the amount to be funded from pre-2015 grants in dollars and cents, with or without commas. |
| Drawn Amount | The amount of this fund type drawn to date for this activity and attributed by the user to this GRANT YEAR. |

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

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

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

**Activity Funding**

**Add-Edit Funding Line Item**

- **Activity funded successfully.**

Return to Add-Edit Funding | Save | Cancel

**Activity Owner:**
COLORADO

**Program Year/Project:**
2015/2

**IDIS Activity ID:**
5085

**Total Funded:**
$600,000.00

**Activity Name:**
Manzanola Water System Improvements

**Total Drawn:**
$0.00

**Funding Source Pre-2015**

| Program | Grant Year (tip) | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---|---|---|---|---|---|---|---|---|
| CDBG | Pre-2015 | EN | HUD | DC | COLORADO | $2,162,374.31 | $590,000.00 | $0.00 |

**Current Funding for This Source**

| Grant Year (tip) | Funded Amount | Drawn Amount |
|---|---|---|
| 2012 | $ 152,655.97 | $0.00 |
| 2014 | $ 437,344.03 | $0.00 |

Add Grant Year

**Funding Source**

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---|---|---|---|---|---|---|---|---|
| CDBG | 2015 | EN | HUD | DC | COLORADO | $8,104,075.00 | $10,000.00 | $0.00 |
| CDBG | 2016 | EN | HUD | DC | COLORADO | $8,114,075.00 | $0.00 | $0.00 |
| CDBG | 2017 | EN | HUD | DC | COLORADO | $8,114,075.00 | $0.00 | $0.00 |

**Current Funding for xFIFO**

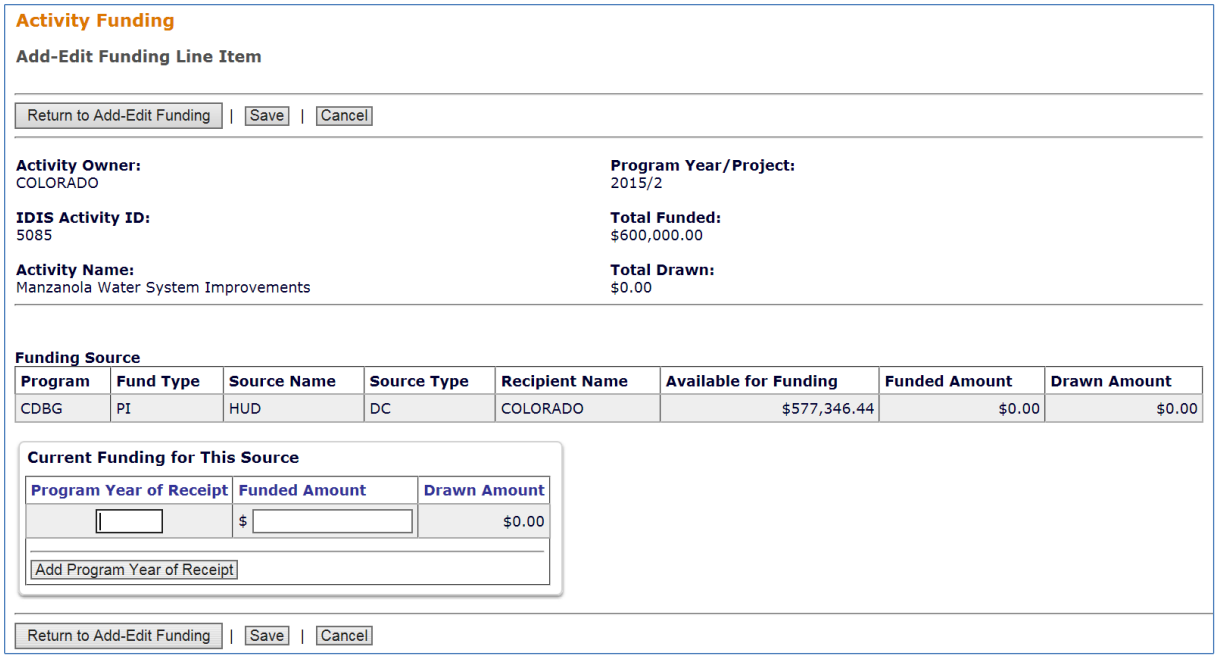
| Grant Year (tip) | Funded Amount | Drawn Amount |
|---|---|---|
| 2015 | $ 10,000.00 | $0.00 |
| 2016 | $ | $0.00 |
| 2017 | $ | $0.00 |

Return to Add-Edit Funding | Save | Cancel

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

## Funding with PI, SF, and RL

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

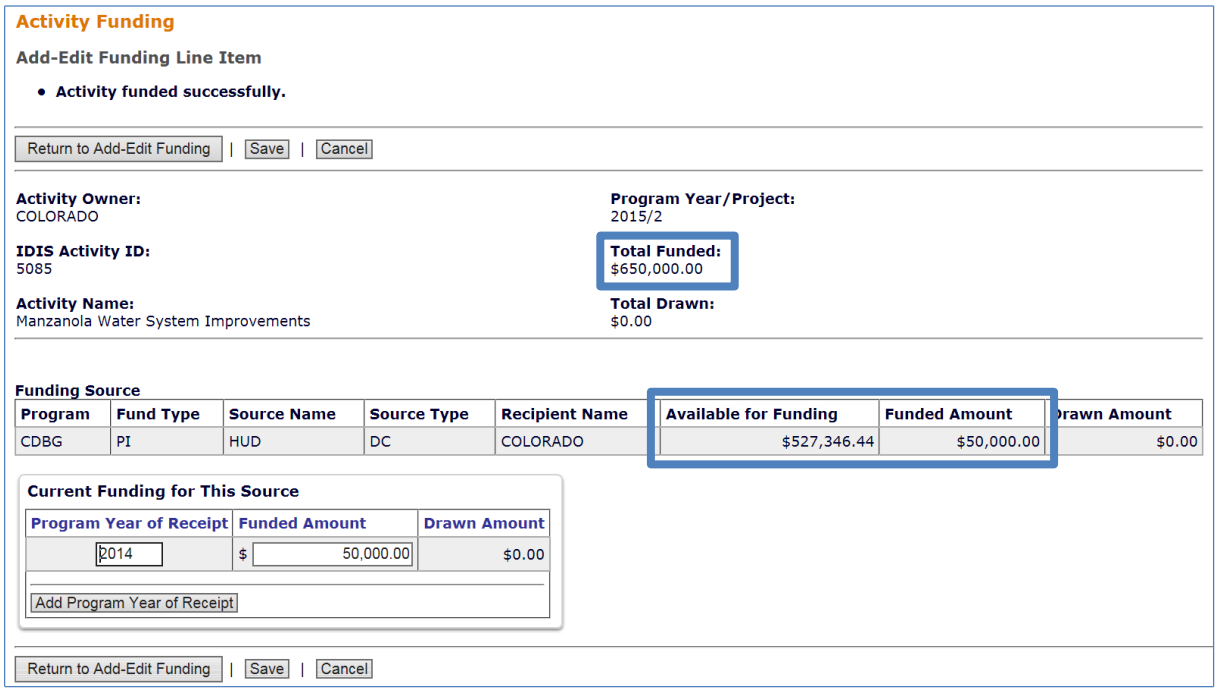



The input fields are PROGRAM YEAR OF RECEIPT and FUNDED AMOUNT.

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

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

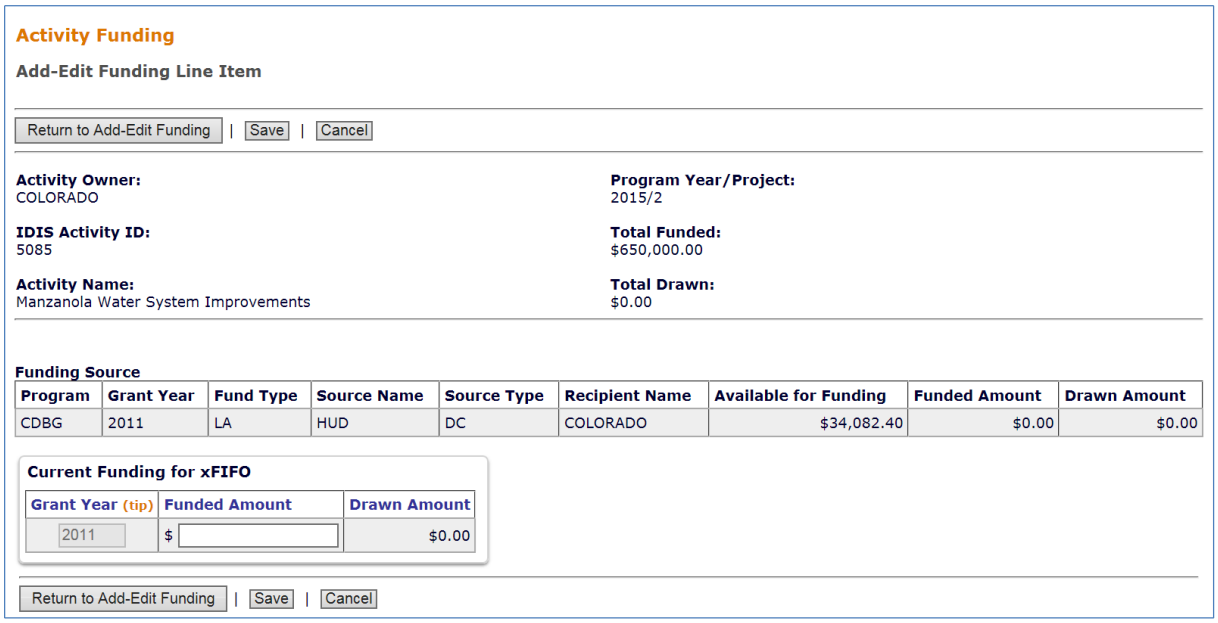
When you click [Save], three fields in addition to the ones you input are updated. The TOTAL FUNDED and the FUNDED AMOUNT fields are increased and the AVAILABLE FOR FUNDING field is reduced by the amount of the change in funding you just made:




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

## Funding with LA

LA funds are receipted by grant year and are, therefore, always committed to activities by grant year. In the example below, the only LA funds receipted are for FY 2011:



**Activity Funding**

**Add-Edit Funding Line Item**

Return to Add-Edit Funding | Save | Cancel

**Activity Owner:** COLORADO

**Program Year/Project:** 2015/2

**IDIS Activity ID:** 5085

**Total Funded:** $650,000.00

**Activity Name:** Manzanola Water System Improvements

**Total Drawn:** $0.00

**Funding Source**

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---|---|---|---|---|---|---|---|---|
| CDBG | 2011 | LA | HUD | DC | COLORADO | $34,082.40 | $0.00 | $0.00 |

**Current Funding for xFIFO**

| Grant Year (tip) | Funded Amount | Drawn Amount |
|---|---|---|
| 2011 | $ | $0.00 |

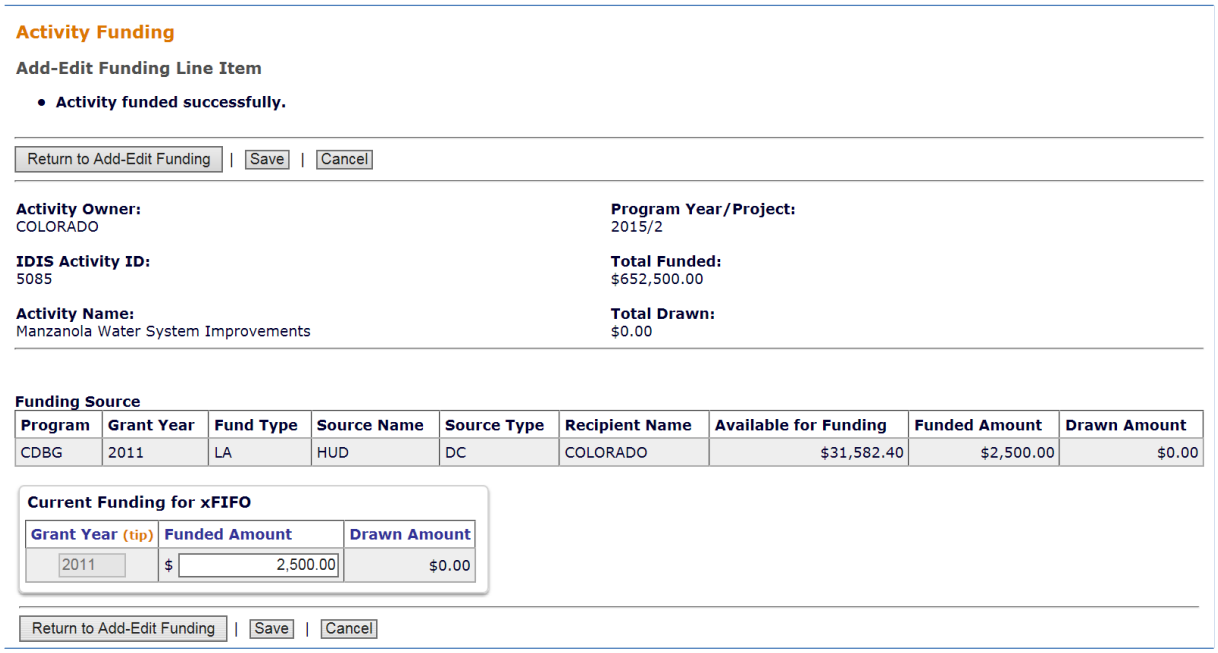
Return to Add-Edit Funding | Save | Cancel

The only input field is FUNDED AMOUNT.

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

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

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



**Activity Funding**

**Add-Edit Funding Line Item**

- **Activity funded successfully.**

Return to Add-Edit Funding | Save | Cancel

**Activity Owner:**
COLORADO

**Program Year/Project:**
2015/2

**IDIS Activity ID:**
5085

**Total Funded:**
$652,500.00

**Activity Name:**
Manzanola Water System Improvements

**Total Drawn:**
$0.00

**Funding Source**

| Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Available for Funding | Funded Amount | Drawn Amount |
|---|---|---|---|---|---|---|---|---|
| CDBG | 2011 | LA | HUD | DC | COLORADO | $31,582.40 | $2,500.00 | $0.00 |

**Current Funding for xFIFO**

| Grant Year (tip) | Funded Amount | Drawn Amount |
|---|---|---|
| 2011 | $ 2,500.00 | $0.00 |

Return to Add-Edit Funding | Save | Cancel

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

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

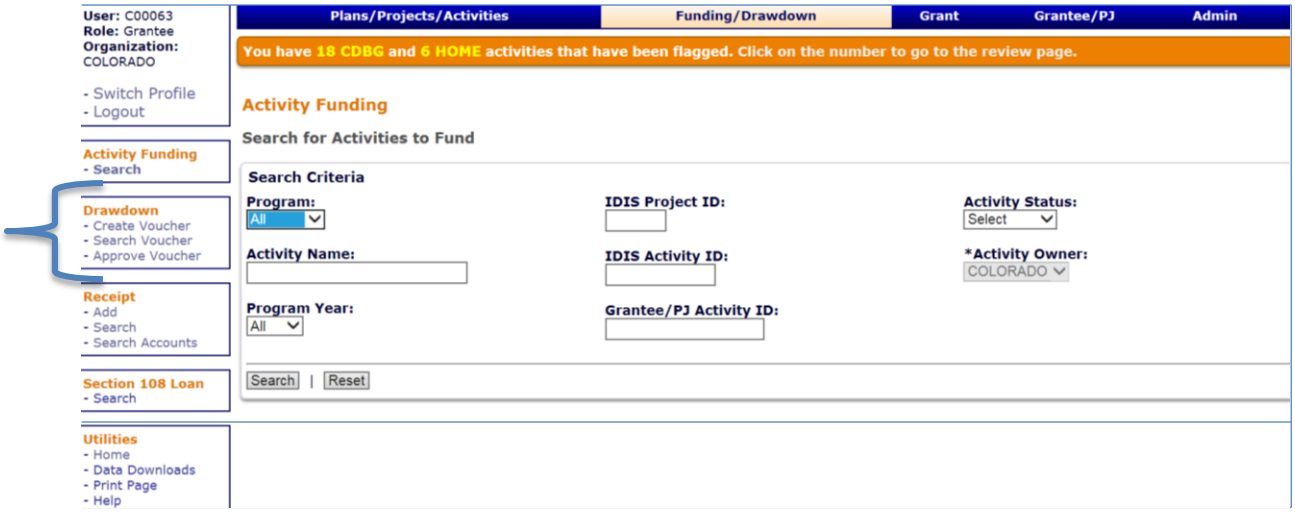
# Chapter 6
# DRAWDOWNS

Drawdowns may be made for an activity after it has been funded. Draws may only be applied to the funding source added to the activity (with the exception of PI), and the total amount drawn down cannot exceed the funded amount.

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

## ACCESSING THE DRAWDOWN FUNCTIONS

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



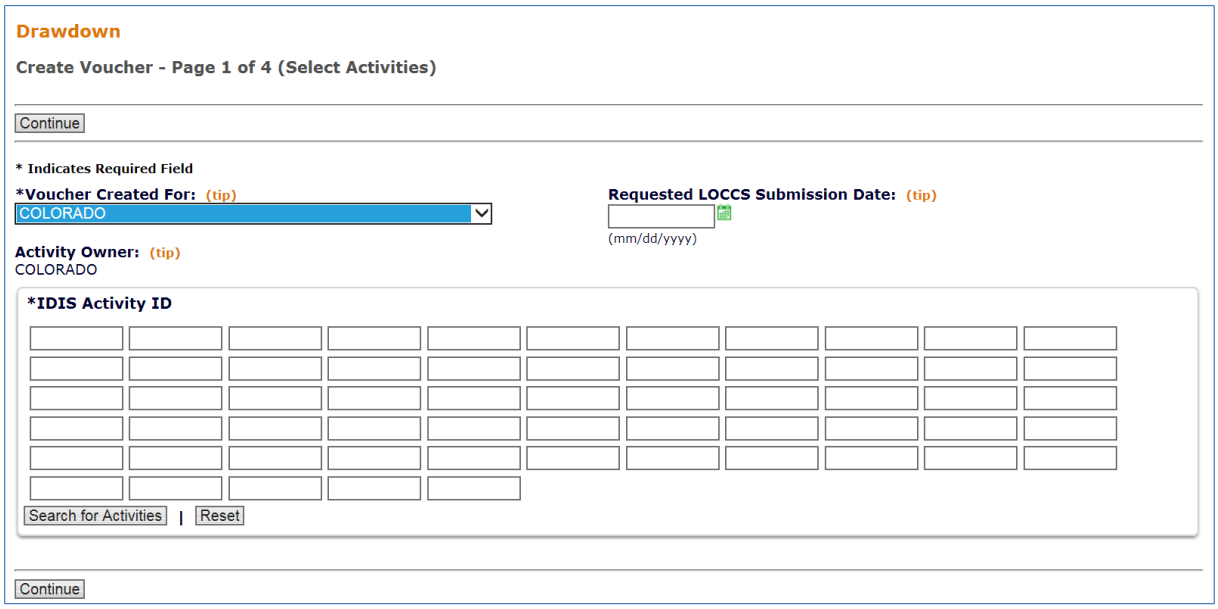

The three draw functions—Create Voucher, Search Voucher, and Approve Voucher—are discussed below.

# CREATE DRAWDOWN VOUCHERS

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

## CREATE VOUCHER - PAGE 1 OF 4 (SELECT ACTIVITIES)

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




| Field | Description |
|---|---|
| Voucher Created For | If the draw is to be made from a subgrant, select the organization for which the subgrant was created. Otherwise, select the State. |
| Activity Owner | If the name showing in this field is not the grantee who owns the activities that funds are being drawn for, select the correct organization from the dropdown. |
| Requested LOCCS Submission Date | If you want this voucher to be submitted to LOCCS at a future date, enter that date here. If you leave the field blank, the request will be submitted to LOCCS the same day it is approved (unless the approver changes the submission date for one or more line items). Vouchers against receipt funds such as PI, RL, SF and LA also have a LOCCS Submission Date, despite the fact that these vouchers are not submitted to LOCCS. |
| IDIS Activity ID | To identify the activities for which funds are to be drawn, you may either:<br>• Input the IDIS ACTIVITY ID(s) manually.<br>• Click the [Search for Activities] button, run a search, and select the activity or activities from the search results. To select an activity, click its Select box in the last column of the results table. Up to 60 activities may be selected. When |

| Field | Description |
|---|---|
| | you have selected all the activities you want, click the [Add Selected Activities] button. |

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

## CREATE VOUCHER - PAGE 2 OF 4 (DRAWDOWN AMOUNTS)

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

**Drawdown**

**Create Voucher - Page 2 of 4 (Drawdown Amounts)**

Return to Select Activities | Confirm Voucher | Cancel Voucher

**Activity 2 of 3**

**IDIS Activity ID:**
5085

**Activity Name:**
Manzanola Water System Improvements

**Voucher Created For:**
COLORADO

**Grantee/PJ Activity ID:**
F15CDB14504

**Activity Owner:**
COLORADO

**Available Drawdown Amounts for This Activity**

| Recipient Name | Program | Grant Year/ Program Year of Receipt | Fund Type | Source Name | Source Type | Prior Program Year | Funded Amount | Available to Draw | Drawdown Amount |
|---|---|---|---|---|---|---|---|---|---|
| COLORADO | CDBG | Pre-2015 | EN | HUD | DC | N | $590,000.00 | $590,000.00 | $ 0 |
| COLORADO | CDBG | All | PI | HUD | DC | N | $577,346.44<br>Automatically increased to match ALL EN funded amount. This amount includes $50,000.00 of the actual PI funding on this activity PLUS the grantees remaining PI balance that is available to replace the EN funding for this activity. Draws in excess of the current/actual PI funding will AUTOMATICALLY increase the PI funding level and decrease the EN funding. The grantee must disburse its PI in accordance with the regulatory guidance for each respective program.<br>Draws against this amount will reduce funding of the most recent grant funding first. | $577,346.44<br>The combined EN + PI drawdown amount must not exceed the original total available-to-draw amount of $650,000.00 | $ 0 |
| COLORADO | CDBG | 2011 | LA | HUD | DC | N | $2,500.00 | $2,500.00 | $ 0 |
| COLORADO | CDBG | 2015 | EN | HUD | DC | N | $10,000.00 | $10,000.00 | $ 0 |

Previous Activity | Next Activity

**Progress by Activity ID**
Entered:
Not Entered: 5085 (#2), 5095 (#3)
Invalid: 5016 (#1)

Return to Select Activities | Confirm Voucher | Cancel Voucher

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

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

| Field | Description |
|---|---|
| Grant Year/Program Year of Receipt | • For FY 2015 and later grants, the year of the grant from which the activity was funded and from which funds will be drawn.<br>• For FY 2014 and earlier grants, **Pre-2015**. These funds were committed and will be drawn FIFO.<br>• For fund types PI, SF, and RL, **All**. Funding and draws of program income are always FIFO.<br>• For fund type LA, the year of the grant from which the returned funds were originally drawn. |
| Fund Type | The type of this funding source. For CDBG States:<br>**EN** Entitlement<br>**AD** Administration<br>**LA** Grant-Specific Repayment to Local Account<br>**PI** Program Income<br>**RL** Revolving Loan Fund<br>**SF** State Revolving Fund<br>**SI** Section 108 Loan Income<br>**SL** Section 108 Loan<br>**SU** Subgrant<br>**TA** Technical Assistance<br>For additional information about the availability of the fund types, see page 5-1. |
| Source Name | For State grantees, **HUD**; for subgrantees, the organization that provided the subgrant. |
| Source Type | For CDBG States, **DC** or **DH** (the fourth and fifth characters of the CDBG grant number). |
| Prior Program Year | This field can be changed to **Yes** only if the REQUESTED LOCCS SUBMISSION DATE of the voucher is within the first 90 days after the beginning of the new program year. To attribute the draw to the previous program year, select **Yes**. Attributing a draw to a prior year is commonly utilized in year-end reporting of program income draws, since the program year in which draw of program income occurs influences compliance with expenditure caps on public service, administration and planning costs. |
| Funded Amount | For all but PI, the amount committed to this activity from this funding source.<br>For PI, the system automatically adjusts the FUNDED AMOUNT to the total amount of PI available to draw in place of EN, including PI that was explicitly committed to the activity. |
| Available to Draw | For all but PI, the amount still available to draw from this funding source, equal to FUNDED AMOUNT minus the amount already drawn.<br>For PI, AVAILABLE TO DRAW always equals the FUNDED AMOUNT. As noted on the screen, the sum of the EN and PI DRAWDOWN |

| Field | Description |
|---|---|
| | AMOUNTS cannot exceed the total amount of EN and explicitly funded PI committed to the activity. |
| Drawdown Amount | Enter the amount to be drawn from this funding source for this activity. |
| Progress by Activity ID | |
| Entered | Activities for which a draw amount has already been input. |
| Not Entered | Activities for which a draw amount has not yet been input. |
| Invalid | Activities for which you will not be allowed to input a draw amount. For a multi-activity draw, this is the only message notifying you that for some reason a draw request cannot be made for an activity. |

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

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

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

## CREATE VOUCHER - PAGE 3 OF 4 (CONFIRMATION)

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

**Drawdown**

**Create Voucher - Page 3 of 4 (Confirmation)**

- **Click "Generate Voucher" to complete voucher creation**

Generate Voucher | Cancel Voucher

**Voucher Created For:**
COLORADO

**Activity Owner:**
COLORADO

**Requested LOCCS Submission Date:**
(mm/dd/yyyy)

**Voucher Line Items**

| Line Item # | IDIS Actv ID | Activity Name | Program | Grant Year/ Program Year of Receipt | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5085 | Manzanola Water System Improvements | CDBG | 2013 | EN | HUD | DC | COLORADO | N | $10,000.00 |
| 2 | 5085 | Manzanola Water System Improvements | CDBG | 2010 | PI | HUD | DC | COLORADO | N | $50,000.00 |
| 3 | 5085 | Manzanola Water System Improvements | CDBG | 2015 | EN | HUD | DC | COLORADO | N | $1,000.00 |
| 4 | 5095 | Otero County BLF | CDBG | 2015 | EN | HUD | DC | COLORADO | N | $10,000.00 |
| 5 | 5095 | Otero County BLF | CDBG | 2010 | PI | HUD | DC | COLORADO | N | $15,000.00 |
| | | | | | | | | | Total | $86,000.00 |

Generate Voucher | Cancel Voucher

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

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

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

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

## CREATE VOUCHER - PAGE 4 OF 4 (VIEW)

The last create voucher screen is read-only:

**Drawdown**

**Create Voucher - Page 4 of 4 (View)**

- **Voucher created successfully**

Return to Create Voucher

**Voucher Created For:**
COLORADO

**IDIS Voucher #:**
5847310

**Activity Owner:**
COLORADO

**Created By:**
C00063

**Requested LOCCS Submission Date:**

**Creation Date:**
09/30/2015

**Voucher Details**

| Line Item # | IDIS Actv ID | Activity Name | Program | Grant Year/ Program Year of Receipt | Grant # | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5085 | Manzanola Water System Improvements | CDBG | 2013 | B13DC080001 | EN | HUD | DC | COLORADO | N | $10,000.00 |
| 2 | 5085 | Manzanola Water System Improvements | CDBG | 2010 | B10DC080001 | PI | HUD | DC | COLORADO | N | $50,000.00 |
| 3 | 5085 | Manzanola Water System Improvements | CDBG | 2015 | B15DC080001 | EN | HUD | DC | COLORADO | N | $1,000.00 |
| 4 | 5095 | Otero County BLF | CDBG | 2015 | B15DC080001 | EN | HUD | DC | COLORADO | N | $10,000.00 |
| 5 | 5095 | Otero County BLF | CDBG | 2010 | B10DC080001 | PI | HUD | DC | COLORADO | N | $15,000.00 |
| | | | | | | | | | | Total | $86,000.00 |

Return to Create Voucher

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

# APPROVE VOUCHERS

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

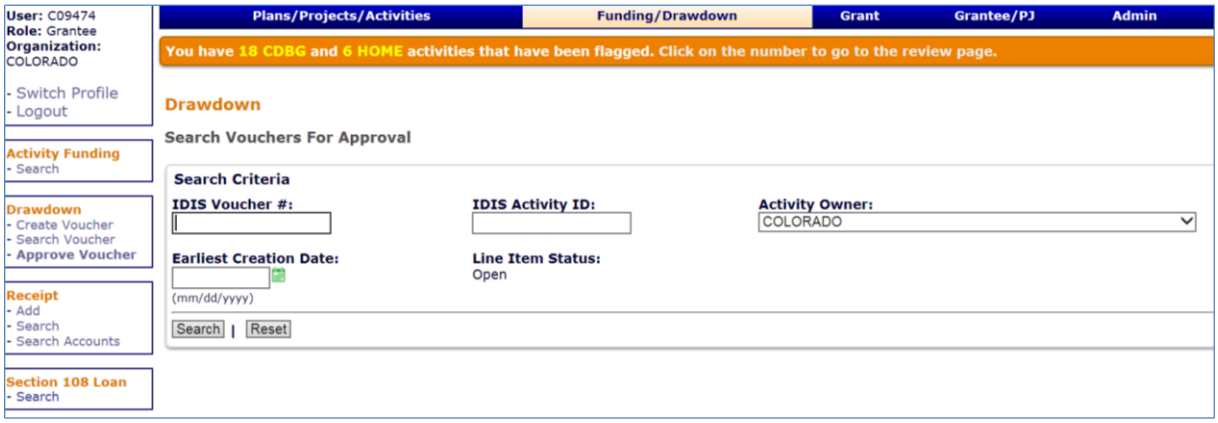
1. Only grantee users can approve draws.
2. The user who creates a draw cannot also approve it.
3. All draws on State grants must be approved by a State user.

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

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

## SEARCH VOUCHERS FOR APPROVAL SCREEN

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




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

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

**Drawdown**

**Search Vouchers For Approval**

**Search Criteria**

**IDIS Voucher #:**

**IDIS Activity ID:**

**Activity Owner:** COLORADO

**Earliest Creation Date:** 09/30/2015 (mm/dd/yyyy)

**Line Item Status:** Open

Search | Reset

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

| IDIS Voucher # | Line Item # | Creation Date | IDIS Actv ID | Grant Number | Activity Name | Line Item Status | Drawdown Amount | Action |
|---|---|---|---|---|---|---|---|---|
| 5847310 | 1 | 09/30/2015 | 5085 | B13DC080001 | Manzanola Water System Improvements | Open | $10,000.00 | Maintain-Approve \| View |
| 5847310 | 2 | 09/30/2015 | 5085 | B10DC080001 | Manzanola Water System Improvements | Open | $50,000.00 | Maintain-Approve \| View |
| 5847310 | 3 | 09/30/2015 | 5085 | B15DC080001 | Manzanola Water System Improvements | Open | $1,000.00 | Maintain-Approve \| View |
| 5847310 | 4 | 09/30/2015 | 5095 | B15DC080001 | Otero County BLF | Open | $10,000.00 | Maintain-Approve \| View |
| 5847310 | 5 | 09/30/2015 | 5095 | B10DC080001 | Otero County BLF | Open | $15,000.00 | Maintain-Approve \| View |

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

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

Click the Maintain-Approve link for the first line item to display the Maintain and Approve Voucher screen.

## MAINTAIN AND APPROVE VOUCHER SCREEN

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

**Drawdown**

**Maintain and Approve Voucher**

Return to Search Vouchers

**Voucher Created For:**
COLORADO

**IDIS Voucher #:**
5847310

**Activity Owner:**
COLORADO

**Created By:**
C00063

**Creation Date:**
09/30/2015

**Voucher Details**

| Line Item # | IDIS Actv ID | Activity Name | Program | Grant Year/ Program Year of Receipt | Grant # | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5085 | Manzanola Water System Improvements | CDBG | 2013 | B13DC080001 | EN | HUD | DC | COLORADO | N | $10,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |
| 2 | 5085 | Manzanola Water System Improvements | CDBG | 2010 | B10DC080001 | PI | HUD | DC | COLORADO | N | $50,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |
| 3 | 5085 | Manzanola Water System Improvements | CDBG | 2015 | B15DC080001 | EN | HUD | DC | COLORADO | N | $1,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |
| 4 | 5095 | Otero County BLF | CDBG | 2015 | B15DC080001 | EN | HUD | DC | COLORADO | N | $10,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |
| 5 | 5095 | Otero County BLF | CDBG | 2010 | B10DC080001 | PI | HUD | DC | COLORADO | N | $15,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |

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

Approve All Voucher Line Items

Return to Search Vouchers

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

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

## Approving All Line Items at Once

To approve all the line items at once:

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

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

## Approving Line Items One at a Time

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

## CONFIRM VOUCHER LINE ITEM APPROVAL SCREEN

The Confirm Voucher Line Item Approval screen looks like this:

**Drawdown**

**Confirm Voucher Line Item Approval**

Approve This Voucher Line Item | Return to Maintain and Approve Voucher

**Voucher Created For:** COLORADO
**IDIS Voucher # / Line Item #:** 5847310/1
**Grant #:** B-13-DC-08-0001
**Transaction Type:** Payment
**Activity Owner:** COLORADO
**Created By:** C00063
**Approved By:**
**Pay To:** COLORADO
**Creation Date:** 09/30/2015
**Approval Date:**

**IDIS Information**
**IDIS Status:** Open
**Batch #:**
**Batch Date:**
**LOCCS Control #:**
**LOCCS Status:** Blank

**Voucher Update**
**Voucher Updated By:** C00063
**Date Updated:** 09/30/2015

**LOCCS Confirmation Information**
**Confirm Batch #:**
**Confirm Batch Date:**
**Confirmation Code:**
**Pay Method:**
**Payment Date:**
**Schedule #:**
**Reschedule:**
**Effective Date:**

**Line Item**

| IDIS Actv ID | Activity Name | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 5085 | Manzanola Water System Improvements | CDBG | 2013 | EN | HUD | DC | COLORADO | N | $10,000.00 | Open | 09/30/2015 (mm/dd/yyyy) |

Approve This Voucher Line Item | Return to Maintain and Approve Voucher

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

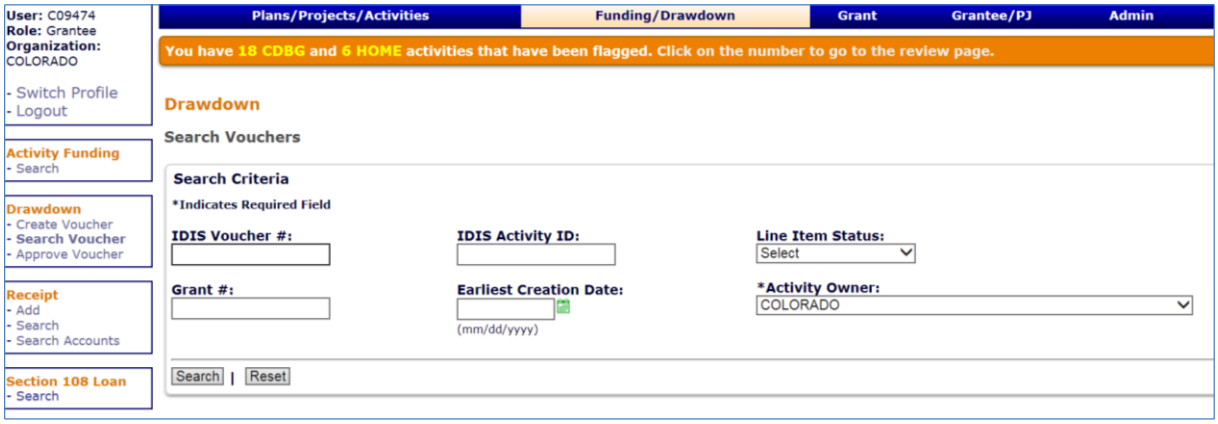
When you click the approve button, the Maintain and Approve Voucher screen is redisplayed. Notice that the LINE ITEM STATUS has been updated to Approved and the available links in the ACTION column have changed. Clicking the Revoke link will revoke the approval and set the status of the line item back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

# EDIT/VIEW VOUCHERS

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

## SEARCH VOUCHERS SCREEN

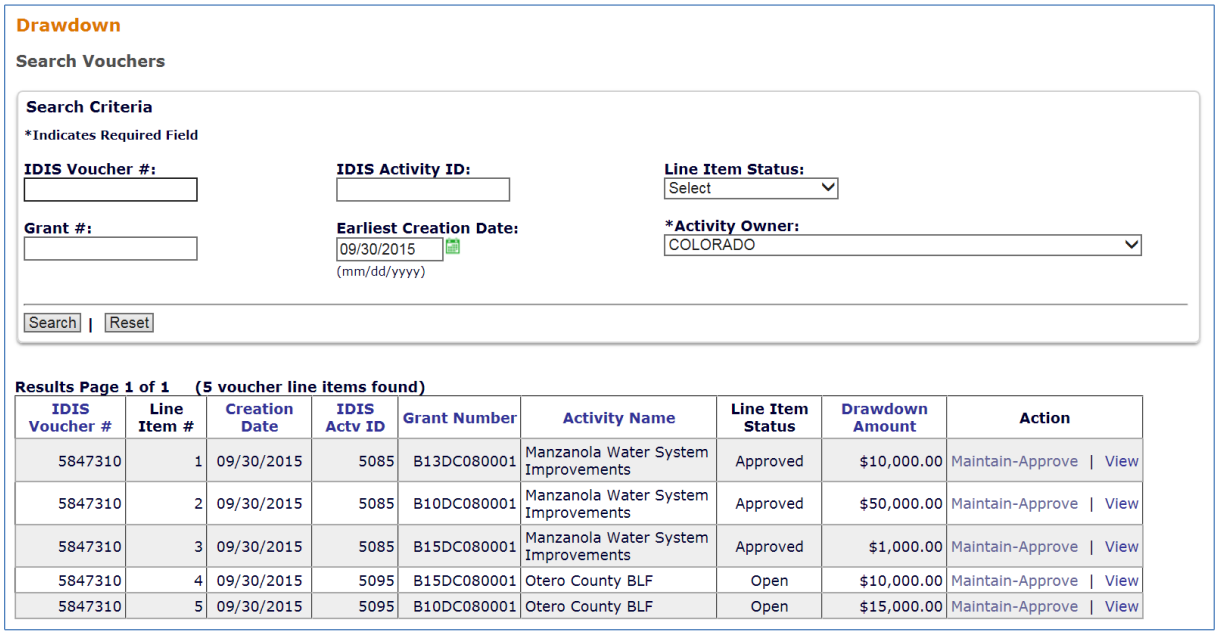
Specify as many or few search criteria as you wish to retrieve the voucher(s) to be updated or viewed:




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

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

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



**Drawdown**

**Search Vouchers**

**Search Criteria**

*Indicates Required Field

**IDIS Voucher #:**

**IDIS Activity ID:**

**Line Item Status:** Select

**Grant #:**

**Earliest Creation Date:** 09/30/2015 (mm/dd/yyyy)

***Activity Owner:** COLORADO

Search | Reset

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

| IDIS Voucher # | Line Item # | Creation Date | IDIS Actv ID | Grant Number | Activity Name | Line Item Status | Drawdown Amount | Action |
|---|---|---|---|---|---|---|---|---|
| 5847310 | 1 | 09/30/2015 | 5085 | B13DC080001 | Manzanola Water System Improvements | Approved | $10,000.00 | Maintain-Approve \| View |
| 5847310 | 2 | 09/30/2015 | 5085 | B10DC080001 | Manzanola Water System Improvements | Approved | $50,000.00 | Maintain-Approve \| View |
| 5847310 | 3 | 09/30/2015 | 5085 | B15DC080001 | Manzanola Water System Improvements | Approved | $1,000.00 | Maintain-Approve \| View |
| 5847310 | 4 | 09/30/2015 | 5095 | B15DC080001 | Otero County BLF | Open | $10,000.00 | Maintain-Approve \| View |
| 5847310 | 5 | 09/30/2015 | 5095 | B10DC080001 | Otero County BLF | Open | $15,000.00 | Maintain-Approve \| View |

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

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

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

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

## MAINTAIN AND APPROVE VOUCHER SCREEN

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

**Drawdown**

**Maintain and Approve Voucher**

Return to Search Vouchers

**Voucher Created For:**
COLORADO

**IDIS Voucher #:**
5847310

**Activity Owner:**
COLORADO

**Created By:**
C00063

**Creation Date:**
09/30/2015

**Voucher Details**

| Line Item # | IDIS Actv ID | Activity Name | Program | Grant Year/ Program Year of Receipt | Grant # | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 5085 | Manzanola Water System Improvements | CDBG | 2013 | B13DC080001 | EN | HUD | DC | COLORADO | N | $10,000.00 | Approved | 09/30/2015 | Revoke \| Revise Cancel \| View |
| 2 | 5085 | Manzanola Water System Improvements | CDBG | 2010 | B10DC080001 | PI | HUD | DC | COLORADO | N | $50,000.00 | Approved | 09/30/2015 | Revoke \| Revise Cancel \| View |
| 3 | 5085 | Manzanola Water System Improvements | CDBG | 2015 | B15DC080001 | EN | HUD | DC | COLORADO | N | $1,000.00 | Approved | 09/30/2015 | Revoke \| Revise Cancel \| View |
| 4 | 5095 | Otero County BLF | CDBG | 2015 | B15DC080001 | EN | HUD | DC | COLORADO | N | $10,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |
| 5 | 5095 | Otero County BLF | CDBG | 2010 | B10DC080001 | PI | HUD | DC | COLORADO | N | $15,000.00 | Open | 09/30/2015 | Approve \| Revise Cancel \| View |

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

Approve All Voucher Line Items

Return to Search Vouchers

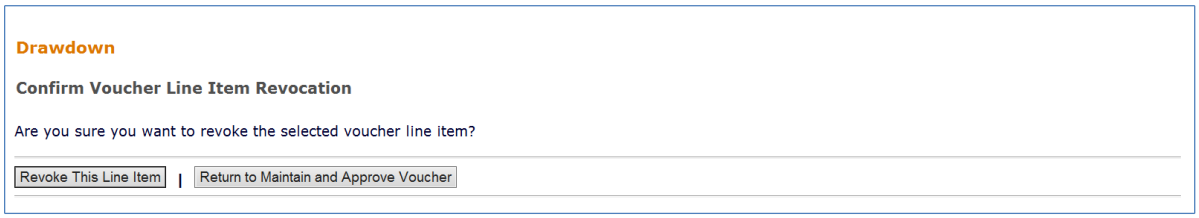
| Field | Description |
|---|---|
| Voucher Created for *through* Drawdown Amount | See pages 6-12 and 6-13 for field definitions. |
| Line Item Status | See page 6-15. |
| Submission Date | The date the voucher was submitted to LOCCS. If the LINE ITEM STATUS is Open, this will be today's date unless the person who created the draw input a different one. |
| Action | The links in the ACTION column for a line item depend on:<br>• The drawdown privileges (request, approve, and/or view) assigned to your user ID. If, for example, you are only authorized to view draws, then the only Action displayed will be View.<br>• Whether you created the voucher. Because the user who creates a voucher cannot also approve it, the Approve and Revoke links will not be displayed for the vouchers you create.<br>• The Line Item Status displayed in the third-to-last column. Examples: the Approve link won't be |

| Field | Description |
|---|---|
| | displayed if the line item has already been approved; for most completed line items, the only links shown will be Revise and View (the Cancel link is also available for PI only, provided the status of the activity the PI was drawn for is Open).<br>• The Revise link is not displayed for some line items that have been processed as a set. Examples include (1) a collection paired with a manual payment and (2) certain manually adjusted draws. These voucher items, referred to as "sticky" draws, must remain associated with the activities for which they were created.<br>• If you clicked the View link on the previous screen, only the View link is listed. |
| Set all submission dates to *and*<br>[Approve all Line Items] | Displayed only if you have draw approval authority and there are two or more line items with a status of Open. |

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

## REVOKE APPROVAL SCREEN

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




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

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

## CANCEL LINE ITEM SCREEN

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

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

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

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

## REVISE VOUCHER LINE ITEM SCREEN

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

**Drawdown**

**Revise Voucher Line Item**

Save | Return to Maintain and Approve Voucher

**Voucher Created For:** COLORADO
**IDIS Voucher # / Line Item #:** 5847310/1
**Grant #:** B-13-DC-08-0001
**Transaction Type:** Payment
**Activity Owner:** COLORADO
**Created By:** C00063
**Approved By:** C09474
**Pay To:** COLORADO
**Creation Date:** 09/30/2015
**Approval Date:** 09/30/2015

**IDIS Information**
**IDIS Status:** Approved
**Batch #:**
**Batch Date:**
**LOCCS Control #:**
**LOCCS Status:** Blank

**Voucher Update**
**Voucher Updated By:** C09474
**Date Updated:** 09/30/2015

**LOCCS Confirmation Information**
**Confirm Batch #:**
**Confirm Batch Date:**
**Confirmation Code:**
**Pay Method:**
**Payment Date:**
**Schedule #:**
**Reschedule:**
**Effective Date:**

**Line Item**

| IDIS Actv ID | Activity Name | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 5085 | Manzanola Water System Improvements | CDBG | 2013 | EN | HUD | DC | COLORADO | N | $10,000.00 | Approved | 09/30/2015 (mm/dd/yyyy) |

**Revise Funds to Another Activity**

| IDIS Actv ID | Amount |
|---|---|
| | $ |

**Required Justification*:**

Save | Return to Maintain and Approve Voucher

On this screen, you can:

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

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

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

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

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

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

## VIEW VOUCHER LINE ITEM SCREEN

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

**Drawdown**

**View Voucher Line Item**

Return to Search Vouchers | Return to View Voucher

**Voucher Created For:** COLORADO
**IDIS Voucher # / Line Item #:** 5838590/1
**Grant #:** B-13-DC-08-0001
**Transaction Type:** Payment

**Activity Owner:** COLORADO
**Created By:** B60509
**Approved By:** B57704
**Pay To:** COLORADO

**Creation Date:** 08/14/2015
**Approval Date:** 08/27/2015

**IDIS Information**

**IDIS Status:** Approved
**Batch #:** 1604
**Batch Date:** 08/27/2015
**LOCCS Control #:** 900000000043825
**LOCCS Status:** Completed

**Voucher Update**

**Voucher Updated By:** LOCCS
**Date Updated:** 08/28/2015

**LOCCS Confirmation Information**

**Confirm Batch #:** 1601
**Confirm Batch Date:** 08/28/2015
**Confirmation Code:** Ok
**Pay Method:** A
**Payment Date:** 08/28/2015
**Schedule #:** LH3981
**Reschedule:** N
**Effective Date:**

**Line Item**

| IDIS Actv ID | Activity Name | Program | Grant Year | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 5037 | Lincoln County BLF | CDBG | 2013 | EN | HUD | DC | COLORADO | N | $56,500.00 | Completed | 08/27/2015 |

Return to Search Vouchers | Return to View Voucher

| Field | Description |
|---|---|
| Voucher Created for | The organization for which the draw is being made. |
| Activity Owner | The State grantee. |
| IDIS Voucher #/Line Item # | The system-generated voucher number and line item number. |
| Created By | The user ID of the person who created this voucher. |
| Creation Date | The date the voucher was generated in IDIS. |
| Grant # | The grant (for PI, SF, and RL, the associated grant) from which the funds for this line item were drawn. |
| Approved By | The user ID of the person who approved this line item. |
| Approval Date | The date the line item was approved in IDIS. |
| Transaction Type | Adjustment, Collection, Manual Payment, Payment, or Receivable. |
| Pay To | The organization that receives the wire transfers of funds drawn down from the grant. |
| IDIS Information | |
| IDIS Status | The current status of this line item in IDIS. The statuses are:<br>**Open** – The initial status of a voucher, assigned when it is created.<br>**Pending HQ Approval** - For Section 108 loan repayment |

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

| Field | Description |
|---|---|
| Line Item | |
| IDIS Actv ID | The ID of the activity for which the draw was made. |
| Activity Name | The name of the activity for which the draw was made. |
| Program | The CPD program whose funds were drawn. |
| Grant Year | The year of the grant or receipt account from which the DRAWDOWN AMOUNT will be taken. |
| Fund Type | The type of funds from which the DRAWDOWN AMOUNT will be taken. For CDBG States:<br>**EN** Entitlement<br>**AD** Administration<br>**LA** Grant-Specific Repayment to Local Account<br>**PI** Program Income<br>**RL** Revolving Loan Fund<br>**SF** State Revolving Fund<br>**SI** Section 108 Loan Income<br>**SL** Section 108 Loan<br>**SU** Subgrant<br>**TA** Technical Assistance |
| Source Name | For State grantees, **HUD**; for subgrantees, the organization that provided the subgrant. |
| Source Type | For CDBG States, **DC** or **DH** (the fourth and fifth characters of the CDBG grant number). |
| Recipient Name | The recipient of this funding source. |
| Prior Program Year | **Y** or **N**. |
| Drawdown Amount | The amount drawn down from this funding source. |
| Line Item Status | See page 6-15. |
| Submission Date | The date the line item was submitted to LOCCS. |

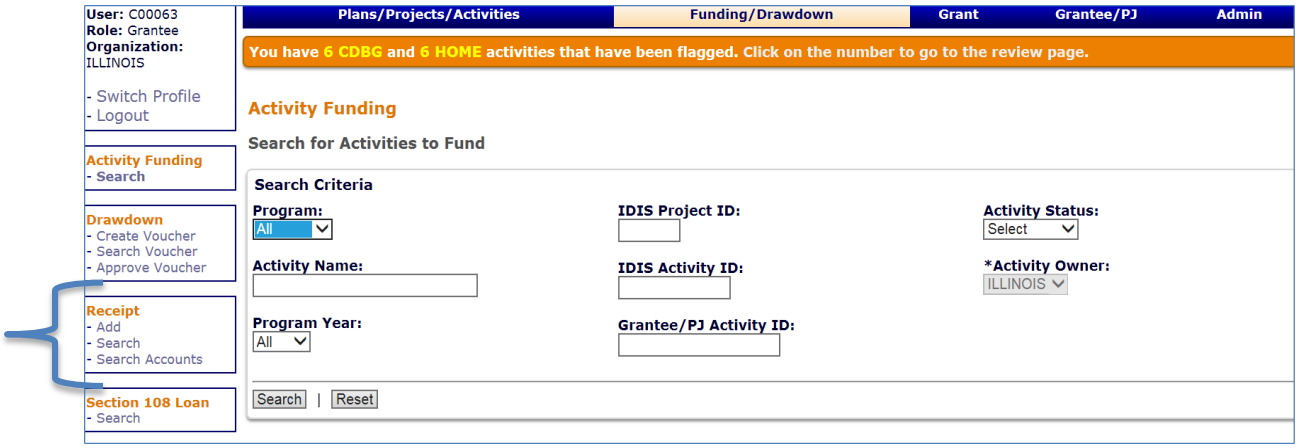
# Chapter 7
# RECEIPTS

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

Additionally, for FY 2014 and earlier grants, CDBG State grantees can track program income that is used for administrative purposes: the AD subfund for an FY 2014 or earlier grant can be increased above the regulatory maximum by an amount of up to 3% of the PI, SF, and RL receipted for a given year (see page K-4).

## ACCESSING THE RECEIPT FUNCTIONS

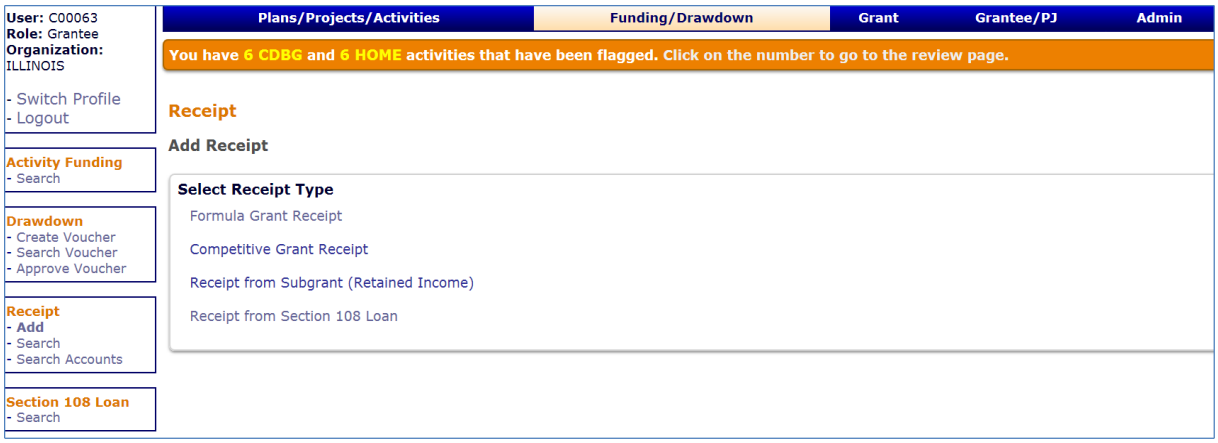
Click the Funding/Drawdown tab at the top of the page you are on to display the Search for Activities to Fund screen. On it and all other Funding/Drawdown screens, links to the receipt functions you are authorized to access are listed on the left:




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

# ADD RECEIPTS

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




Choose:

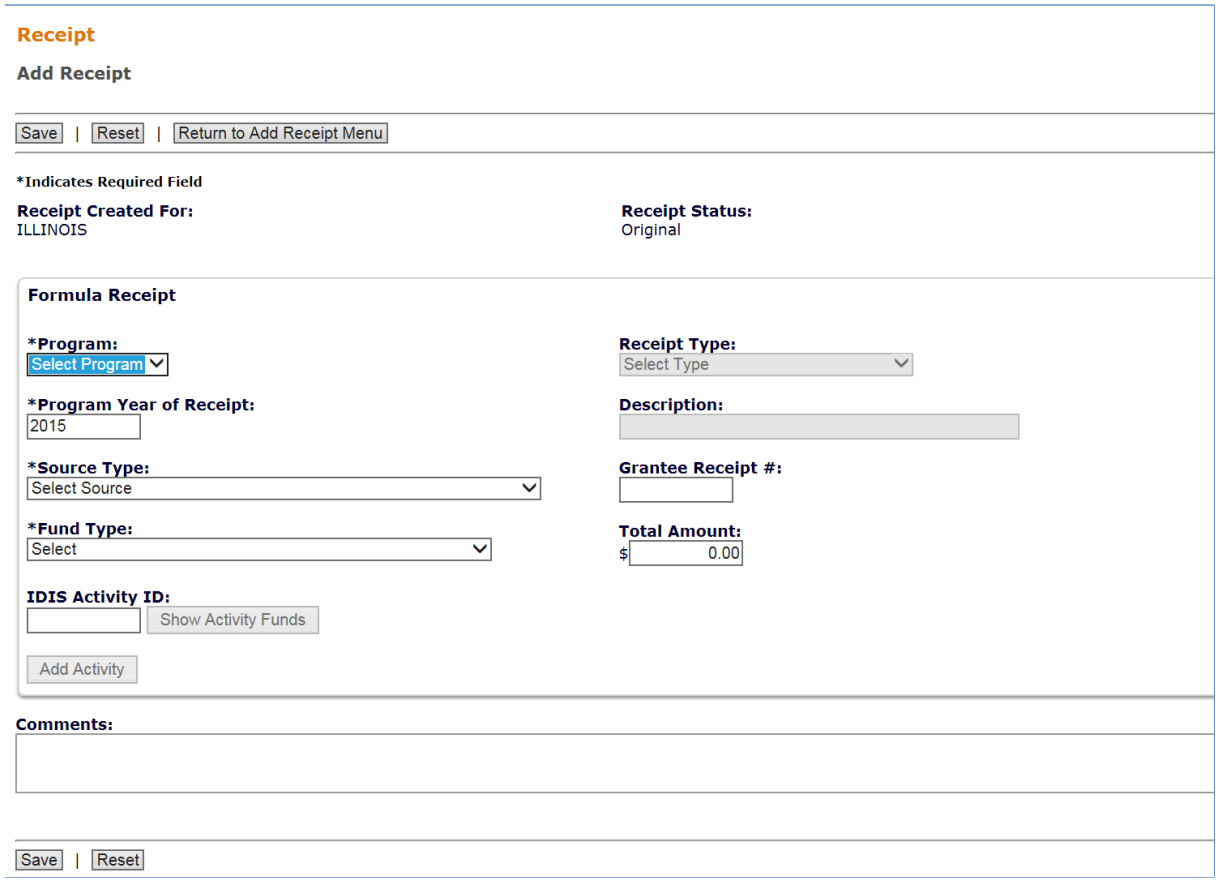
- The first option, "Formula Grant Receipt," to receipt CDBG program income, income from State revolving funds and revolving loan funds, and grant funds that have been returned to your local account.
- The fourth option, "Receipt from Section 108 Loan," to receipt Section 108 loan income (SI).

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

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

## ADD FORMULA GRANT RECEIPT SCREEN

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




### Receipting PI and RL

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

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

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

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

## Receipting LA

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

Important: Before adding an LA receipt for a HUD-directed reimbursement, you must obtain approval from your Field Office to make the repayment to your local account instead of returning the funds to your line of credit (see page 18-1).
LA receipts should also be used for grantee-directed reimbursements from subrecipients, for which HUD approval is not required.

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

**Receipt**

**Add Receipt**

Save | Reset | Return to Add Receipt Menu

*Indicates Required Field

**Receipt Created For:**
ILLINOIS

**Receipt Status:**
Original

**Formula Receipt**

***Program:**
CDBG

**Receipt Type:**
Select Type

***Program Year of Receipt:**
2015

**Description:**

***Source Type:**
DC STATE ADMINISTERED-SMALL CITY / HOME CONSORTIUM

**Grantee Receipt #:**

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

**Total Amount:**
$110,010.48

**IDIS Activity ID:**
11936 Show Activity Funds

| Recipient | Source Name | Source Type | Grant Year | Fund Type | Drawn Amount | Previous Local Account Repayments | Remaining Balance | Local Account Repayment - Receipt Amount | Grantee Receipt # |
|---|---|---|---|---|---|---|---|---|---|
| ILLINOIS | HUD | DC | 2012 | EN | $53,262.92 | $0.00 | $53,262.92 | $ 26631.46 | |
| ILLINOIS | HUD | DC | 2011 | EN | $166,758.04 | $0.00 | $166,758.04 | $ 83379.02 | |
| | | | | | | | | **Total:**$110,010.48 | |

Add Activity

**Comments:**

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

| Field | Description |
|---|---|
| | were drawn for the activity. For each GRANT YEAR and FUND TYPE, the table shows the drawn amount, previous LA repayments, and the remaining balance.<br><br>The input fields for each grant year/fund type are:<br><br>• LOCAL ACCOUNT REPAYMENT – RECEIPT AMOUNT: Enter the amount repaid to your local account.<br><br>• GRANTEE RECEIPT #: Optional. |
| Comments | Optional. |

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

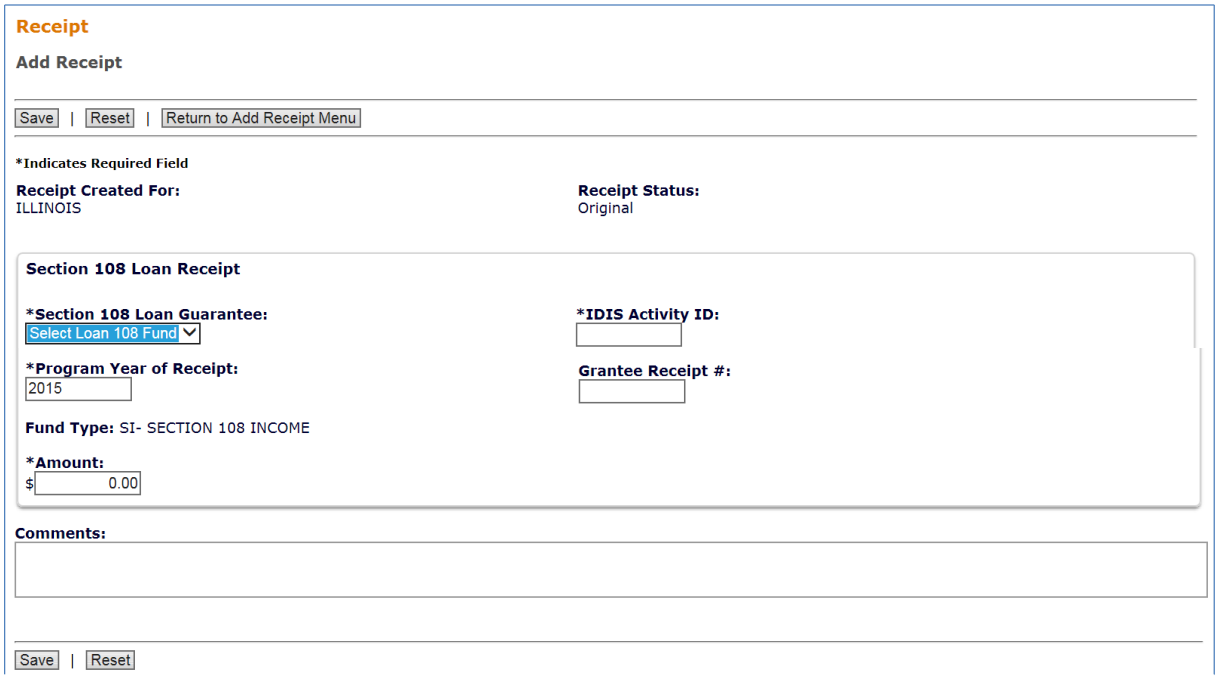
Again, the original vouchers for these repaid activities shall not be modified. Once an LA receipt is created for an activity, you must submit a request to cancel the activity with draws (see Chapter 16).

## ADD SECTION 108 LOAN RECEIPT SCREEN

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

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

The loan receipt screen looks like this:




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

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

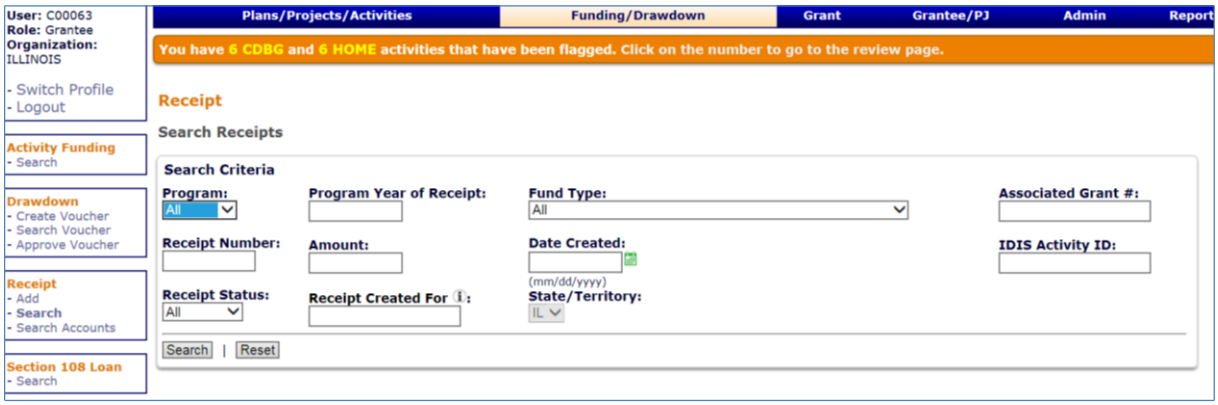
When a receipt is successfully saved, a receipt number and associated grant number are displayed in a message on the View Receipt screen. You may want to note the system-generated receipt number since it can be used on the Search Receipts screen.

# EDIT/VIEW RECEIPTS

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

## SEARCH RECEIPTS SCREEN

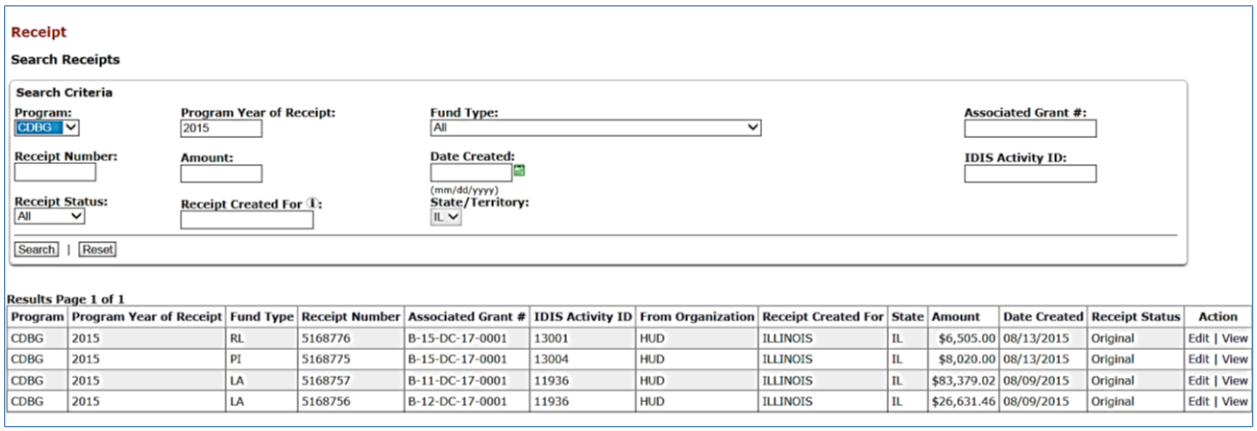
Specify as many or few search criteria as you wish to retrieve the receipt(s) you want to update/view:




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

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

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




| Program | Program Year of Receipt | Fund Type | Receipt Number | Associated Grant # | IDIS Activity ID | From Organization | Receipt Created For | State | Amount | Date Created | Receipt Status | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CDBG | 2015 | RL | 5168776 | B-15-DC-17-0001 | 13001 | HUD | ILLINOIS | IL | $6,505.00 | 08/13/2015 | Original | Edit \| View |
| CDBG | 2015 | PI | 5168775 | B-15-DC-17-0001 | 13004 | HUD | ILLINOIS | IL | $8,020.00 | 08/13/2015 | Original | Edit \| View |
| CDBG | 2015 | LA | 5168757 | B-11-DC-17-0001 | 11936 | HUD | ILLINOIS | IL | $83,379.02 | 08/09/2015 | Original | Edit \| View |
| CDBG | 2015 | LA | 5168756 | B-12-DC-17-0001 | 11936 | HUD | ILLINOIS | IL | $26,631.46 | 08/09/2015 | Original | Edit \| View |

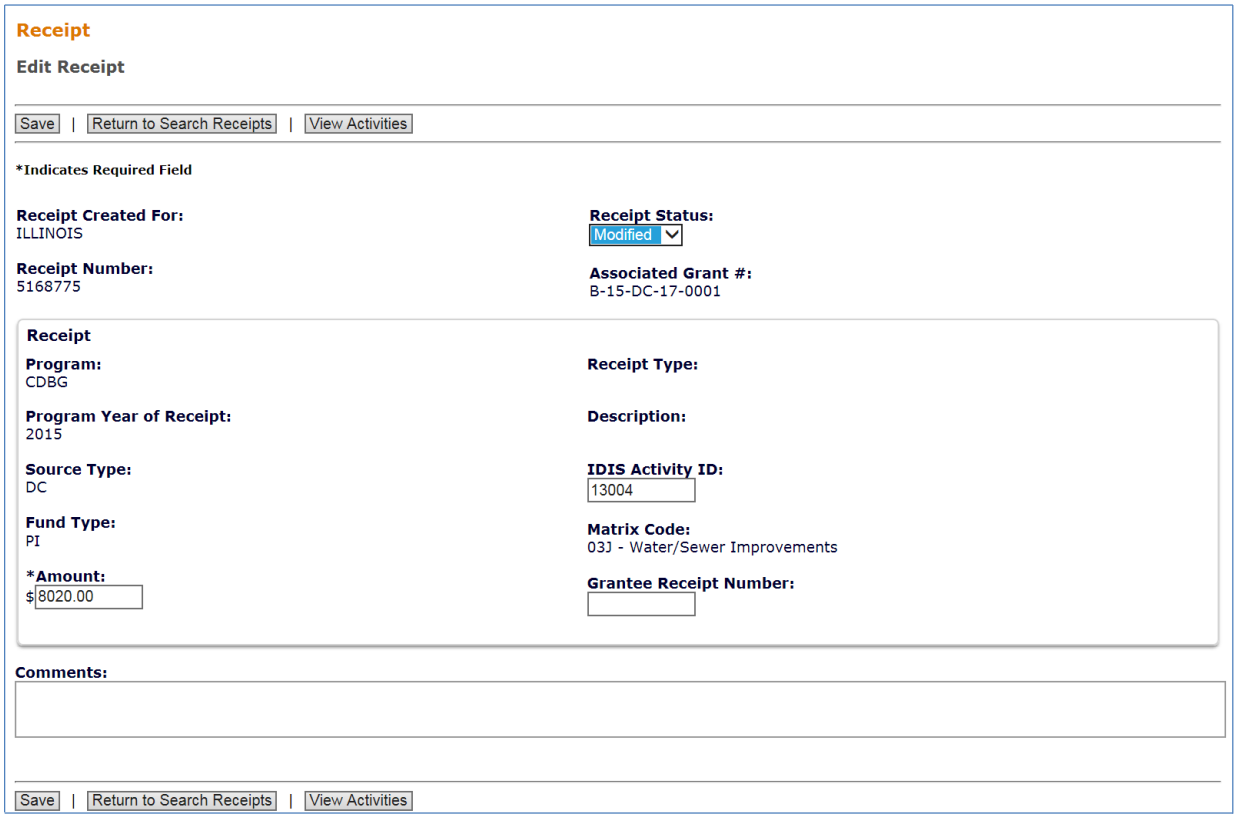
On initial display, the results are sorted by RECEIPT NUMBER (descending). You can change both the sort field and the sort order by clicking on any column header that is in blue.

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

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

## EDIT RECEIPT SCREEN

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




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

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

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

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

## VIEW ACTIVITIES FUNDED FROM RECEIPT SCREEN

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

**Activities Funded from Receipt**

[Return to Edit Receipt] | [Return to Search Receipts]

**Receipt Recipient:**
ILLINOIS

**Program:**
CDBG

**Program Year of Receipt:**
All Years

**Associated Grant #:**
B-XX-DC-17-0001

**Fund Type:**
PI

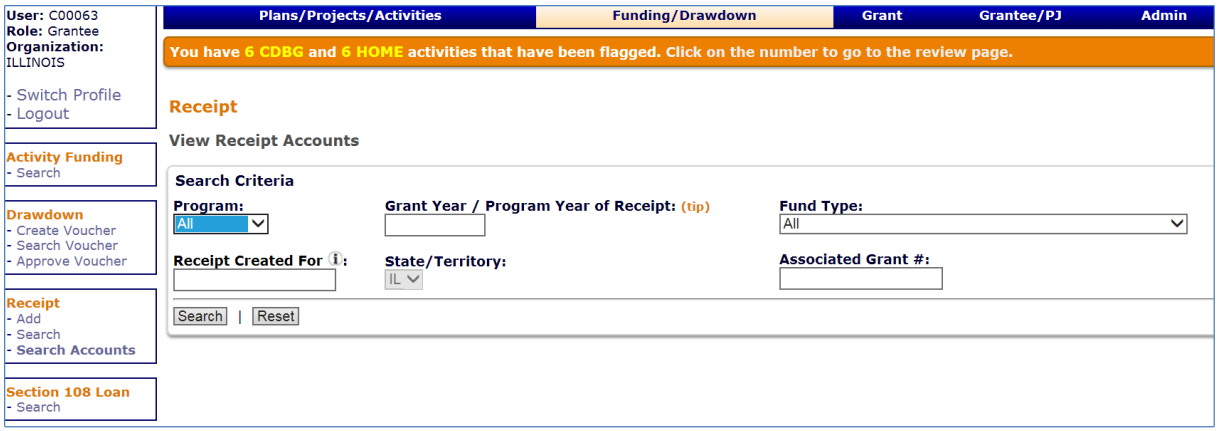
| IDIS Activity ID | Activity Name | Activity Status | Activity Owner | Source Name | Grant Year | Funded Amount | Drawn Amount | Balance to Draw |
|---|---|---|---|---|---|---|---|---|
| 1926 | SPRING VALLEY 00-24103 | Completed | ILLINOIS | DC | Pre-2015 | $35,373.42 | $35,373.42 | $0.00 |
| 1941 | Calhoun County 00-24214 | Completed | ILLINOIS | DC | Pre-2015 | $2,800.00 | $2,800.00 | $0.00 |
| 1951 | Eagarville 00-24224 | Completed | ILLINOIS | DC | Pre-2015 | $36,434.62 | $36,434.62 | $0.00 |
| 1998 | THOMASBORO 00-24271 | Completed | ILLINOIS | DC | Pre-2015 | $2,100.00 | $2,100.00 | $0.00 |
| 2030 | TILDEN 92-58120 | Completed | ILLINOIS | DC | Pre-2015 | $9,584.52 | $9,584.52 | $0.00 |
| 2031 | ALTONA 92-58121 | Completed | ILLINOIS | DC | Pre-2015 | $17,850.00 | $17,850.00 | $0.00 |
| 2032 | EDWARDS COUNTY 92-58122 | Completed | ILLINOIS | DC | Pre-2015 | $29,811.95 | $29,811.95 | $0.00 |
| 2033 | BOWEN 92-58509 | Completed | ILLINOIS | DC | Pre-2015 | $250.00 | $250.00 | $0.00 |
| 2034 | IRVING 92-58511 | Completed | ILLINOIS | DC | Pre-2015 | $19,924.00 | $19,924.00 | $0.00 |
| 2035 | OAKFORD 92-58512 | Completed | ILLINOIS | DC | Pre-2015 | $23,179.21 | $23,179.21 | $0.00 |
| 2878 | ALEXANDER COUNTY 01-24201 | Completed | ILLINOIS | DC | Pre-2015 | $27,655.24 | $27,655.24 | $0.00 |
| 2888 | BIBLE GROVE TOWNSHIP 01-24211 | Completed | ILLINOIS | DC | Pre-2015 | $700.00 | $700.00 | $0.00 |

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

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

# VIEW RECEIPT ACCOUNTS

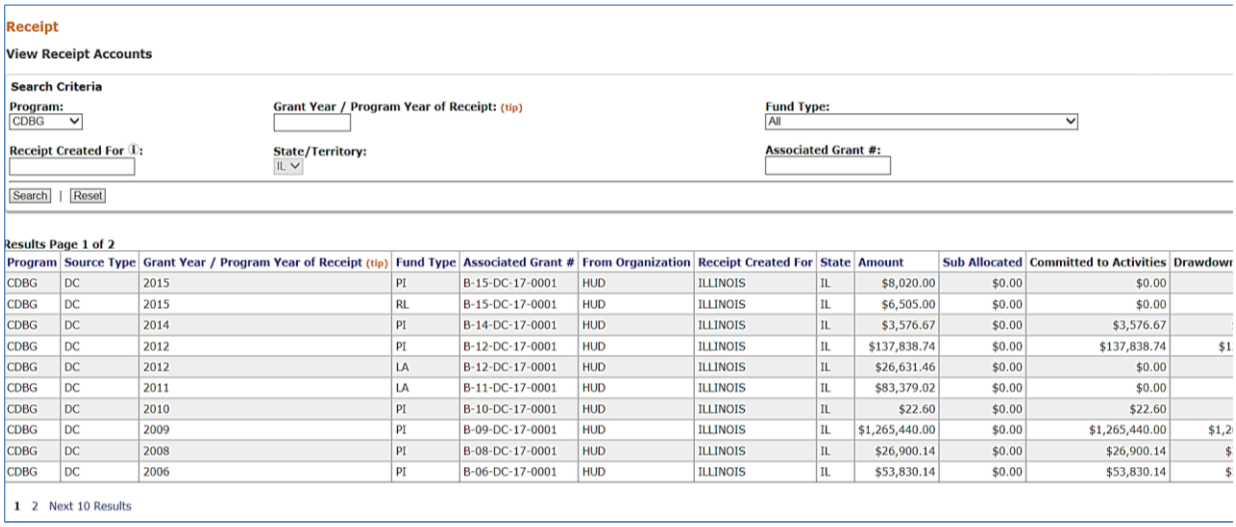
To view summary information about receipt accounts, click the Receipt Search Accounts link on any Funding/Drawdown screen to display the View Receipt Accounts screen:




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

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

Click the [Search] button to display the results:



**Receipt**

**View Receipt Accounts**

**Search Criteria**

**Program:** CDBG

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

**Fund Type:** All

**Receipt Created For** ⓘ:

**State/Territory:** IL

**Associated Grant #:**

Search | Reset

Results Page 1 of 2

| Program | Source Type | Grant Year / Program Year of Receipt (tip) | Fund Type | Associated Grant # | From Organization | Receipt Created For | State | Amount | Sub Allocated | Committed to Activities | Drawdown |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CDBG | DC | 2015 | PI | B-15-DC-17-0001 | HUD | ILLINOIS | IL | $8,020.00 | $0.00 | $0.00 | |
| CDBG | DC | 2015 | RL | B-15-DC-17-0001 | HUD | ILLINOIS | IL | $6,505.00 | $0.00 | $0.00 | |
| CDBG | DC | 2014 | PI | B-14-DC-17-0001 | HUD | ILLINOIS | IL | $3,576.67 | $0.00 | $3,576.67 | |
| CDBG | DC | 2012 | PI | B-12-DC-17-0001 | HUD | ILLINOIS | IL | $137,838.74 | $0.00 | $137,838.74 | $1 |
| CDBG | DC | 2012 | LA | B-12-DC-17-0001 | HUD | ILLINOIS | IL | $26,631.46 | $0.00 | $0.00 | |
| CDBG | DC | 2011 | LA | B-11-DC-17-0001 | HUD | ILLINOIS | IL | $83,379.02 | $0.00 | $0.00 | |
| CDBG | DC | 2010 | PI | B-10-DC-17-0001 | HUD | ILLINOIS | IL | $22.60 | $0.00 | $22.60 | |
| CDBG | DC | 2009 | PI | B-09-DC-17-0001 | HUD | ILLINOIS | IL | $1,265,440.00 | $0.00 | $1,265,440.00 | $1,2 |
| CDBG | DC | 2008 | PI | B-08-DC-17-0001 | HUD | ILLINOIS | IL | $26,900.14 | $0.00 | $26,900.14 | $ |
| CDBG | DC | 2006 | PI | B-06-DC-17-0001 | HUD | ILLINOIS | IL | $53,830.14 | $0.00 | $53,830.14 | $ |

1 2 Next 10 Results

*Screen print is truncated*

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

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

| Field | Description |
|---|---|
| Amount | The sum of all amounts receipted for this account.<br><br>The AD and/or TA subfund of an FY 2014 or earlier grant with the same grant year as the PROGRAM YEAR may be increased by 3% of this amount. |
| Sub Allocated | The amount of this account that has been subfunded or subgranted. |
| Committed to Activities | The sum of all funds committed to activities from this account. |
| Drawdown Amount | The sum of all funds drawn from this account that have been processed to completion. |
| Pending Amount | The sum of all pending draws against this account. |

There are no additional receipt account screens.

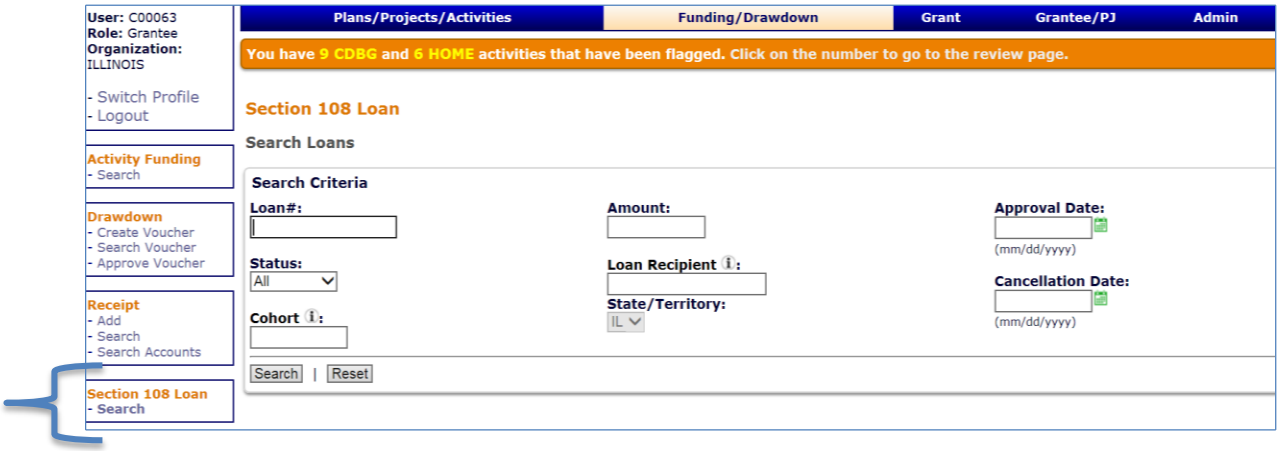
# Chapter 8
# SECTION 108 LOANS

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

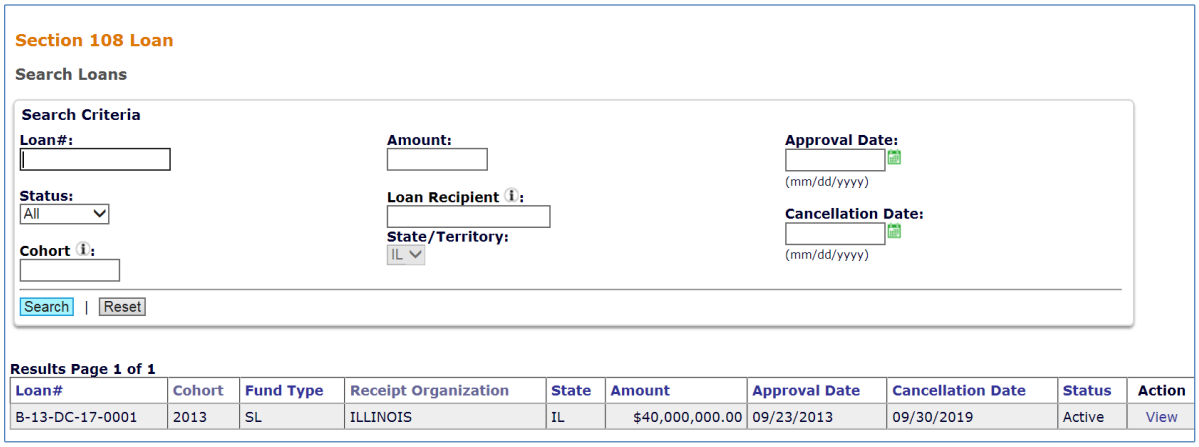
Section 108 loan funds are available to commit and draw only if the loan has been loaded into IDIS. Use the View Loan function to confirm that a loan has been loaded.

## VIEW LOANS

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

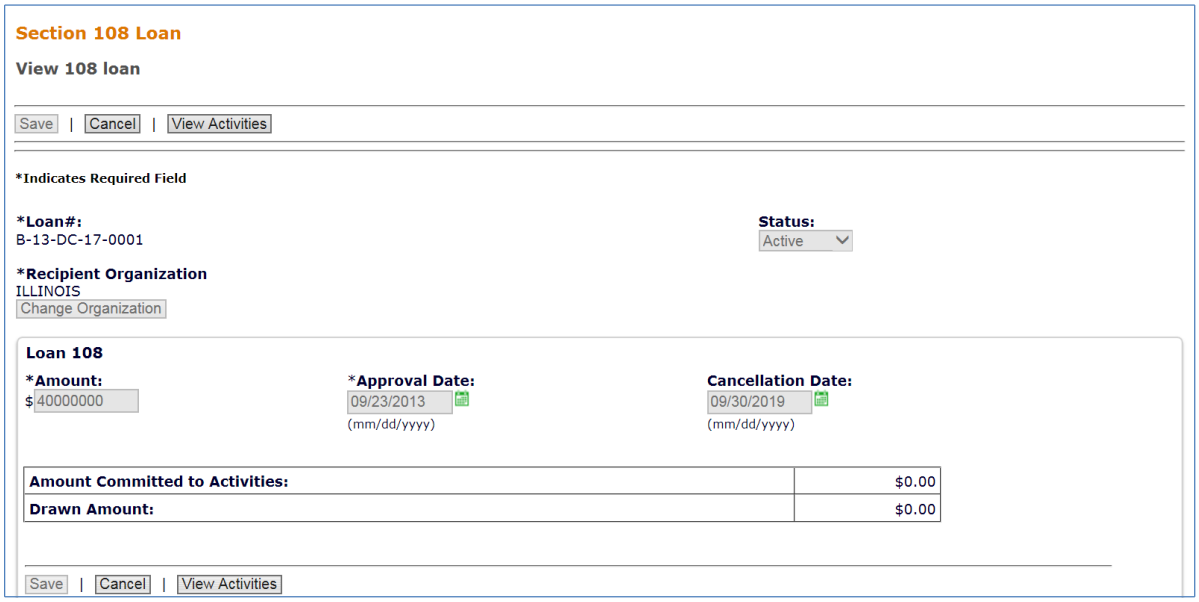



Enter as many or few search criteria as you wish to retrieve the loan(s) to be viewed, and then click the [Search] button to display the results:




| Loan# | Cohort | Fund Type | Receipt Organization | State | Amount | Approval Date | Cancellation Date | Status | Action |
|---|---|---|---|---|---|---|---|---|---|
| B-13-DC-17-0001 | 2013 | SL | ILLINOIS | IL | $40,000,000.00 | 09/23/2013 | 09/30/2019 | Active | View |

Click the View link in the last column of the results table to display the View 108 Loan screen:




| Field | Description |
|---|---|
| Loan# | The CDBG grant to which the loan guarantee is related. In instances where more than one loan is backed by the same grant, a one-letter suffix is appended to the number of all but the first loan. |
| Recipient Organization | The State or the non-entitlement unit of general local government or other entity that is managing the Section 108 loan activities, funding, and drawdowns in IDIS. |
| Status | Either **Active** or **Cancelled**. |
| Amount | The total amount of this loan. |
| Approval Date | The date this loan was approved. |
| Cancellation Date | The expiration date of this loan. Loan funds cannot be committed or drawn after this date. |
| Amount Committed to Activities | The amount of this loan that has been committed to activities to date. |
| Drawn Amount | The amount of this loan that has been drawn down to date. |

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

# ADD PROJECT

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

**Project**

**Add Project**

Save | Reset

*Indicates Required Field

**Grantee/PJ Name:**
ILLINOIS

**Program Year**

***Program Year:**

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

**IDIS Project ID:**

***Project Title:**

**Grantee/PJ Project ID:**

**Description:**

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

Select Organization

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

Select Sponsor Organization

**Grant # (only for HOPWA-C program):** Select Grant

**Estimated Amount (Including Program Income)**

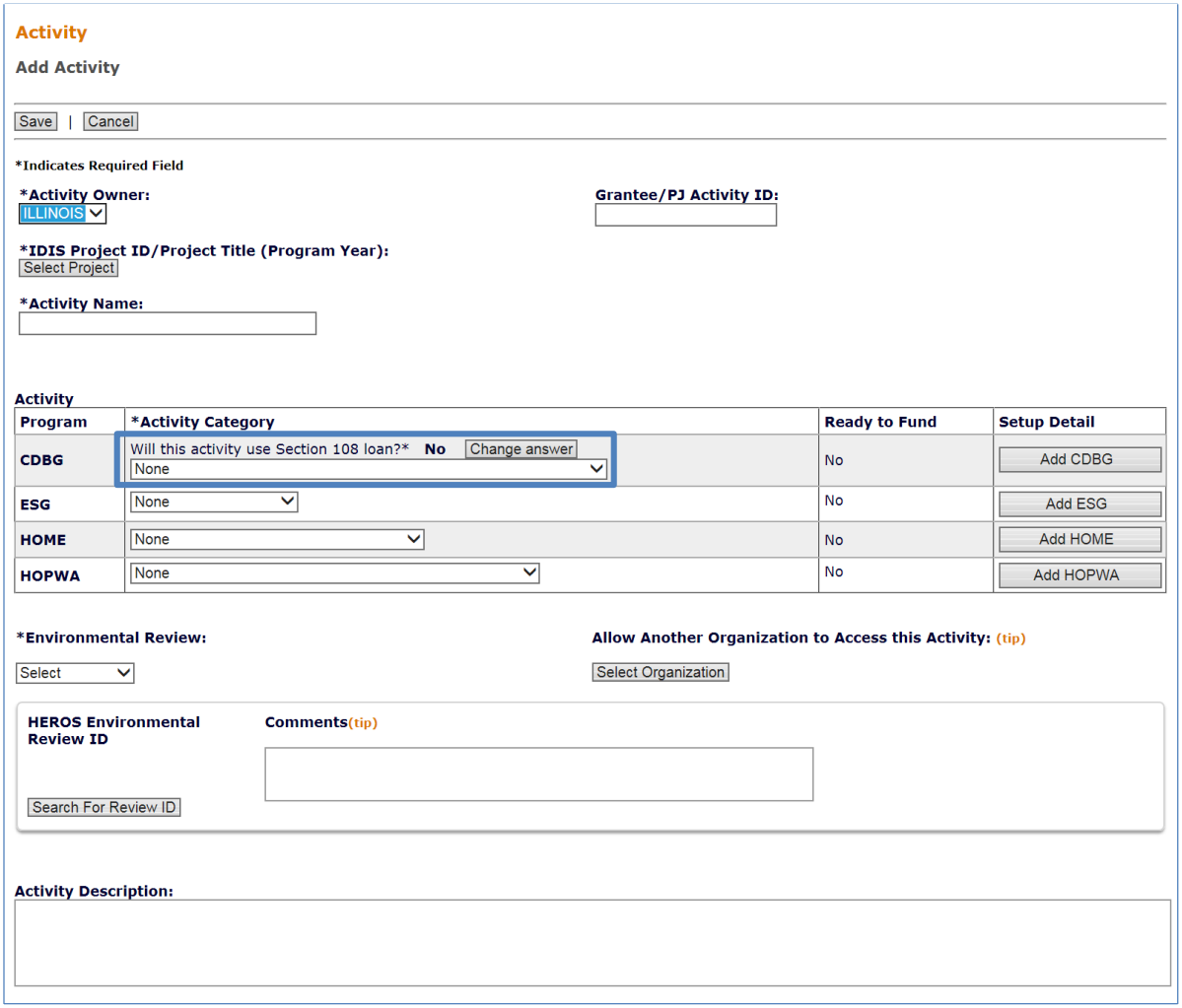
| | |
|---|---|
| **Section 108 Loan amount** | $ 0.00 |
| **CDBG** | $ 0.00 |
| **HOME** | $ 0.00 |
| **ESG** | $ 0.00 |
| **HOPWA** | $ 0.00 |
| **CDBG-R** | $ 0.00 |
| **HPRP** | $ 0.00 |
| **TCAP** | $ 0.00 |
| **HESG** | $ 0.00 |
| **HOPWA-C** | $ 0.00 |
| **Total** | 0.00 |

Save | Reset

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

# ACTIVITY SETUP

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




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

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

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

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

# ACTIVITY FUNDING

There are two Section 108 loan fund types:

SL Section 108 Loan
SI Section 108 Loan Income

SL is available as a funding source for an activity if the WILL THIS ACTIVITY USE SECTION 108 LOAN? field on the Add Activity screen is "Yes."

SI is available only if you have receipted Section 108 loan program income (see next page) and may only be used to fund activities with a matrix code of 19F, 19G, or 24A-24C.

Instructions for funding activities in IDIS are provided in Chapter 5.

Note that once an activity is funded with SL or SI, its matrix code cannot be changed to one that is not Section 108 eligible.

# DRAWDOWNS

The process of drawing down SL and SI is the same as for other fund types (see Chapter 6) except that SL and SI vouchers must be approved by HUD. Once you approve an SL/SI draw, the status of the voucher changes to "Pending HQ Approval":

**Drawdown**

**Maintain and Approve Voucher**

- **Voucher item approved successfully**

Return to Search Vouchers

**Voucher Created For:**
ILLINOIS

**IDIS Voucher #:**
5814538

**Activity Owner:**
ILLINOIS

**Created By:**
C00063

**Creation Date:**
06/25/2015

**Voucher Details**

| Line Item # | IDIS Actv ID | Activity Name | Program | Program Year of Receipt | Grant # | Fund Type | Source Name | Source Type | Recipient Name | Prior Program Year | Drawdown Amount | Line Item Status | Submission Date | Action |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 13180 | Section 108 Financing Costs | CDBG | 2013 | B13DC170001 | SL | HUD | DC | ILLINOIS | N | $2,500.00 | Pending HQ Approval | 06/25/2015 | Cancel \| View |

Return to Search Vouchers

Following HQ approval, the status changes to "Approved" and the SL/SI voucher is processed as usual.

## RECEIPTING LOAN INCOME

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

## REPORTING ACCOMPLISHMENTS

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

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

# Chapter 9
# ACCOMPLISHMENT REPORTING

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

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

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

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

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

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

# Chapter 10
# LMA ACCOMPLISHMENT SCREENS

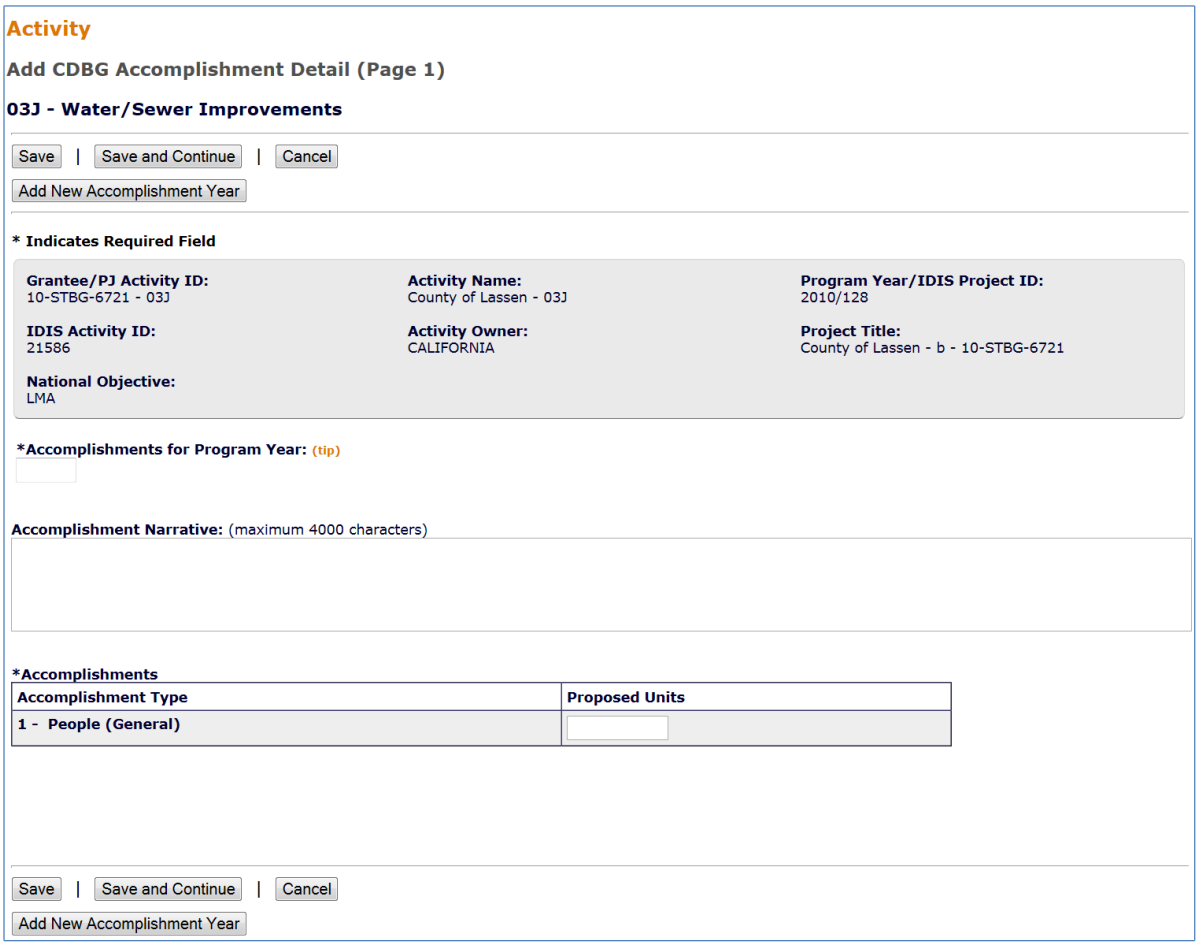
This chapter covers the accomplishment screens that are completed for activities with a national objective of:

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

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

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




| Field | Description |
|---|---|
| Fields in gray box | These read-only fields identify the activity you are processing. |
| Accomplishments for Program Year | On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.<br><br>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:<br><br>**Accomplishments for Program Year:** 2012 **Select Another Year:** Edit Selected Year<br><br>For multi-year activities, make sure you input annual counts for the correct program year:<br><br>• To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not |

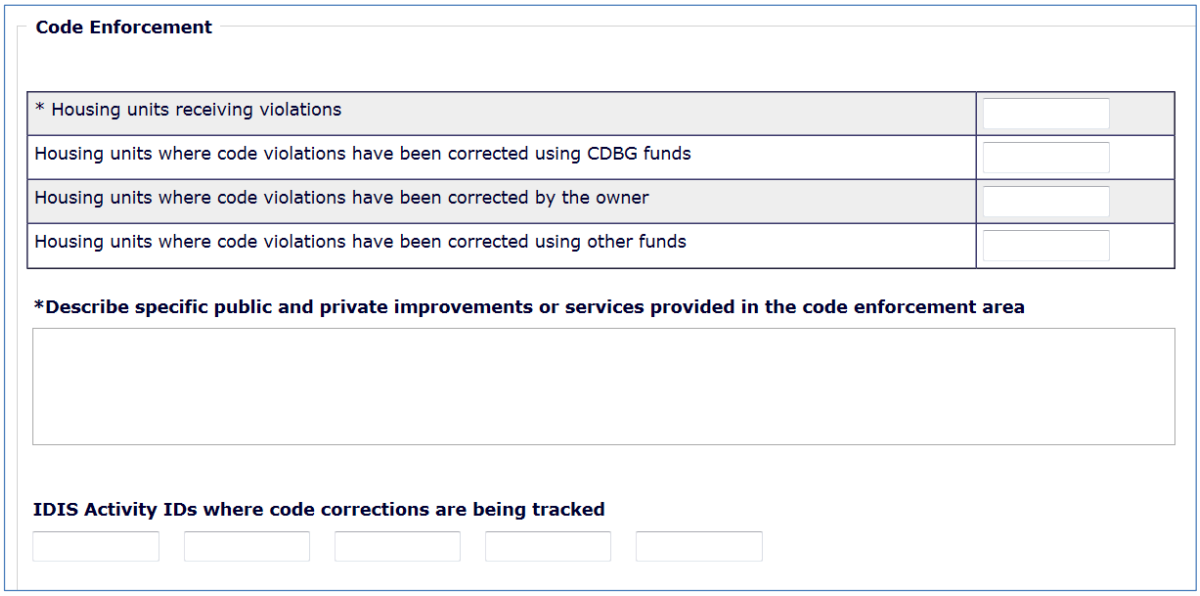
| Field | Description |
|---|---|
| | include accomplishments that have been reported in a previous year.<br>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.<br>• Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for. |
| Accomplishment Narrative | Describe the progress toward achieving accomplishments in the program year specified in the previous field.<br>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. |
| 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 | This field is displayed (as shown below) only if the matrix code is 04–Clearance and Demolition or 04A–Cleanup of Contaminated Sites. Enter the number of accomplishments achieved during the program year being reported.<br>*Accomplishments<br>Accomplishment Type: 10 - Housing Units; Proposed Units: 6; Actual Units (tip) |

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

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

## CODE ENFORCEMENT

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

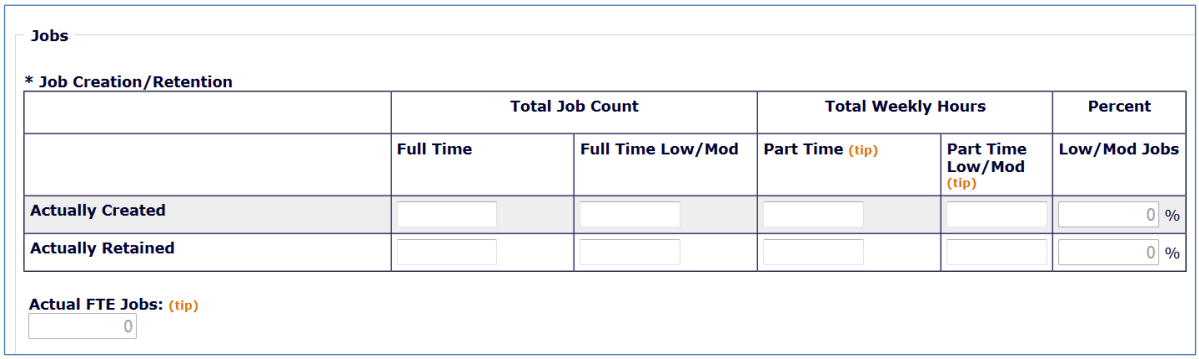



| Search Field | Description |
|---|---|
| Housing units receiving violations | Enter the total number of housing units receiving code violations. |
| Housing units where code violations have been corrected using CDBG funds | Enter the number of units where code violations have been corrected using CDBG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

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

## JOB CREATION/RETENTION

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



Jobs

* Job Creation/Retention

| | Total Job Count | | Total Weekly Hours | | Percent |
|---|---|---|---|---|---|
| | Full Time | Full Time Low/Mod | Part Time (tip) | Part Time Low/Mod (tip) | Low/Mod Jobs |
| Actually Created | | | | | 0 % |
| Actually Retained | | | | | 0 % |

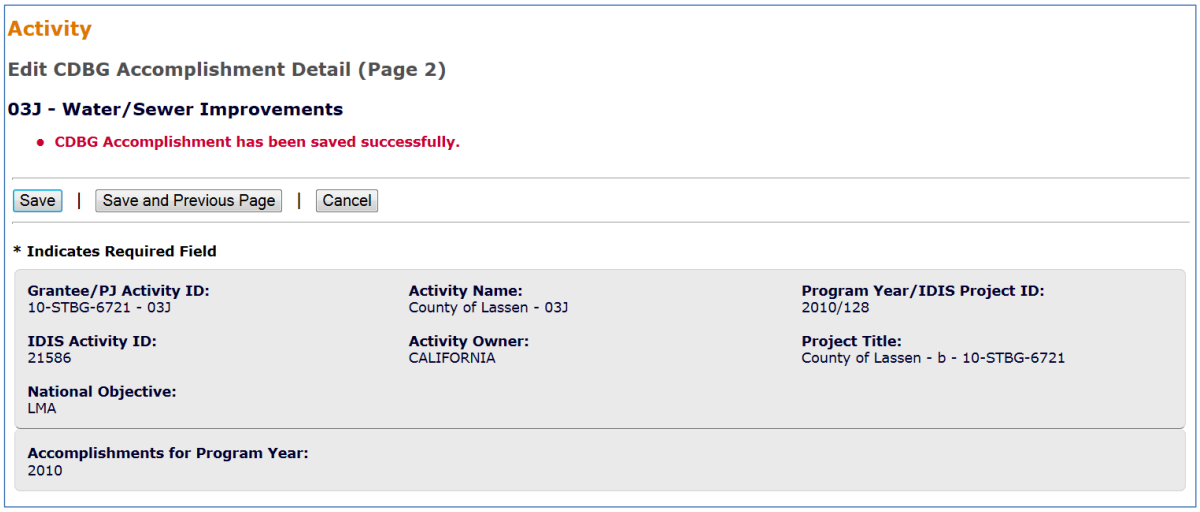
Actual FTE Jobs: (tip)
0

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

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

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




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

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

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

## PUBLIC FACILITIES & INFRASTRUCTURE

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

**Public Facilities & Infrastructure**

**Total Persons Assisted :**
5,983

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

| | **Number of Persons** |
|---|---|
| With New Access to this type of Public Facility or Infrastructure Improvement | |
| With Improved Access to this Type of Public Facility or Infrastructure Improvement | |
| With access to Public Facility or Infrastructure that is No Longer Substandard | |
| **Total** | 0 |

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

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

## PUBLIC SERVICES

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

**Public Services**

**Total Persons Assisted :**
699

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

| | **Number of Persons** |
|---|---|
| With New or Continuing Access to a Service or Benefit | |
| With Improved Access to a Service or Benefit | |
| Receive a Service or Benefit that is No Longer Substandard | |
| **Total** | 0 |

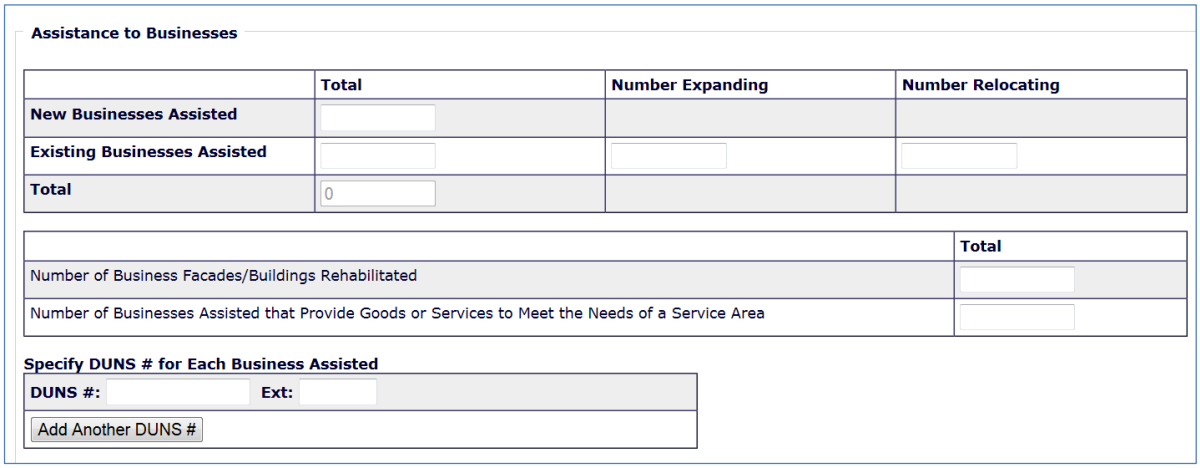
| **Field** | **Description** |
|---|---|
| Total Persons Assisted | This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15). |
| Of the Total Persons, Number: | |
| With New or Continuing Access to a Service or Benefit | When the activity provides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

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

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

## ASSISTANCE TO BUSINESSES

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



Assistance to Businesses

| | Total | Number Expanding | Number Relocating |
|---|---|---|---|
| New Businesses Assisted | | | |
| Existing Businesses Assisted | | | |
| Total | 0 | | |

| | Total |
|---|---|
| Number of Business Facades/Buildings Rehabilitated | |
| Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area | |

Specify DUNS # for Each Business Assisted

DUNS #: Ext:

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 the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community. |
| Specify DUNS # for Each Business Assisted | A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional. |
| DUNS # / Ext. | Enter the 9-digit DUNS number and the 4-digit extension. |
| [Add Another DUNS ] | For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business. |

## JOB PERFORMANCE MEASURES

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

**Job Performance Measures**

**Actual FTE Jobs Created:** 5

**Actual FTE Jobs Retained:** 7

**Created**

| | Total |
|---|---|
| Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits | |
| Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity | |

**Retained**

| | Total |
|---|---|
| Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits | |

**Types of Jobs Created/Retained**

| Job Category | Jobs Created | Jobs Retained |
|---|---|---|
| **Officials and Managers** | | |
| **Professional** | | |
| **Technicians** | | |
| **Sales** | | |
| **Office and Clerical** | | |
| **Craft Workers (Skilled)** | | |
| **Operatives (Semi-Skilled)** | | |
| **Laborers (Unskilled)** | | |
| **Service Workers** | | |

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

## HELP THE HOMELESS

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

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

| | Number of Persons |
|---|---|
| Homeless Persons Given Overnight Shelter | |
| Beds Created in Overnight Shelter or Other Emergency Housing | |
| **Total** | 0 |

Save | Save and Previous Page | Cancel

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

## HOMELESSNESS PREVENTION

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

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

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

# Chapter 11
# LMC ACCOMPLISHMENT SCREENS

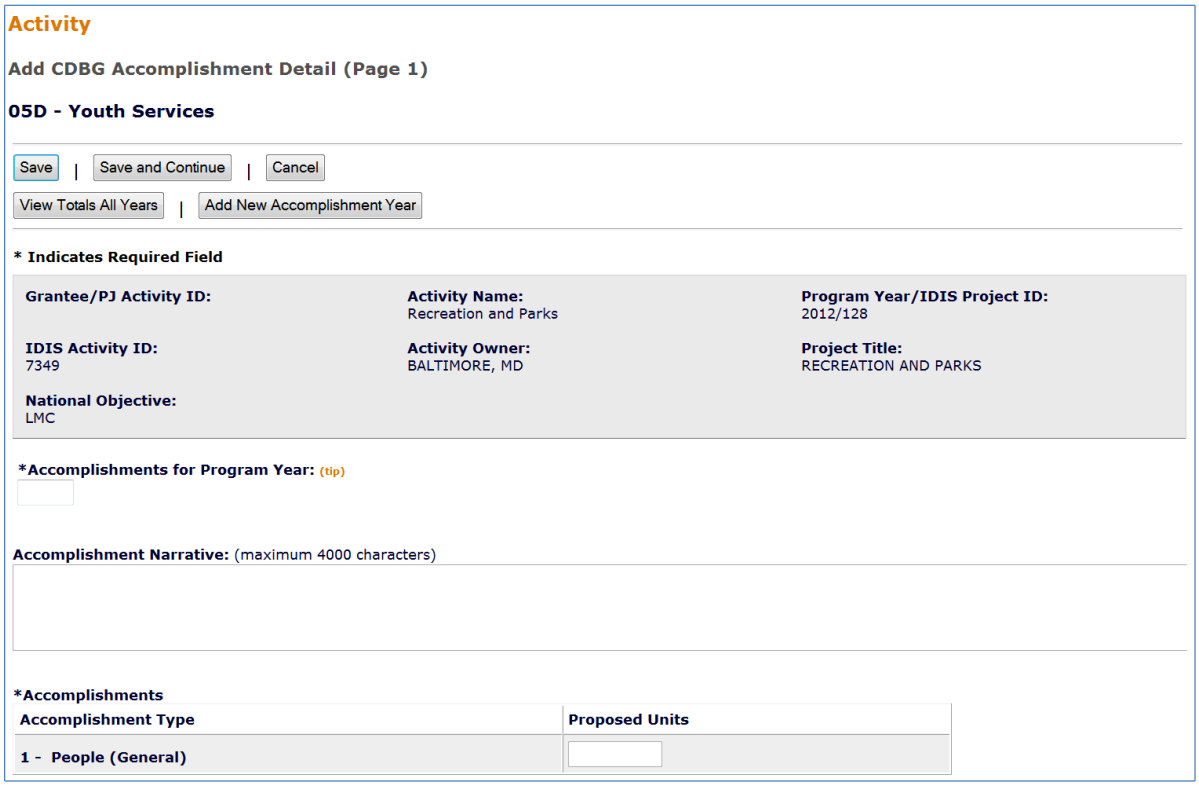
This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

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

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

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

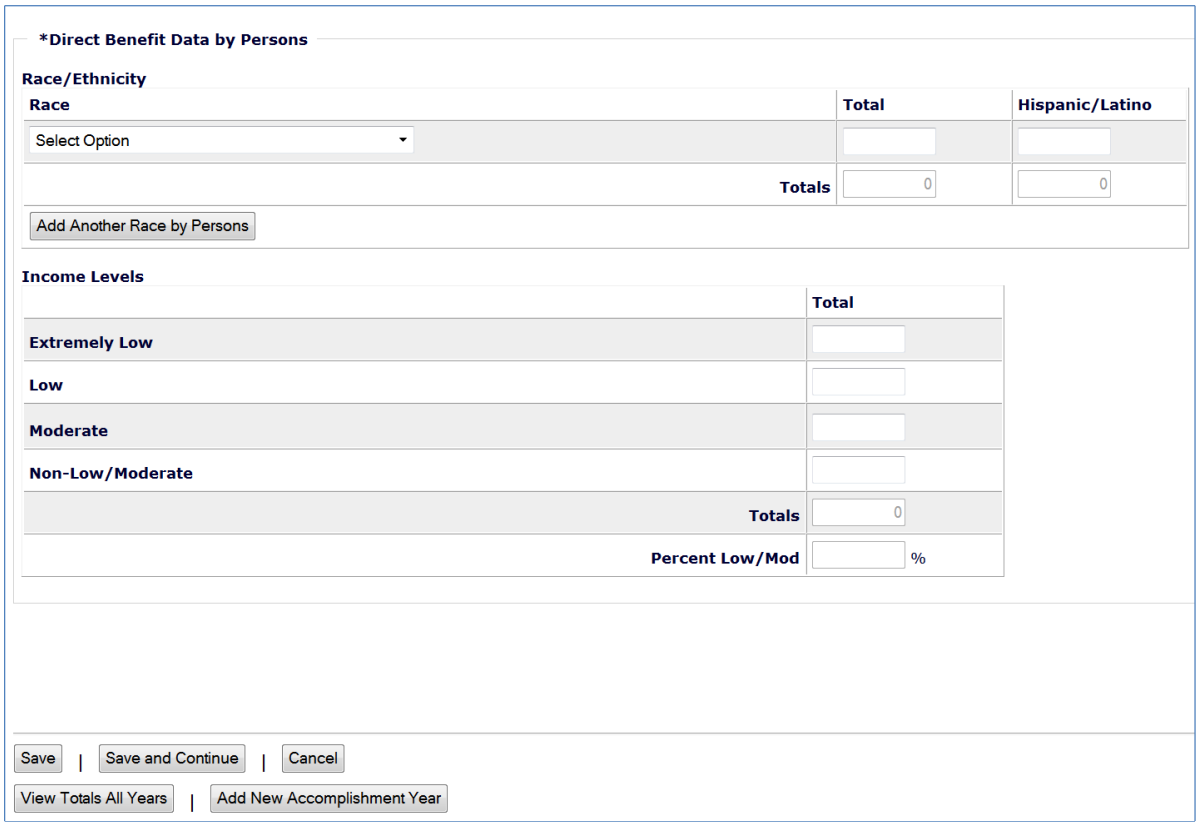



| Field | Description |
|---|---|
| Fields in gray box | These read-only fields identify the activity you are processing. |
| Accomplishments for Program Year | On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.<br><br>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:<br><br> <br><br><br>For multi-year activities, make sure you input annual counts for the correct program year:<br><br>• 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.<br><br>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year. |

| Field | Description |
|---|---|
| | • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for. |
| Accomplishment Narrative | Describe the progress toward achieving accomplishments in the program year specified in the previous field.<br><br>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. |
| Accomplishments | |
| Accomplishment Type | This read-only field shows the accomplishment type assigned at activity setup (see page 4-4). |
| Proposed Units | This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4). |

## DIRECT BENEFIT DATA BY PERSONS

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




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

## Race/Ethnicity

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

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

## Income Levels

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

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

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

Follow these guidelines when reporting income levels for:

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

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

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

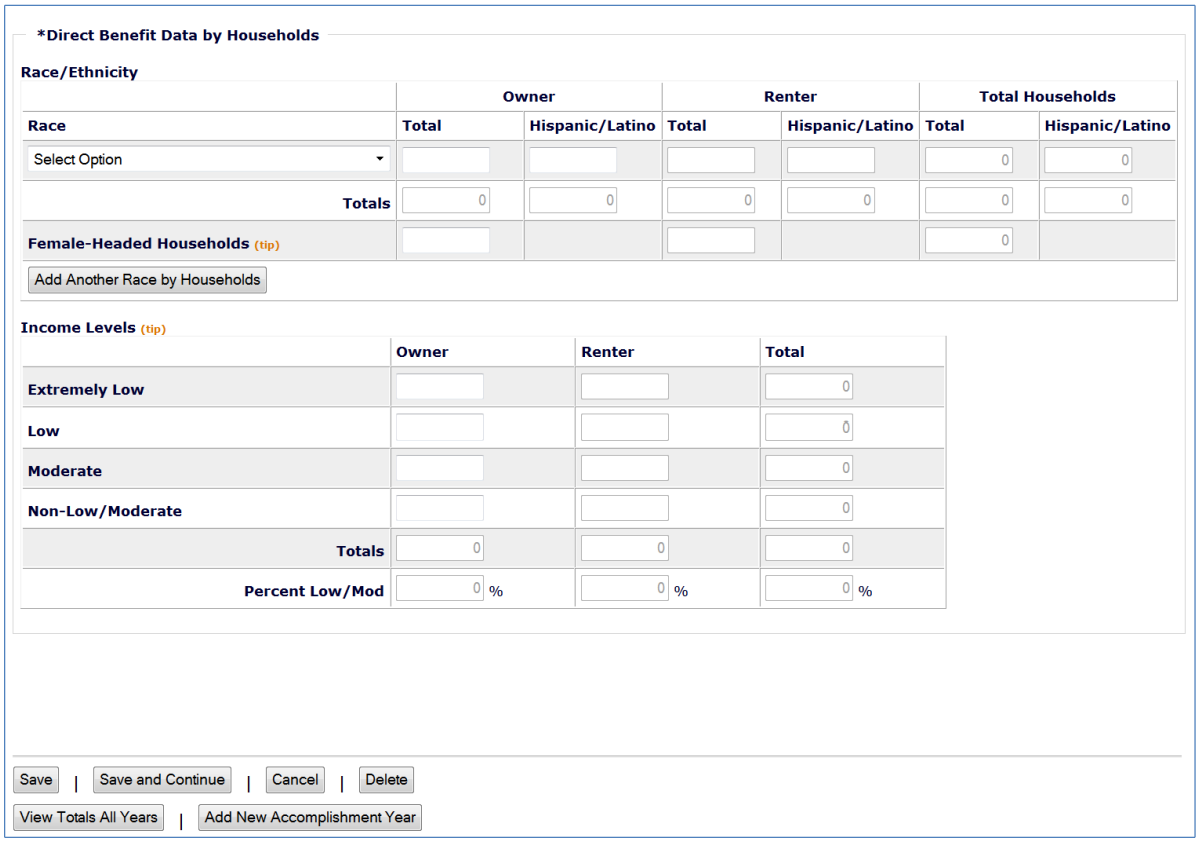
- ***Nature/Location Activities*:** Report all beneficiaries as moderate income unless you have information to support reporting them under another income category.

- ***Activities Providing Access for Persons with Disabilities*:** For LMC activities carried out under 570.483(b)(2)(iii), report all beneficiaries as low income unless you have information to support reporting them under another income category.

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

## DIRECT BENEFIT DATA BY HOUSEHOLDS

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




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

## Race/Ethnicity

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

| Field | Description |
|---|---|
| Households: Owner | number headed by females. |
| [Add Another Race by Households] | Click this button to add beneficiary counts for another race. |

## Income Levels

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

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

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

## JOB CREATION/RETENTION

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

**Jobs**

*** Job Creation/Retention**

| | Total Job Count | | Total Weekly Hours | | Percent |
|---|---|---|---|---|---|
| | Full Time | Full Time Low/Mod | Part Time (tip) | Part Time Low/Mod (tip) | Low/Mod Jobs |
| Actually Created | | | | | 0 % |
| Actually Retained | | | | | 0 % |

**Actual FTE Jobs:** (tip)
0

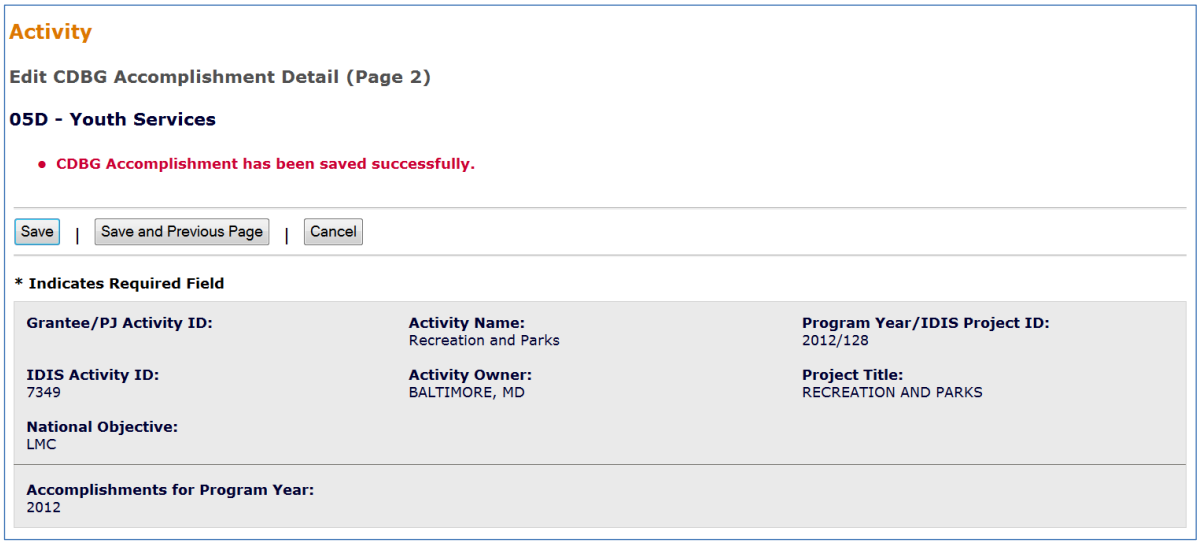
Save | Save and Continue | Cancel | Delete

Add New Accomplishment Year

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

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



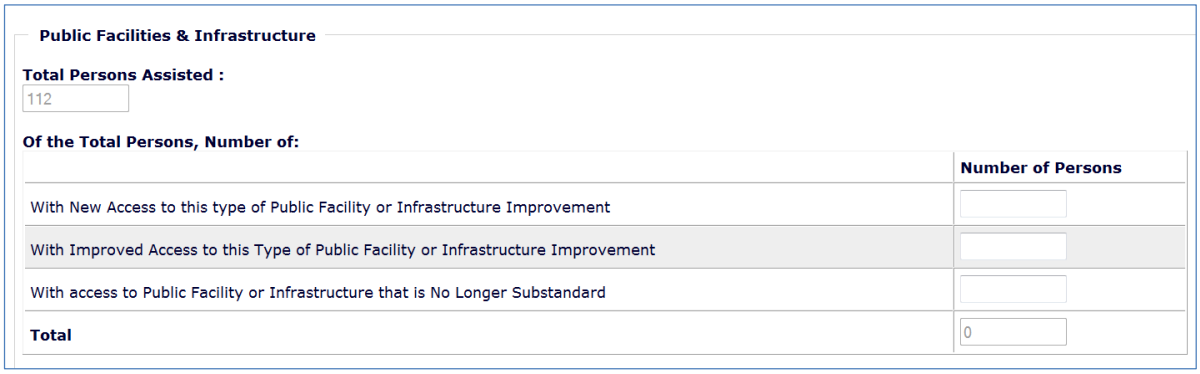

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

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

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

## PUBLIC FACILITIES & INFRASTRUCTURE

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



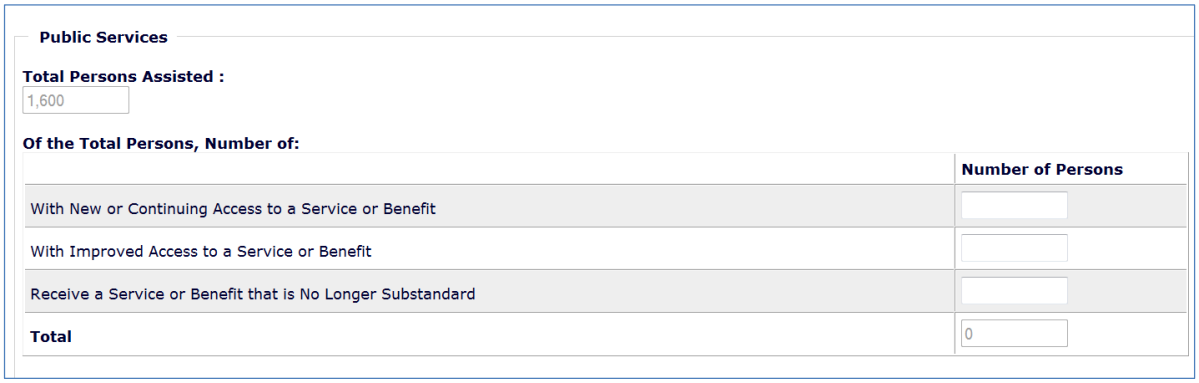

| Field | Description |
|---|---|
| Total Persons Assisted | This read-only field shows the total number of persons reported on the Page 1 accomplishment screen. |
| Of the Total Persons, Number: | |
| With New Access to this Type of Public Facility or Infrastructure Improvement | When the activity provides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

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

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

## PUBLIC SERVICES

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



**Public Services**

**Total Persons Assisted :**
1,600

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

| | **Number of Persons** |
|---|---|
| With New or Continuing Access to a Service or Benefit | |
| With Improved Access to a Service or Benefit | |
| Receive a Service or Benefit that is No Longer Substandard | |
| **Total** | 0 |

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

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

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

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

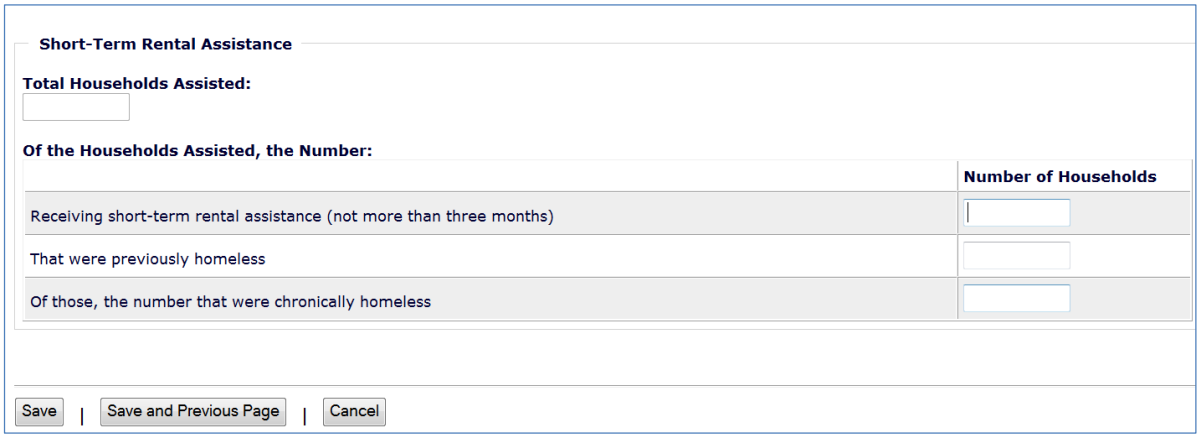
The block of fields below is displayed for LMCSV activities with a matrix code of 05R.

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

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

## SHORT-TERM RENTAL ASSISTANCE

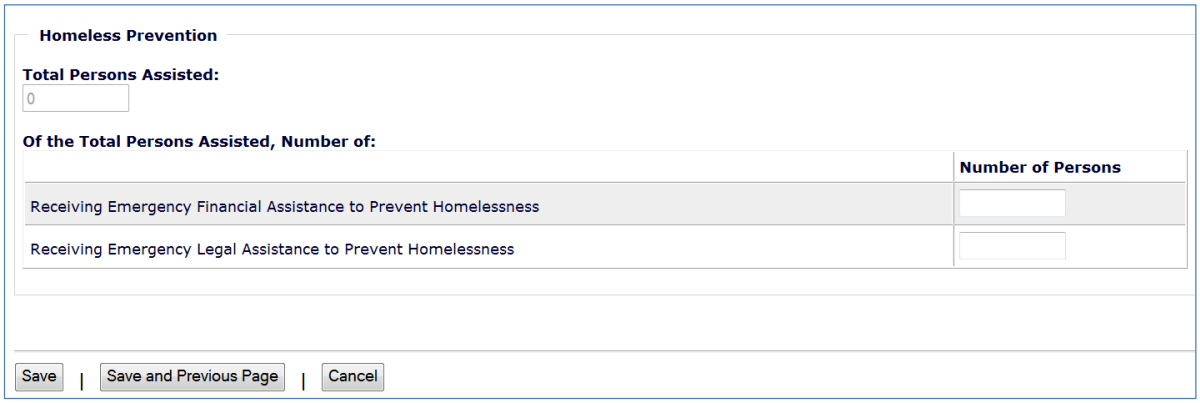
These fields are displayed only for an LMCSV activity with a matrix code of 05S:




| 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.<br><br>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.<br><br>See Appendix J for HUD's definition of "chronically homeless." |

## HOMELESSNESS PREVENTION

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

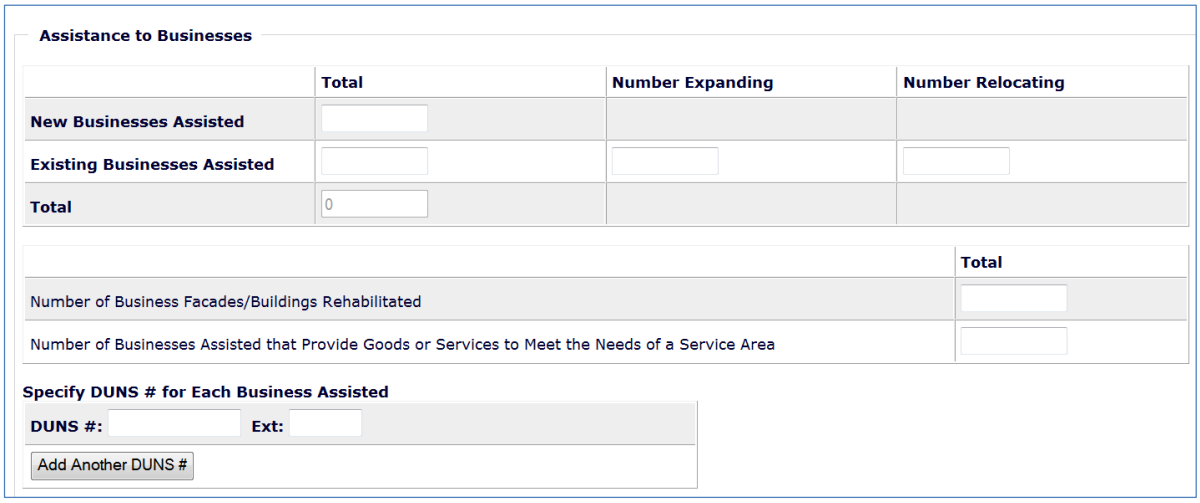



If a person received both financial and legal assistance, include the person in the counts for both fields.

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

## ASSISTANCE TO BUSINESSES

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




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

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

## JOB PERFORMANCE MEASURES

The following information is collected for LMCMC activities:

**Job Performance Measures**

**Actual FTE Jobs Created:** 5

**Actual FTE Jobs Retained:** 7

**Created**

| | Total |
|---|---|
| Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits | |
| Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity | |

**Retained**

| | Total |
|---|---|
| Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits | |

**Types of Jobs Created/Retained**

| Job Category | Jobs Created | Jobs Retained |
|---|---|---|
| **Officials and Managers** | | |
| **Professional** | | |
| **Technicians** | | |
| **Sales** | | |
| **Office and Clerical** | | |
| **Craft Workers (Skilled)** | | |
| **Operatives (Semi-Skilled)** | | |
| **Laborers (Unskilled)** | | |
| **Service Workers** | | |

Save | Save and Previous Page | Cancel

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

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

# Chapter 12
# LMH ACCOMPLISHMENT SCREENS

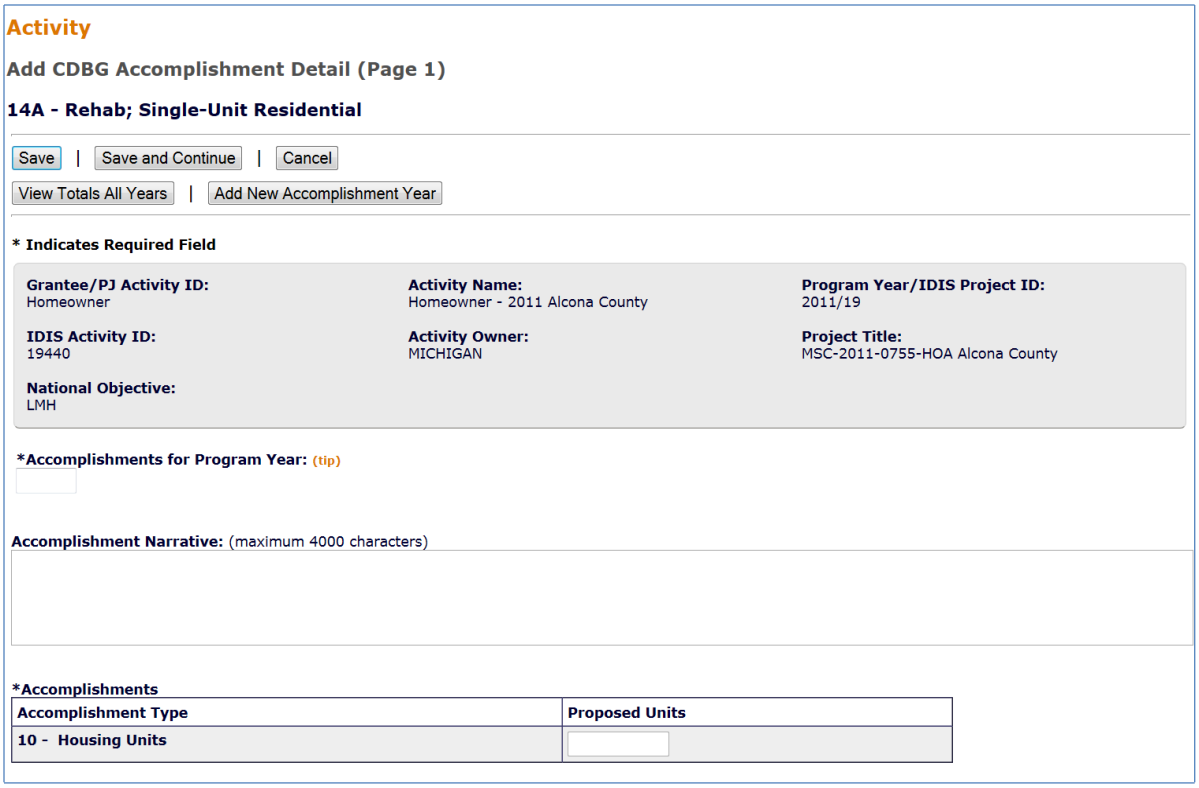
This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

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

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

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

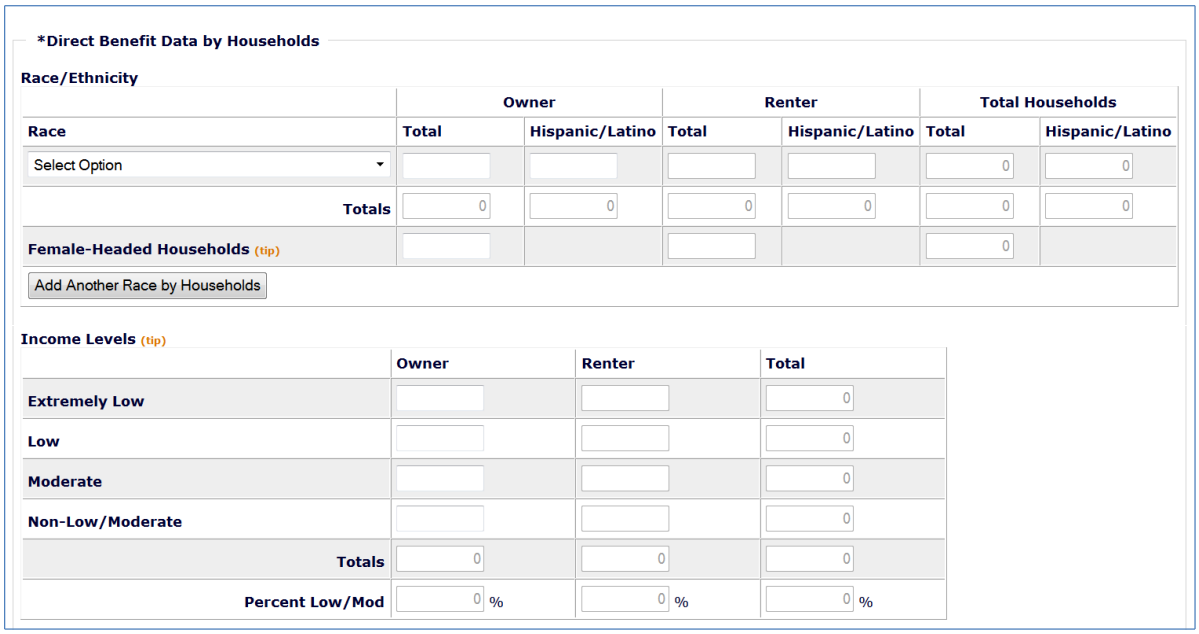



| Field | Description |
|---|---|
| Accomplishments for Program Year | On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.<br><br>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:<br><br>**Accomplishments for Program Year:** 2012 **Select Another Year:** Edit Selected Year<br><br>For multi-year activities, make sure you input annual counts for the correct program year:<br><br>• 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.<br><br>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year. |

| Field | Description |
|---|---|
| | • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for. |
| Accomplishment Narrative | Describe the progress toward achieving accomplishments in the program year specified in the previous field.<br><br>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. |
| Accomplishments | |
| Accomplishment Type | This read-only field shows the accomplishment type assigned at activity setup (see page 4-4). |
| Proposed Units | This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4). |

## DIRECT BENEFIT DATA BY HOUSEHOLDS

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



*Direct Benefit Data by Households

Race/Ethnicity

| | Owner | | Renter | | Total Households | |
|---|---|---|---|---|---|---|
| Race | Total | Hispanic/Latino | Total | Hispanic/Latino | Total | Hispanic/Latino |
| Select Option | | | | | 0 | 0 |
| Totals | 0 | 0 | 0 | 0 | 0 | 0 |
| Female-Headed Households (tip) | | | | | 0 | |

Add Another Race by Households

Income Levels (tip)

| | Owner | Renter | Total |
|---|---|---|---|
| Extremely Low | | | 0 |
| Low | | | 0 |
| Moderate | | | 0 |
| Non-Low/Moderate | | | 0 |
| Totals | 0 | 0 | 0 |
| Percent Low/Mod | 0 % | 0 % | 0 % |

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

## Race/Ethnicity

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

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

## Income Levels

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

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

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

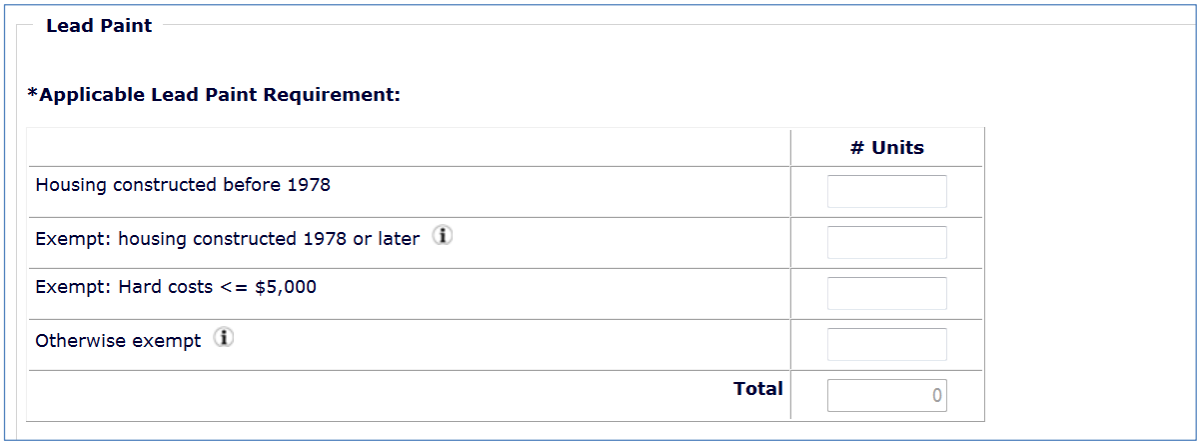
Additional data fields are displayed for some housing rehab activities (see next page). Otherwise, click the [Save and Continue] button to go to the second accomplishment screen.

## LEAD PAINT REQUIREMENTS

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

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

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




| Field | Description |
|---|---|
| Housing Constructed Before 1978 | Enter the number of housing units that were constructed before 1978. |
| Exempt: housing constructed 1978 or later | Enter the number of units for which construction was completed on or after January 1, 1978 or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see 24 CFR 35.160). |
| Exempt: Hard costs <= $5,000 | Displayed for all but matrix code 14A. Enter the number of units for which the per-unit hard costs of rehabilitation were $5,000 or less. |
| Exempt: No paint disturbed | Displayed for matrix code 14A only. Enter the number of units where paint surfaces were not disturbed. |
| Otherwise exempt | Enter the number of units in this activity to which one or more of the following apply:<br>• 0 bedrooms<br>• Elderly/disabled person(s) with no children under the age of 6<br>• Lead-based paint free<br>• Used no more than 100 days per year |

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

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

| | # Units |
|---|---|
| Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= $5,000) | |
| Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs $5,000 - $25,000) | |
| Abatement (24 CFR 35.930(d)) (Hard costs > $25,000) | |
| **Total** | 0 |

Save | Save and Continue | Cancel | Delete

View Totals All Years | Add New Accomplishment Year

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

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

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

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

| | # Units |
|---|---|
| Visual Assessment/Paint Stabilization (24 CFR 35.1015) | |
| Other Actions required by Local/State Codes | |

***Lead Hazard Remediation Actions: (For acquisition and rehabilitation)**

| | # Units |
|---|---|
| Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= $5,000) | |
| Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs $5,000 - $25,000) | |
| Abatement (24 CFR 35.930(d)) (Hard costs > $25,000) | |

| | |
|---|---|
| **Total for Lead Hazard Remediation Actions** | 0 |

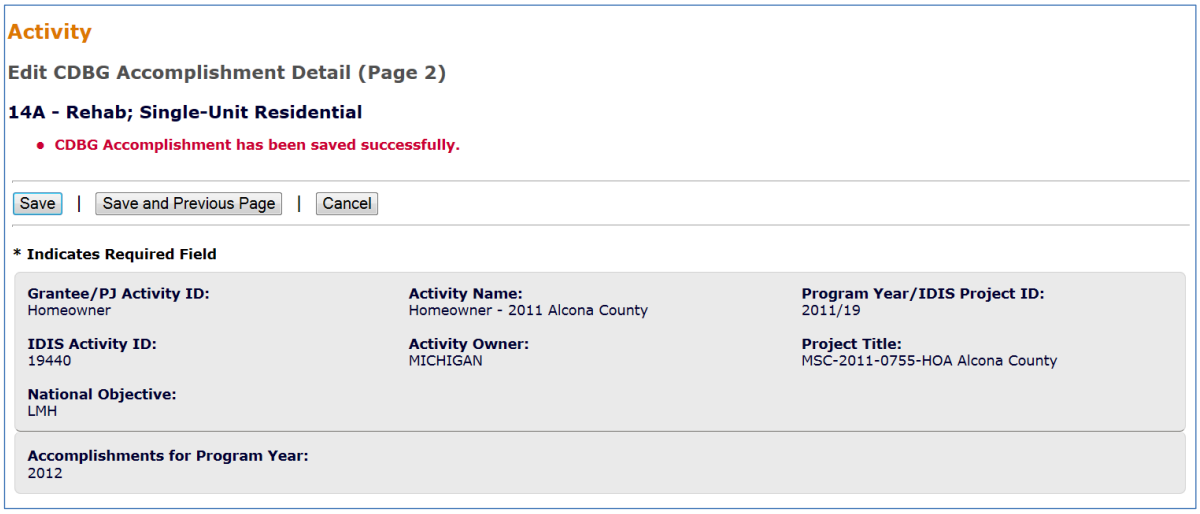
Save | Save and Continue | Cancel | Delete

View Totals All Years | Add New Accomplishment Year

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

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




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

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

## Rehab Activities

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

## Acquisition and New Construction Activities

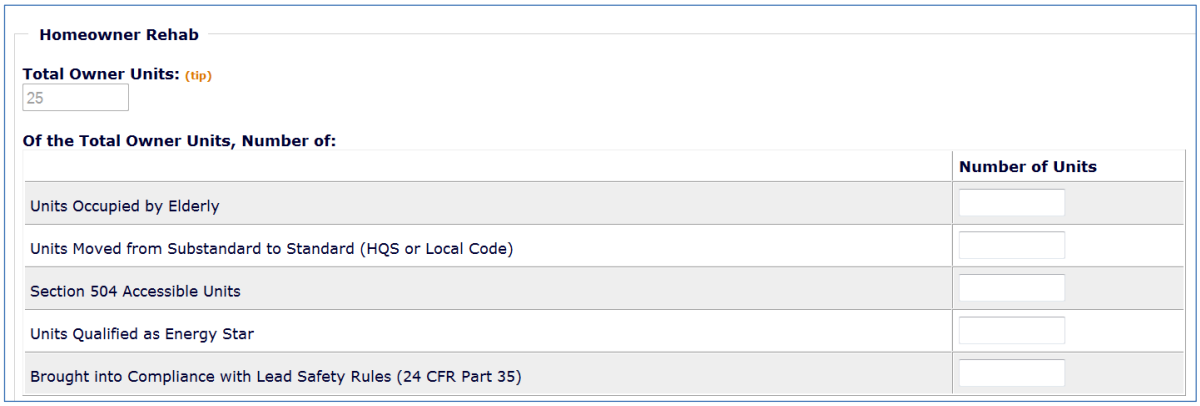
| Matrix Code | Performance Measure | See Page |
|---|---|---|
| 01, 12 if owner data reported | Acquisition/Construction New Homeowner<br>Homeowner Rehab (matrix code 01 only) | 12-15 |
| 01, 12 if renter data reported | Construction of Rental Units | 12-17 |

## Other Housing Activities

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

## HOMEOWNER REHAB

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




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

## RENTAL REHAB

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

**Rental Rehab**

**Total Rental Units:** (tip)

7

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

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

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

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

Save | Save and Previous Page | Cancel

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

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

## ACQUISITION/CONSTRUCTION NEW HOMEOWNER

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

**Acquisition/Construction New Homeowner**

**Total Owner Units:** (tip)

18

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

| | Number of Units |
|---|---|
| Affordable Units | |
| Years of Affordability Guaranteed | |
| Section 504 Accessible Units | |
| Units Qualified as Energy Star | |
| Households previously living in subsidized housing | |

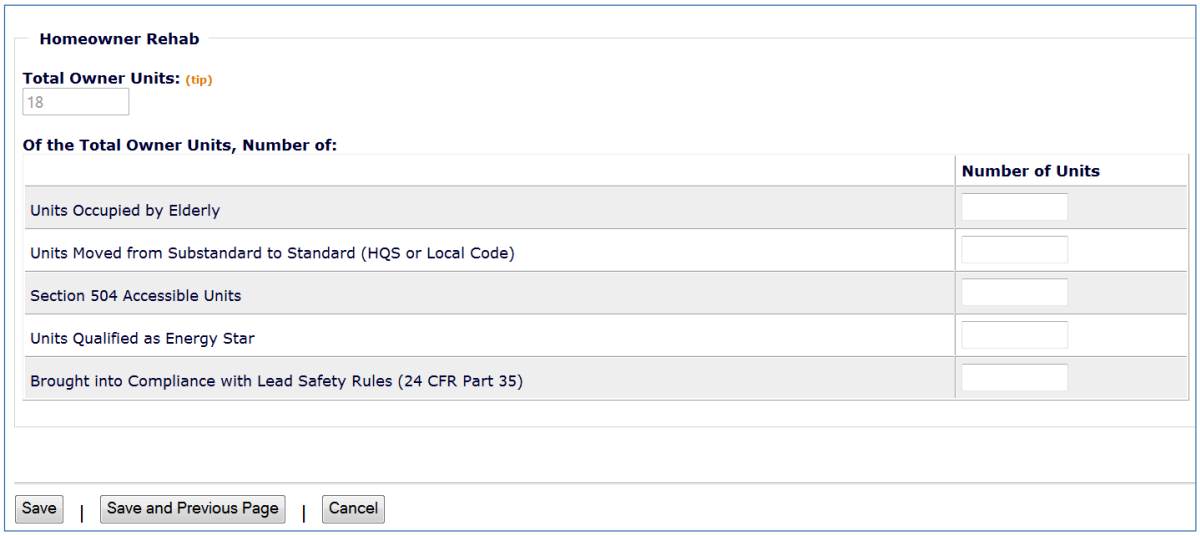
**Of the Total Affordable Units, Number of:**

| | Number of Units |
|---|---|
| Units Occupied by Elderly | |
| Units Specifically Designated for Persons with HIV/AIDS | |
| Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless | |
| Units Specifically Designated for Homeless | |
| Of Units Designated for Homeless, Number Specifically for Chronically Homeless | |

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

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

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




They are defined on page 12-12.

## CONSTRUCTION OF RENTAL UNITS

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

**Construction of Rental Units**

**Total Rental Units:** (tip)

7

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

| | Number of Units |
|---|---|
| Affordable Units | |
| Section 504 Accessible Units | |
| Units Qualified as Energy Star | |

**Of the Affordable Units, Number of:**

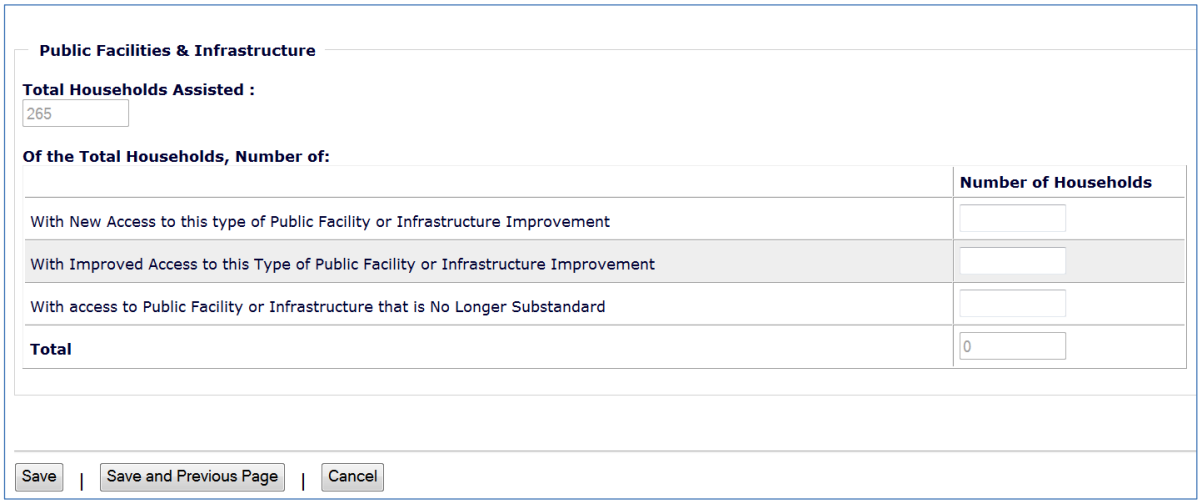
| | Number of Units |
|---|---|
| Units Occupied by Elderly | |
| Years of Affordability Guaranteed | |
| Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program | |
| Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations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

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

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

## PUBLIC FACILITIES & INFRASTRUCTURE

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




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

## PUBLIC SERVICES

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

**Public Services**

**Total Households Assisted :**
25

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

| | **Number of Households** |
|---|---|
| With New or Continuing Access to a Service or Benefit | |
| With Improved Access to a Service or Benefit | |
| Receive a Service or Benefit that is No Longer Substandard | |
| **Total** | 0 |

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

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

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

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

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

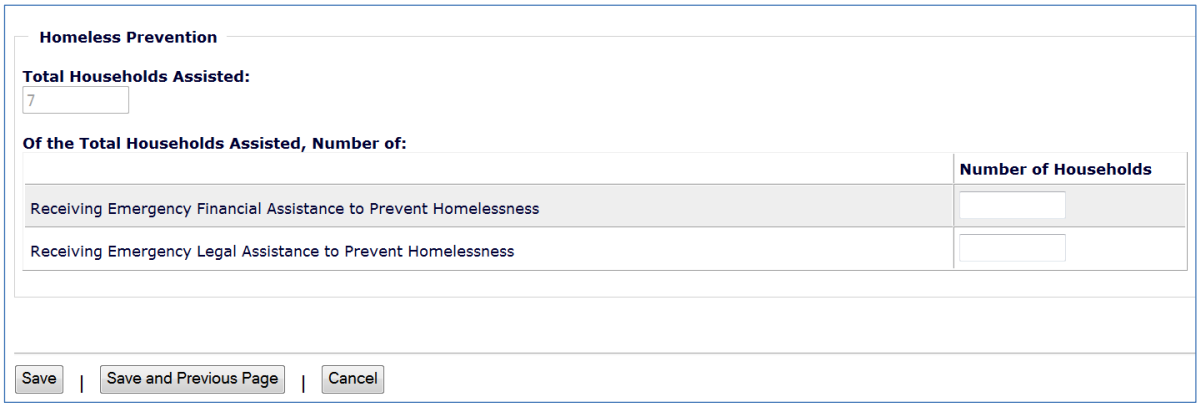
## SHORT-TERM RENTAL ASSISTANCE

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

| 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.<br><br>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.<br><br>See Appendix J for HUD's definition of "chronically homeless." |

## HOMELESSNESS PREVENTION

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




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

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

# Chapter 13
# LMJ ACCOMPLISHMENT SCREENS

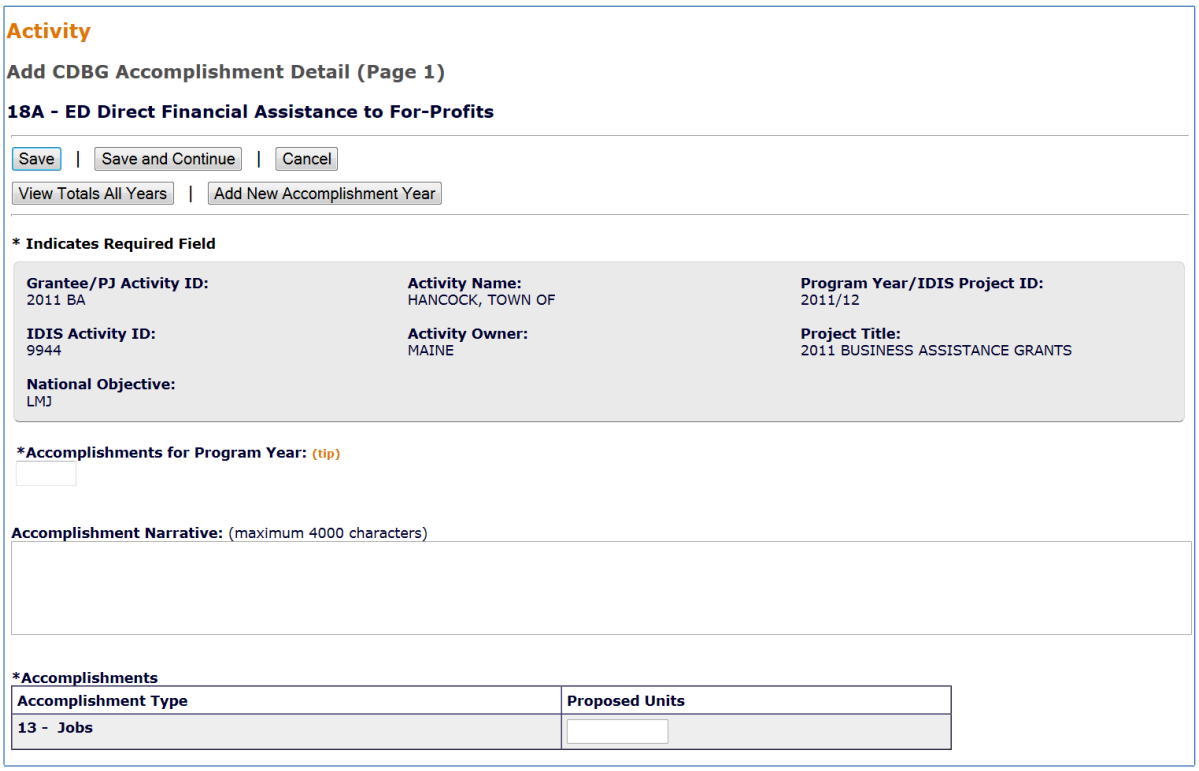
This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

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

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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

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

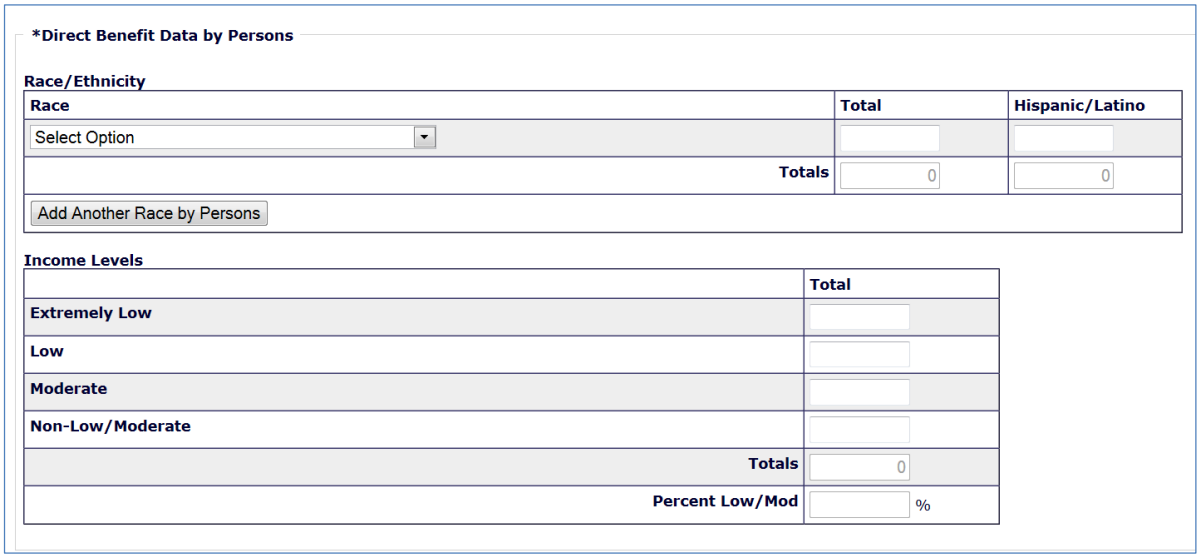



| Field | Description |
|---|---|
| Accomplishments for Program Year | On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.<br><br>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:<br><br> <br><br><br>For multi-year activities, make sure you input annual counts for the correct program year:<br><br>• 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.<br><br>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year. |

| Field | Description |
|---|---|
| | • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for. |
| Accomplishment Narrative | Describe the progress toward achieving accomplishments in the program year specified in the previous field.<br><br>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. |
| Accomplishments | |
| Accomplishment Type | This read-only field shows the accomplishment type assigned at activity setup (see page 4-4). |
| Proposed Units | This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4). |

## DIRECT BENEFIT DATA BY PERSONS

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




## Race/Ethnicity

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

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

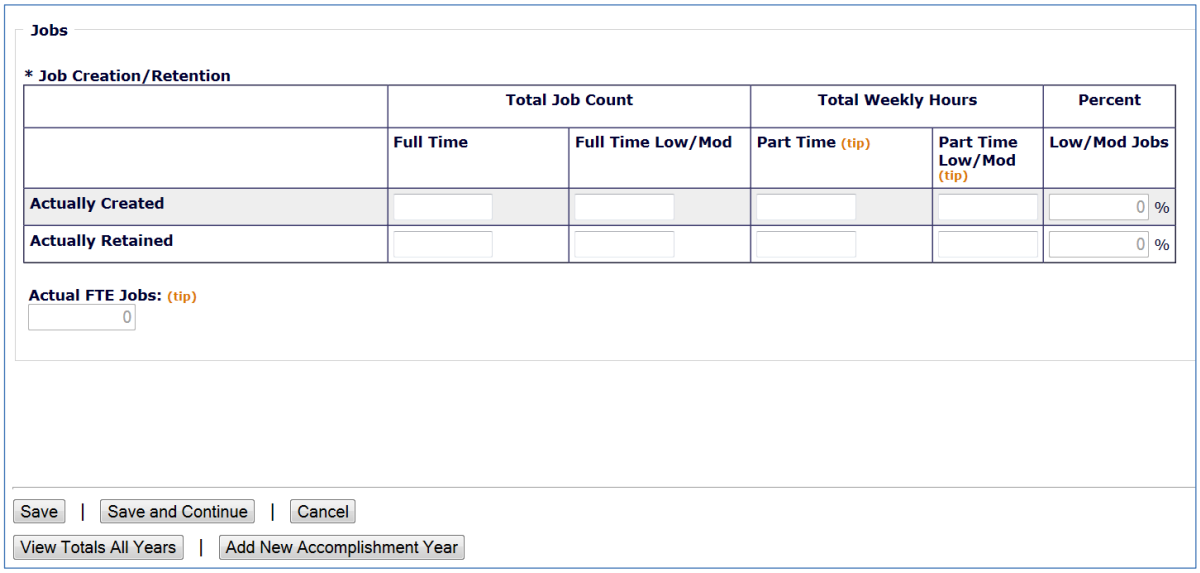
## Income Levels

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

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

## JOB CREATION/RETENTION

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




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

# ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

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

**Activity**

**Edit CDBG Accomplishment Detail (Page 2)**

**18A - ED Direct Financial Assistance to For-Profits**

- **CDBG Accomplishment has been saved successfully.**

Save | Save and Previous Page | Cancel

*** Indicates Required Field**

**Grantee/PJ Activity ID:** 2011 BA
**Activity Name:** HANCOCK, TOWN OF
**Program Year/IDIS Project ID:** 2011/12
**IDIS Activity ID:** 9944
**Activity Owner:** MAINE
**Project Title:** 2011 BUSINESS ASSISTANCE GRANTS
**National Objective:** LMJ

**Accomplishments for Program Year:** 2012

**Job Performance Measures**

**Actual FTE Jobs Created:** 4
**Actual FTE Jobs Retained:** 4

**Created**

| | Total |
|---|---|
| Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits | |
| Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity | |

**Retained**

| | Total |
|---|---|
| Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits | |

**Types of Jobs Created/Retained**

| Job Category | Jobs Created | Jobs Retained |
|---|---|---|
| Officials and Managers | 8 | |
| Professional | | |
| Technicians | | |
| Sales | | |
| Office and Clerical | | |
| Craft Workers (Skilled) | | |
| Operatives (Semi-Skilled) | | |
| Laborers (Unskilled) | | |
| Service Workers | | |

| Field | Description |
|---|---|
| Fields in gray box | These read-only fields identify the activity you are processing.<br><br>Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen. |
| Actual FTE Jobs Created | This read-only field shows the number of FTE (full-time equivalent) jobs created from the previous screen. |

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

## ASSISTANCE TO BUSINESSES

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

**Assistance to Businesses**

| | Total | Number Expanding | Number Relocating |
|---|---|---|---|
| **New Businesses Assisted** | | | |
| **Existing Businesses Assisted** | | | |
| **Total** | 0 | | |

| | Total |
|---|---|
| Number of Business Facades/Buildings Rehabilitated | |
| Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area | |

**Specify DUNS # for Each Business Assisted**

**DUNS #:** **Ext:**

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 the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community. |
| Specify DUNS # for Each Business Assisted | A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional. |
| DUNS # / Ext. | Enter the 9-digit DUNS number and the 4-digit extension. |
| [Add Another DUNS #] | For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business. |

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

# Chapter 14
# SBA, SBS, AND URG ACCOMPLISHMENT SCREENS

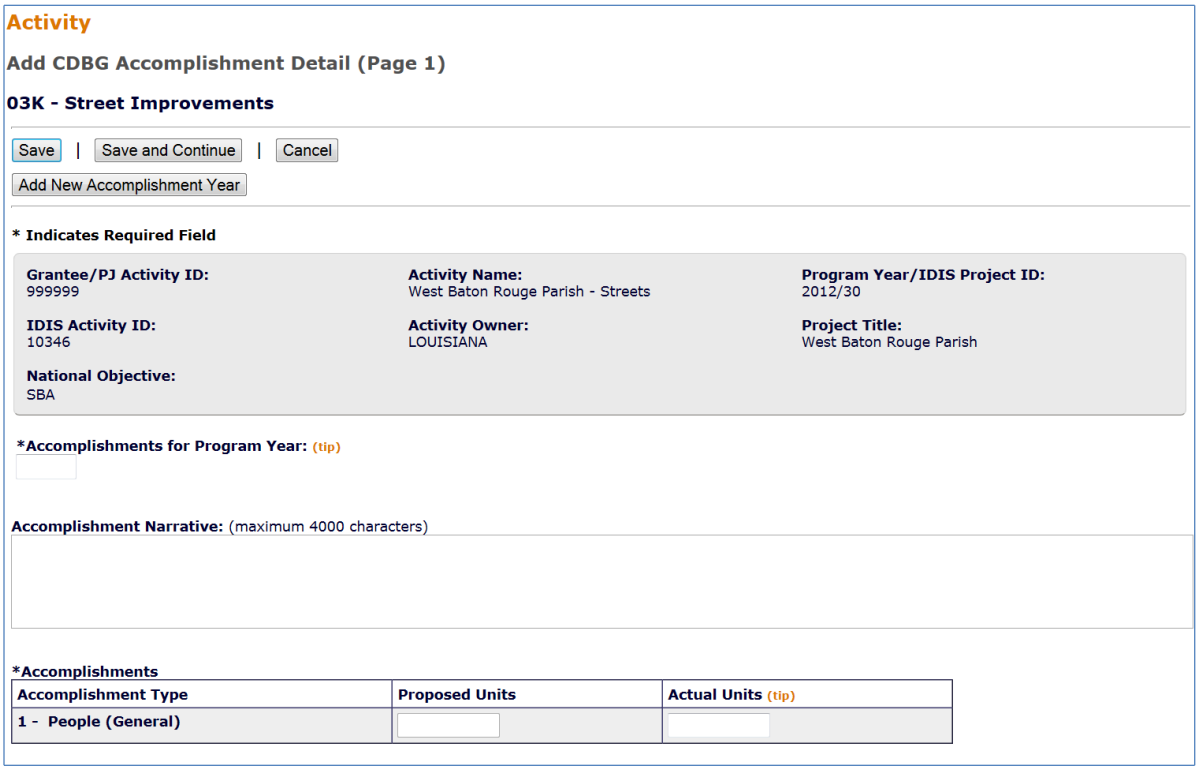
This chapter covers the accomplishment screens that are completed for activities with a national objective of:

| | |
|---|---|
| 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:




| Field | Description |
|---|---|
| Accomplishments for Program Year | On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.<br><br>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:<br><br> <br><br><br>For multi-year activities, make sure you input annual counts for the correct program year:<br><br>• 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.<br><br>• Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year. |

| Field | Description |
|---|---|
| | • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for. |
| Accomplishment Narrative | Describe the progress toward achieving accomplishments in the program year specified in the previous field.<br><br>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. |
| Accomplishments | |
| Accomplishment Type | This read-only field shows the accomplishment type assigned at activity setup (see page 4-4). |
| Proposed Units | This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4). |
| Actual Units | Enter the number of accomplishments achieved during the program year being reported. |

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

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

## CODE ENFORCEMENT

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

**Code Enforcement**

| | |
|---|---|
| * Housing units receiving violations | |
| Housing units where code violations have been corrected using CDBG funds | |
| Housing units where code violations have been corrected by the owner | |
| Housing units where code violations have been corrected using other funds | |

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

**IDIS Activity IDs where code corrections are being tracked**

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

## LEAD PAINT REQUIREMENTS

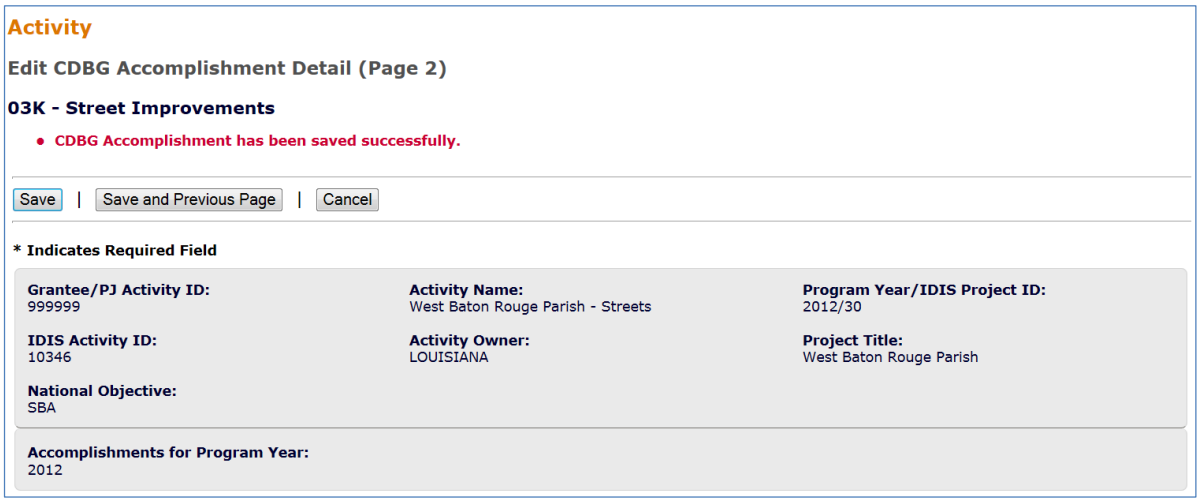
Information about compliance with lead paint requirements and lead hazard remediation is collected for all SB*/URG housing rehabilitation activities except those identified at activity setup (see page 4-13) as being limited to one or more of the following:

- 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:




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<br>HELP PREVENT HOMELESSNESS is Yes | Homelessness Prevention | 14-13 |

## Rehab Activities

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

## Acquisition and New Construction Activities

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

## Other SB*/URG Activities

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

## PUBLIC FACILITIES & INFRASTRUCTURE

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

**Public Facilities & Infrastructure**

**Total Persons Assisted :**
548

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

| | Number of Persons |
|---|---|
| With New Access to this type of Public Facility or Infrastructure Improvement | |
| With Improved Access to this Type of Public Facility or Infrastructure Improvement | |
| With access to Public Facility or Infrastructure that is No Longer Substandard | |
| **Total** | 0 |

| 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 | |
| Beds Created in Overnight Shelter or Other Emergency Housing | |
| **Total** | 0 |

Save | Save and Previous Page | Cancel

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

## PUBLIC SERVICES

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

**Public Services**

**Total Persons Assisted :**

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

| | **Number of Persons** |
|---|---|
| With New or Continuing Access to a Service or Benefit | |
| With Improved Access to a Service or Benefit | |
| Receive a Service or Benefit that is No Longer Substandard | |
| **Total** | 0 |

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.

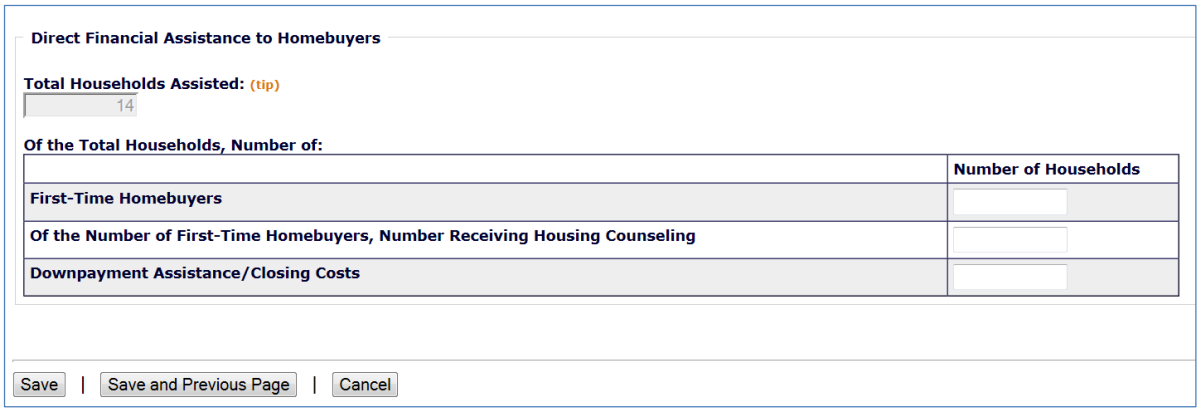
| **Field** | **Description** |
|---|---|
| Total Persons Assisted | This read-only field shows the total number of persons/households reported on the previous screen. |
| Of the Total Persons, Number: | |
| With New or Continuing Access to a Service or Benefit | When the activity provides a new service, 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.




| 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:

| 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.<br><br>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.<br><br>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:

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)
10

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

| | Number of Units |
|---|---|
| Units Occupied by Elderly | |
| Units Moved from Substandard to Standard (HQS or Local Code) | |
| Section 504 Accessible Units | |
| Units Qualified as Energy Star | |
| Brought into Compliance with Lead Safety Rules (24 CFR Part 35) | |

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 all 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.<br><br>For field definitions, see page 12-12. |

## RENTAL REHAB

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

**Rental Rehab**

**Total Units:** (tip)
10

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

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

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

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

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 all 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.<br><br>For field definitions, see page 12-13. |

## ACQUISITION/CONSTRUCTION NEW HOMEOWNER

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

**Acquisition/Construction New Homeowner**

**Total Units:** (tip)
18

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

| | Number of Units |
|---|---|
| Affordable Units | |
| Years of Affordability Guaranteed | |
| Section 504 Accessible Units | |
| Units Qualified as Energy Star | |
| Households previously living in subsidized housing | |

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

| | Number of Units |
|---|---|
| Units Occupied by Elderly | |
| Units Specifically Designated for Persons with HIV/AIDS | |
| Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless | |
| Units Specifically Designated for Homeless | |
| Of Units Designated for Homeless, Number Specifically for Chronically Homeless | |

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 all 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.<br><br>For field definitions, see page 12-15. |

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

## CONSTRUCTION OF RENTAL UNITS

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

**Construction of Rental Units**

**Total Units:** (tip)
18

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

| | Number of Units |
|---|---|
| Affordable Units | |
| Section 504 Accessible Units | |
| Units Qualified as Energy Star | |

**Of the Affordable Units, Number of:**

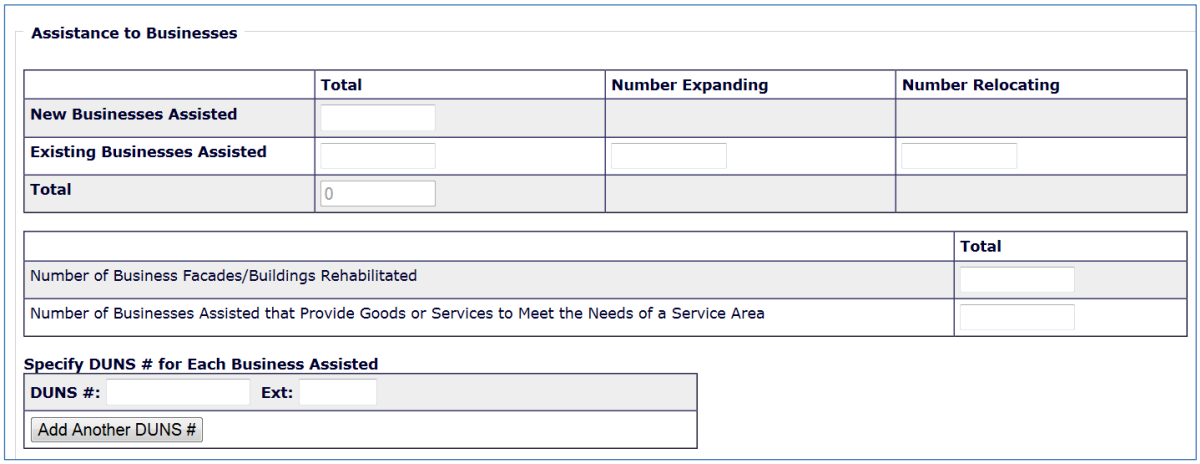
| | Number of Units |
|---|---|
| Units Occupied by Elderly | |
| Years of Affordability Guaranteed | |
| Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program | |
| Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations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

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 all 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.<br><br>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 | | | |
| Existing Businesses Assisted | | | |
| Total | 0 | | |

| | Total |
|---|---|
| Number of Business Facades/Buildings Rehabilitated | |
| Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area | |

Specify DUNS # for Each Business Assisted

DUNS #: Ext:

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.

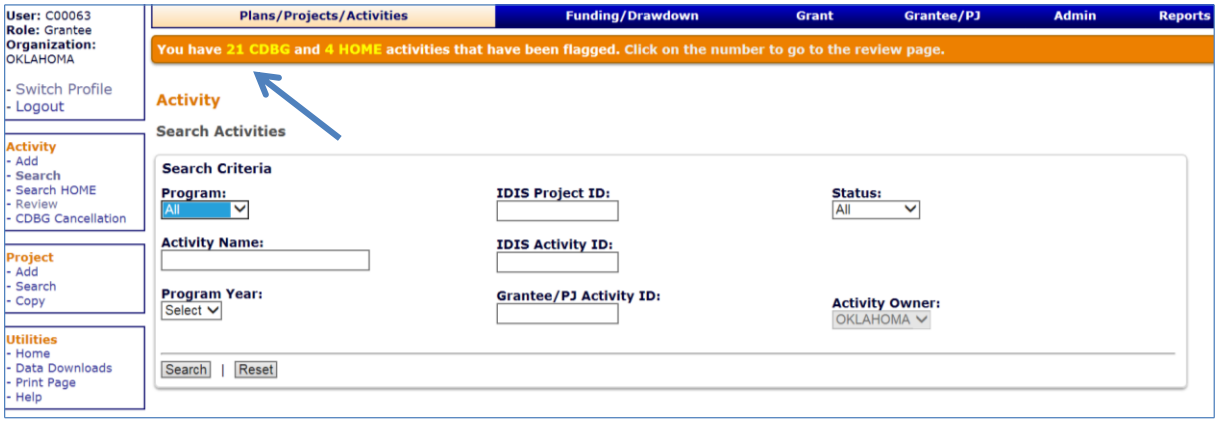
# Chapter 15
# AT-RISK ACTIVITIES

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

1. For a planning/admin activity (excluding 20A), no draws have been made for three years.
2. For a non-planning/admin activity, no draws have been made for two years from the initial funding date. Subsequent to the first draw for an activity, it will be flagged if no draws are made for one year.
3. The activity has been open for three years and no accomplishments have been reported.
4. 80% of the funded amount for the activity has been drawn down, but no accomplishments have been reported.

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

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




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

# CDBG REVIEW ACTIVITIES SCREEN

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

**Review Activities**

CDBG | HOME

Grantee's Remediation Plan was Rejected by the Field Office: 1
Awaiting Grantee's Required Explanation and Remediation Plan: 3 (1 is overdue)
Awaiting Field Office Review: 1
Remediation Completed by Grantee but Plan is Still Awaiting Field Office Review: 1 (1 is overdue)
Awaiting Grantee's Completion of Remediation Actions: 2 (1 us overdue)
Pending at Risk: 13

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

✕ The activity is currently flagged as At-Risk for the condition specified on the column heading
○ No action required but this activity may soon be flagged as At-Risk for the condition specified on the column heading
^ This appears next to the due date if the activity review is overdue

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

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Review Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Eldorado 15412 CD | 13523 | 2012/122 | ✕ | | | 6/20/15 | View |

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

Overdue: 1

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Carmen 15167 CD | 13377 | 2012/49 | ✕ | | | 12/18/14 ^ | Explain |
| 2 | Paoli 14460 cd | 12586 | 2010/209 | ✕ | | | 6/24/15 | Explain |
| 3 | Kiowa 15574cd | 13659 | 2013/35 | ✕ | | | 7/5/15 | Explain |

**Awaiting Field Office Review (1 Activity)**

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Canadian 15425 CD | 13542 | 2012/138 | ✕ | | | 7/16/15 | Edit \| Remediate |

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

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Canute 14732 CD | 12916 | 2011/55 | ✕ | ✕ | | 6/16/14 ^ | View |

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

Overdue: 1

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Wewoka 14802 cd | 12954 | 2011/74 | ✕ | ✕ | | 3/31/15 ^ | Remediate |
| 2 | Oaks 15062cd | 13265 | 2011/162 | ✕ | ○ | | 8/8/15 | Remediate |

**Pending at Risk (13 Activities)**

| | Activity Name | IDIS Activity ID | Project | 270 Days No Draw | 2 yr 9 Mos No Acc | 66% Drawn No Acc |
|---|---|---|---|---|---|---|
| 1 | Elmore City 15076 CD | 13285 | 2011/166 | ○ | ○ | |
| 2 | Cherokee County 15095 CD | 13303 | 2011/172 | | ○ | |
| 3 | Manitou 15090cd | 13312 | 2011/182 | ○ | ○ | |

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

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

## AWAITING GRANTEE'S REQUIRED EXPLANATION AND REMEDIATION PLAN

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

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

Overdue: 1

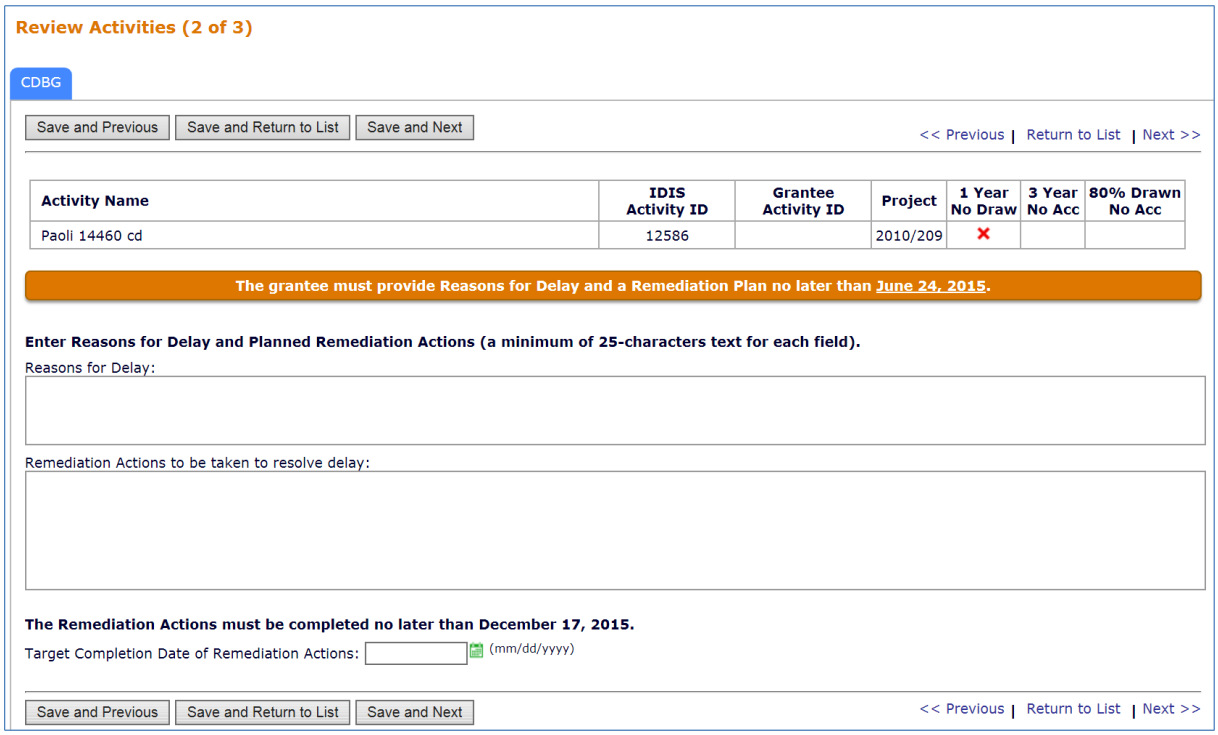
| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Carmen 15167 CD | 13377 | 2012/49 | ✕ | | | 12/18/14 | Explain |
| 2 | Paoli 14460 cd | 12586 | 2010/209 | ✕ | | | 6/24/15 | Explain |
| 3 | Kiowa 15574cd | 13659 | 2013/35 | ✕ | | | 7/5/15 | Explain |

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

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

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

To enter a plan, click on the Explain link in the last column to display this screen:



**Review Activities (2 of 3)**

CDBG

Save and Previous | Save and Return to List | Save and Next

<< Previous | Return to List | Next >>

| Activity Name | IDIS Activity ID | Grantee Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc |
|---|---|---|---|---|---|---|
| Paoli 14460 cd | 12586 | | 2010/209 | ✕ | | |

**The grantee must provide Reasons for Delay and a Remediation Plan no later than June 24, 2015.**

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

Reasons for Delay:

Remediation Actions to be taken to resolve delay:

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

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

Save and Previous | Save and Return to List | Save and Next

<< Previous | Return to List | Next >>

| Input Field | Description |
|---|---|
| Reasons for Delay | Enter the reasons for the delay of this activity—i.e., why no funds have been drawn and/or why no accomplishments have been reported. |
| Remediation Actions to be taken to resolve delay | Identify the short-term actions that will be taken to move the activity forward. At a minimum, provide a timeline for drawing funds and/or reporting accomplishments and the date you expect to complete the activity. |
| Target Completion Date of Remediation Actions | Enter the date by which you expect the remediation actions to have been completed. |

When you are finished, clicking either the [Save and Next] or [Save and Return to List] button saves the plan and submits it to your Field Office for review. [Save and Next] displays a refreshed input screen for the next activity in the list; [Save and Return to List] takes you back to the list of activities.

If you haven't entered any data or do not want to save and submit your input, click the Return to List or Next link at the bottom lower right of the page.

## AWAITING FIELD OFFICE REVIEW

After you submit a remediation plan for an at risk activity, it is listed under the "Awaiting Field Office Review" section on the Review Activities screen:

**Awaiting Field Office Review (1 Activity)**

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Canadian 15425 CD | 13542 | 2012/138 | ✕ | | | 7/16/15 | Edit \| Remediate |

Between the time a plan is submitted and the time the Field Office approves or rejects it, you may update the plan or confirm that the remediation actions you specified in the plan have been completed.

Click the Edit link in the last column to update the plan's REASONS FOR DELAY, REMEDIATION ACTIONS, and/or TARGET COMPLETION DATE. Click one of the [Save] buttons to apply your updates or one of the links to exit without saving.

If the remediation actions you outlined in a plan are completed before the Field Office approves or rejects the plan, you can click the Remediate link, scroll to the bottom of the screen, and check the box labeled I CONFIRM THAT THE REMEDIATION ACTIONS DESCRIBED ON THIS PAGE HAVE BEEN COMPLETED. When this action is taken, the activity is reclassified on the Activity Review screen as "Remediation Completed by Grantee but Plan is Still Awaiting Field Office Review."

## REMEDIATION COMPLETED BY GRANTEE BUT PLAN IS STILL AWAITING FIELD OFFICE REVIEW

Activities are listed in this section if the grantee confirms completion of the remediation actions before the Field Office acts on the plan.

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

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Canute 14732 CD | 12916 | 2011/55 | ✕ | ✕ | | 6/16/14 ^ | View |

## AWAITING GRANTEE'S COMPLETION OF REMEDIATION ACTIONS

Once the Field Office approves a remediation plan for an at risk activity, it is listed under the "Awaiting Grantee's Completion of Remediation Actions" section on the Review Activities screen. The DUE DATE for confirming that the actions have been completed is shown in the next-to-last column:

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

**Overdue: 1**

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Due Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Wewoka 14802 cd | 12954 | 2011/74 | ✕ | ✕ | | 3/31/15 ^ | Remediate |
| 2 | Oaks 15062cd | 13265 | 2011/162 | ✕ | ○ | | 8/8/15 | Remediate |

To confirm that the remediation actions you identified and the Field Office approved have taken place, click the Remediate link in the last column. At the bottom of the screen that is displayed, check the I CONFIRM THAT THE REMEDIATION ACTIONS DESCRIBED ON THIS PAGE HAVE BEEN COMPLETED box:

**Review Activities (2 of 2)**

CDBG

<< Previous | Return to List

| Activity Name | IDIS Activity ID | Grantee Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc |
|---|---|---|---|---|---|---|
| Oaks 15062cd | 13265 | | 2011/162 | ✕ | ○ | |

**On June 20, 2015, the Field Office reviewed the Reasons for Delay and approved the Remediation Plan.**

**The grantee must confirm the completion of the remediation action no later than August 8, 2015.**

Reasons for Delay:

Changes in personel caused a lapse in activity.

Remediation Actions to be taken to resolve delay:

New GA in place now and project is back on track,and scheduled for a JUNE completion, and closeout in August.

Target Completion Date of Remediation Actions: 08/08/2015

☐ **I confirm that the Remediation Actions described on this page have been completed.**

Save and Previous | Save and Return to List | Save and Next

<< Previous | Return to List

If confirmation is not made by the DUE DATE, the activity will be marked as "Overdue" on the Activity Review screen. Although the TARGET COMPLETION DATE cannot be updated, you will be able to confirm the overdue plan when the remediation actions have been completed.

## GRANTEE'S REMEDIATION PLAN WAS REJECTED BY THE FIELD OFFICE

If the Field Office disapproves a remediation plan, the activity is listed on the review screen under the category "Grantee's Remediation Plan was Rejected by the Field Office."

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

| | Activity Name | IDIS Activity ID | Project | 1 Year No Draw | 3 Year No Acc | 80% Drawn No Acc | Review Date | Action |
|---|---|---|---|---|---|---|---|---|
| 1 | Eldorado 15412 CD | 13523 | 2012/122 | ✖ | | | 6/20/15 | View |

When a remediation plan is rejected, you must either complete the activity or cancel it and reimburse all drawn funds. You should consult with your Field Office to determine the exact action to be taken.

## PENDING AT RISK ACTIVITIES

An activity is placed on the "Pending at Risk" list if it is within three months of being flagged for no draws*, or if no accomplishments have been reported after two years and nine months, or if between 66% and 79% of the funded amount has been drawn and no accomplishments have been reported.

**Pending at Risk (13 Activities)**

| | Activity Name | IDIS Activity ID | Project | 270 Days No Draw | 2 yr 9 Mos No Acc | 66% Drawn No Acc |
|---|---|---|---|---|---|---|
| 1 | Elmore City 15076 CD | 13285 | 2011/166 | ○ | ○ | |
| 2 | Cherokee County 15095 CD | 13303 | 2011/172 | | ○ | |
| 3 | Manitou 15090cd | 13312 | 2011/182 | ○ | ○ | |
| 4 | Hennessey 15097CD | 13326 | 2011/190 | | ○ | |
| 5 | Ada 15242 CD | 13420 | 2012/95 | ○ | | |
| 6 | Chickasha 15294 CD | 13444 | 2012/111 | ○ | | |
| 7 | Bokchito 15295 CD | 13446 | 2009/275 | ○ | | |
| 8 | Afton 15461 CD | 13593 | 2012/149 | ○ | | |
| 9 | Okay 15565 CD | 13639 | 2013/18 | ○ | | |
| 10 | Atoka-16098-CD | 13818 | 2013/130 | ○ | | |
| 11 | south coffeyville 14139 cd | 12183 | 2010/19 | ○ | | |
| 12 | Milburn 15087cd | 13316 | 2011/186 | | ○ | |
| 13 | Pawnee 14557 cd | 12675 | 2010/226 | ○ | | |

Pending at Risk activities are identified so you can address them before they are flagged.

*An admin/planning activity is posted on the Pending at Risk list if there have been no draws for 1,000 days. A non-admin/planning activity is listed if there have been no draws within 635 days of the initial funding date; once funds have been drawn for the activity, it is identified as Pending at Risk 270 days after the date of the last draw.

# Chapter 16
# CANCELLING ACTIVITIES WITH DRAWS

Cancelling an activity with CDBG draws now requires the approval of your Field Office. This chapter explains how to request that approval in IDIS.

Start on the Edit Activity page for the activity you want to cancel (see page 3-5 for instructions on how to access it):

**Activity**

**Edit Activity**

Save | Cancel

*Indicates Required Field

**Activity Owner:**
RHODE ISLAND

**IDIS Activity ID:**
4025

**IDIS Project ID/Project Title (Program Year):**
3/STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (2008)
Change Project

***Activity Name:**
WARR LIBERTY STREET SCHOOL

**Activity Status:**
Open

**Completion Date:**
(mm/dd/yyyy)

**Grantee/PJ Activity ID:**
08/34/13 WARR

**Initial Funding Date:**
12/02/2008

**Activity**

| Program | *Activity Category (tip) | Ready to Fund | Funded | Setup Detail | Accomplishment | Completion Check |
|---|---|---|---|---|---|---|
| CDBG | Does this activity use Section 108 loan?* **No** Change answer<br>01 - Acquisition of Real Property | Yes | Yes | Edit CDBG | Edit CDBG Accomp. | Check CDBG |
| ESG | None | No | No | Add ESG | Add ESG Accomp. | |
| HOME | None | No | No | Add HOME | Add HOME Accomp. | |
| HOPWA | None | No | No | Add HOPWA | Add HOPWA Accomp. | |
| HESG | None | No | No | | Grantees will enter Accomp data into e-SNAPS | |
| HOPWA-C | None | No | No | | | |

Activity Funding | Request Cancellation With Draws

***Environmental Review:**
COMPLETED

**Allow Another Organization to Access this Activity (tip)**
Select Organization

**HEROS Environmental Review ID**
Search For Review ID

**Comments(tip)**

**Activity Description:**
Acquisition of property for affordable housing development. -CBF

Click the [Request Cancellation with Draws] button to display this screen:

**Activity**

**Add CDBG Cancel With Draws Request**

**01 - Acquisition of Real Property**

Save | Cancel

* Indicates Required Field

| | | |
|---|---|---|
| **Grantee/PJ Activity ID:** 08/34/13 WARR | **Activity Name:** WARR LIBERTY STREET SCHOOL | **Program Year/Project ID:** 2008/3 |
| **IDIS Activity ID:** 4025 | **Activity Owner:** RHODE ISLAND | **Project Title:** STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM |

| | |
|---|---|
| **Current request status:** | Pending |
| **Total originally drawn:** | $ 75,000.00 |
| **Amount returned to Line of Credit:** | $ 0.00 |
| **Current drawn total :** | $ 75,000.00 |
| **Return amount:*** | - $ |

**Grantee's explanation:***

Save | Cancel

| Field | Description |
|---|---|
| Fields in gray box | These read-only fields identify the activity you are processing. |
| Current request status | Always "Pending" on the Add Request screen. |
| Total originally drawn | The total amount originally drawn down for the activity. |
| Amount returned to Line of Credit | The amount drawn down for the activity that you have returned to your letter of credit. It is always zero on the Add Request screen. |
| Current drawn total | TOTAL ORIGINALLY DRAWN minus AMOUNT RETURNED TO LINE OF CREDIT. |
| Return amount | Enter **0** for approval to cancel the activity with no return of funds to your letter of credit. To request approval to cancel the activity contingent on returning all or a portion of the disbursed funds, enter the amount you intend to return.<br><br>If you are submitting the request as part of LA receipt processing, enter the amount repaid to your local account. |
| Grantee's explanation | Enter a justification for your request. |

Click the [Save] button to submit the request to your Field Office. The Edit Activity screen will be redisplayed with the following note in red:

**Activity**

**Edit Activity**

Save | Cancel

*Indicates Required Field

**Activity Owner:**
RHODE ISLAND

**IDIS Activity ID:**
4025

**IDIS Project ID/Project Title (Program Year):**
3/STATE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (2008)
Change Project

***Activity Name:**
WARR LIBERTY STREET SCHOOL

**Activity Status:**
Open

**Completion Date:**
(mm/dd/yyyy)

**Grantee/PJ Activity ID:**
08/34/13 WARR

**Initial Funding Date:**
12/02/2008

**Note: This activity is in pending cancellation state.**

**Activity**

| Program | *Activity Category (tip) | Ready to Fund | Funded | Setup Detail | Accomplishment | Completion Check |
|---|---|---|---|---|---|---|
| CDBG | Does this activity use Section 108 loan?* **No** Change answer<br>01 - Acquisition of Real Property | Yes | Yes | Edit CDBG | Edit CDBG Accomp. | Check CDBG |
| ESG | None | No | No | Add ESG | Add ESG Accomp. | |
| HOME | None | No | No | Add HOME | Add HOME Accomp. | |
| HOPWA | None | No | No | Add HOPWA | Add HOPWA Accomp. | |
| HESG | None | No | No | | Grantees will enter Accomp data into e-SNAPS | |
| HOPWA-C | None | No | No | | | |

Activity Funding | Request Cancellation With Draws

***Environmental Review:**
COMPLETED

**Allow Another Organization to Access this Activity (tip)**
Select Organization

**HEROS Environmental Review ID**

**Comments(tip)**

Search For Review ID

**Activity Description:**
Acquisition of property for affordable housing development. -CBF

A request can be updated until it is approved or disapproved by the Field Office. After that, no changes are allowed.

To edit a request or track its status, click either the [Request Cancellation With Draws] button on the Edit Activity screen or the Activity CDBG Cancellation link on the navigation bar of any Plans/Projects/Activities page.

Once a request is approved by your Field Office, the activity can be cancelled regardless of repayment status. If an LA receipt has been created for the cancelled activity, please see page 18-2 for the next steps in processing a repayment to the local account.

If the Field Office disapproves a request, IDIS will send an email asking that you either complete the activity or cancel it and reimburse all drawn funds.

# Chapter 17
# GRANTS

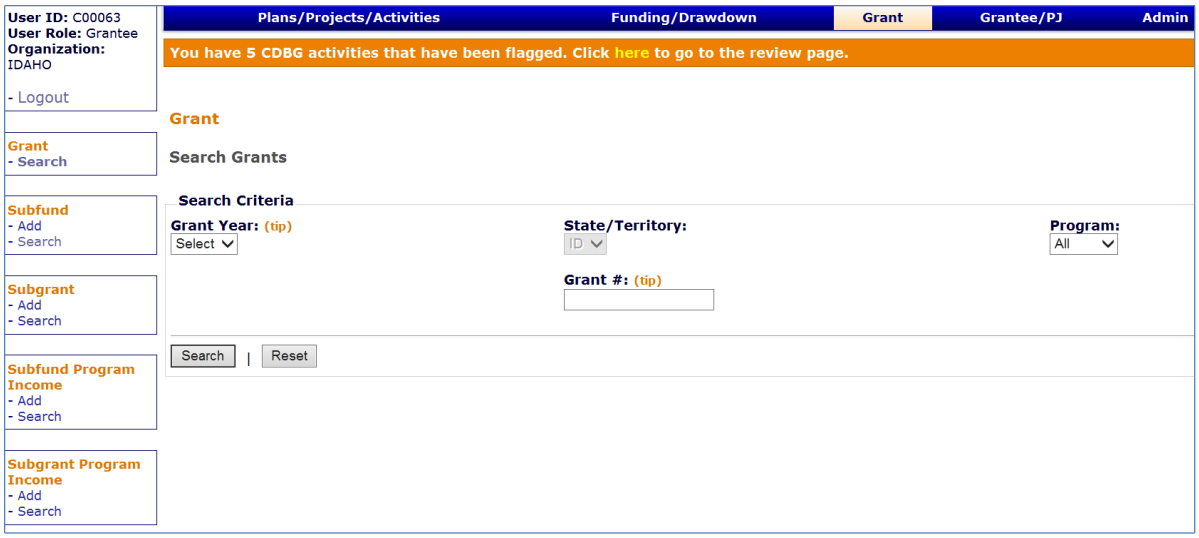
Use this function to view details about your CPD grants.

## ACCESSING THE GRANT FUNCTION

Click the Grant tab at the top of any screen or the Grant Search link on any Grant tab page to display the Search Grants screen.

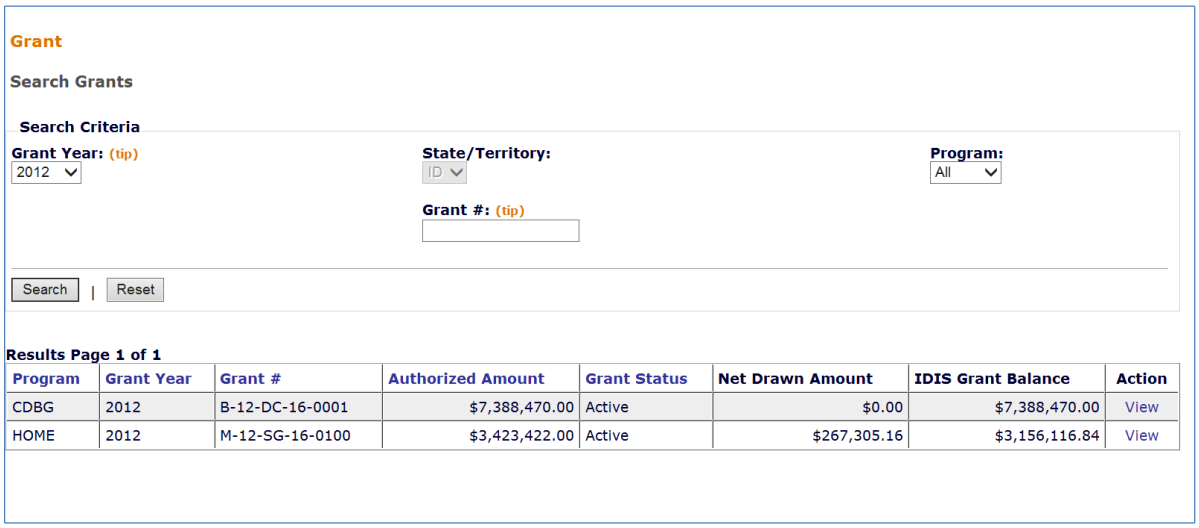
## SEARCH GRANTS SCREEN

To view a grant, you must first conduct a search to retrieve it. Specify as many or few of the search criteria as you wish to retrieve the grant(s) you want to view:




| Field | Description |
|---|---|
| Grant Year | To limit the search results to a particular grant year, select it from the dropdown. |
| Grant # | You can search for grants starting with the text string you enter here—e.g., type **b** to retrieve just CDBG grants, or **b0** to retrieve your 2000 – 2009 CDBG grants (provided no contradictory search criteria are input). |
| Program | To limit the search results to grants from a particular program, select it from the dropdown. |

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




| Program | Grant Year | Grant # | Authorized Amount | Grant Status | Net Drawn Amount | IDIS Grant Balance | Action |
|---|---|---|---|---|---|---|---|
| CDBG | 2012 | B-12-DC-16-0001 | $7,388,470.00 | Active | $0.00 | $7,388,470.00 | View |
| HOME | 2012 | M-12-SG-16-0100 | $3,423,422.00 | Active | $267,305.16 | $3,156,116.84 | View |

The results are initially sorted by program (in the order CDBG, HOME, ESG, HOPWA) and grant year (descending). You can change the sort field and the sort order by clicking on any column header that is in blue. The results table fields are defined on the next page.

Click the View link in the last column of the grant you want to view.

# VIEW GRANT SCREEN

This screen provides details about a specific grant:

**Grant**

**View Grant**

Return to Search Grants | View Grant History

**Grantee/PJ Name:** (tip)
IDAHO

**Program:** (tip)
CDBG

**Grant Year:** (tip)
2012

**Grant #:** (tip)
B-12-DC-16-0001

**Administering Organization:** (tip)
DEPARTMENT OF COMMERCE

**Payee EIN/TIN#:** (tip)
99-9999999

**Grant Status:** (tip)
Active

**Grant Blocked:** (tip)
No

**Award Date:** (tip)
04/26/2012

**Grantee Organizational DUNS #:** (tip)
82-520-1197

**Grant Amounts** View Subfunds

| | Amount |
|---|---|
| **Original Amount** | $7,388,470.00 |
| **Authorized Amount** | $7,388,470.00 |
| **Formula Grant Amount** | $7,388,470.00 |
| **Reduction Amount (-)** | $0.00 |
| **De-obligated Amount (-)** | $0.00 |
| **Net Drawn Amount** | $0.00 |
| **Drawn Amount (+)** | $0.00 |
| **Drawdown Pending Amount (+)** | $0.00 |
| **Returned Amount (+)** | $0.00 |
| **IDIS Draw Balance** | $7,388,470.00 |
| **LOCCS Draw Balance** | $7,388,470.00 |
| **Subfunded Amount** | $0.00 |
| **EN Funds (Authorized Amt minus Subfunded Amt)** | $7,388,470.00 |
| **Amount Committed to Activities** | $7,388,470.00 |
| **Amount Available to Commit to Activities** | $0.00 |
| **Amount Available to Draw** | $7,388,470.00 |

Return to Search Grants | View Grant History

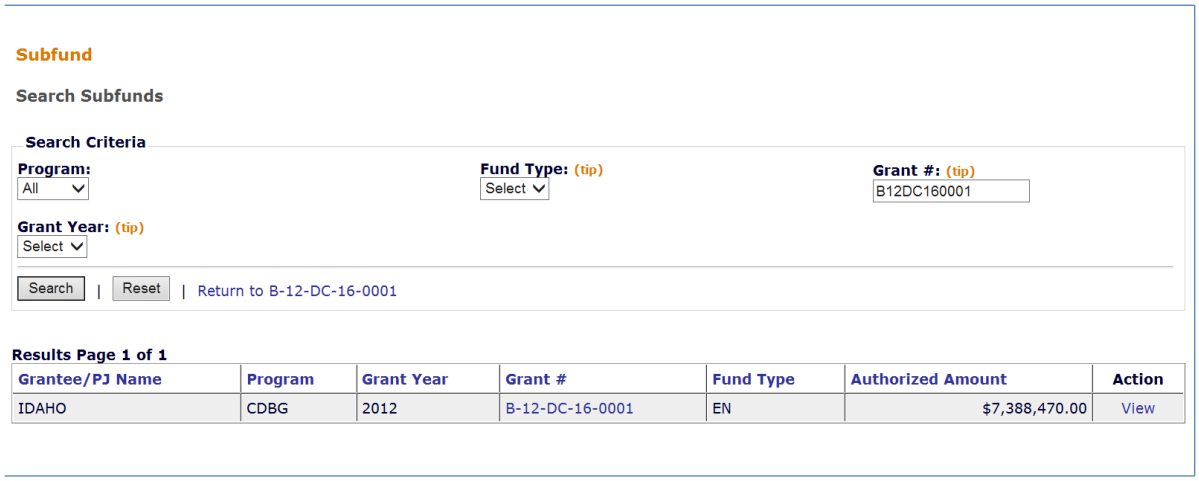
| Field | Description |
|---|---|
| Grantee/PJ Name | The recipient of this grant. |
| Program | The CPD program providing this grant. |
| Grant Year | The second and third characters of the grant number displayed as a four-digit year. |
| Grant # | The number assigned to the grant by LOCCS. |
| Administering 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. |

| Field | Description |
|---|---|
| Grant Status | **Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information. |
| Grant Blocked | If this field is **Yes**, EN funds (see definition below) cannot be drawn from this grant. |
| Obligation Date | The date the HUD Field Office signed the grant agreement. |
| Grantee Organizational DUNS # | The grantee's DUNS number. |
| Original Amount | The grant amount initially obligated to the grantee. |
| Authorized Amount | The grant amount the grantee is authorized to subfund, subgrant, commit, and draw from this grant. The AUTHORIZED AMOUNT includes all reallocations and reductions. |
| Formula Grant Amount<br>Reduction Amount<br>De-obligated Amount | The sum of these amounts equals the AUTHORIZED AMOUNT. |
| Net Drawn Amount | Net disbursements from the grant, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT. |
| Drawn Amount | The total amount disbursed from this grant. |
| Drawdown Pending Amount | The sum of all draws approved in IDIS that are awaiting a response from LOCCS. |
| Returned Amount | The total amount disbursed from the grant and later returned by the grantee to the Letter of Credit. When not $0.00, it is a negative number. |
| IDIS Draw Balance | The grant balance according to IDIS, equal to AUTHORIZED AMOUNT minus NET DRAWN AMOUNT.<br><br>If IDIS DRAW BALANCE minus DRAWDOWN PENDING AMOUNT is not equal to LOCCS DRAW BALANCE, the data in IDIS need to be reconciled with LOCCS. |
| LOCCS Draw Balance | The grant balance in LOCCS. |
| Subfunded Amount | The amount of the grant a grantee earmarks for subfunds. For CDBG States, the subfund types are AD (Administration), SU (Subgrant), and TA (Technical Assistance). |
| EN Funds (Authorized Amt minus Subfunded Amt) | The amount of the grant that has not been subfunded. For most CDBG grantees, AUTHORIZED AMOUNT and EN FUNDS will be equal. |
| Amount Committed to Activities | The total amount of this grant committed to activities via the Activity Funding function. |
| Amount Available to Commit to Activities | AUTHORIZED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES. |
| Amount Available to Draw | AUTHORIZED AMOUNT minus NET DRAWN AMOUNT.<br><br>Note that the amounts available to commit and to draw are calculated independently of each other. |

Clicking on the [View Grant History] button at the top/bottom of the page displays a history of any changes made to the grant record.

# SEARCH SUBFUNDS SCREEN

Notice the View Subfunds link above the Amount column on the View Grant screen. Clicking it displays the Search Subfunds screen with the subfunds created from the grant you were viewing already displayed:




If you have not created any subfunds from the grant, the only subfund will be EN (as shown above). Its AUTHORIZED AMOUNT will be the same as the AUTHORIZED AMOUNT for the grant.

If you do create CDBG subfunds, please see Appendix K for details.

# Chapter 18
# GRANT REPAYMENTS

Repayments are CDBG funds that a grantee must repay when funds are disbursed for an ineligible activity. Prior to making a repayment, grantees must consult with their local HUD Field Office to determine the procedure to be followed. HUD will direct the grantee to repay the funds either to the letter of credit or to the local CDBG account.

## REPAYING FUNDS TO THE LETTER OF CREDIT

Instructions for returning CDBG funds by check or wire transfer are posted at https://www.hudexchange.info/resource/3089/instructions-for-returning-funds-to-the-line-of-credit-and-to-us-treasury/.

When the check/wire transfer is received by HUD Fort Worth Accounting, a transaction is initiated that eventually becomes a collection voucher in IDIS. The voucher includes the grant number and shows the amount returned as a negative draw for IDIS Activity ID 2, the CDBG Funds Adjustment activity. All funds are returned to LOCCS as EN.

If the collection is to be applied to an activity as EN funds, the grantee can use the Maintain Voucher function in IDIS to revise the collection to the correct activity or activities. Follow these steps:

1. If necessary, revise the status of all activities involved in the revision to **Open**.
2. Click the Funding/Drawdown tab at the top of the screen.
3. Click the Drawdown Search Voucher link at the left to display the Search Vouchers screen.
4. In the IDIS ACTIVITY ID field, enter **2** and click the [Search] button to display the search results.
5. Locate the line item that reflects the repaid funds (it will be a negative amount) and click the Maintain-Approve Voucher link in the last column.
6. On the next screen, click the Revise link in the last column to display the Revise Voucher Line Item screen.
7. Scroll down to the Revise Funds to Another Activity box. In IDIS ACTV ID, enter the activity ID for which the funds were originally drawn. In the AMOUNT field, enter a minus sign followed by the amount to be "undrawn" (it need not be the entire returned amount). Example: If $10,000 was drawn for activity 1234 and then repaid because the activity was ineligible, type **1234** in IDIS ACTV ID and **-10,000** in AMOUNT. Click the [Save] button.
8. Continue revising drawdowns associated with the returned funds as needed, or to $0.
9. Once the voucher has been revised, defund the activity for which the funds were returned, and then change the activity status to **Canceled**.

If the collection is not to be applied as EN funds, the funds must be applied to activities manually. To have the manual change made, please contact HUD Exchange Ask A Question. Be sure to provide the voucher number for the collection, the activities to which the

collection is to be applied, and the amount to be applied to each activity. If any of the activities has draws from multiple fund types or organizations (such as a CHDO), the amount that is to be applied to each fund type or organization must also be provided.

## REPAYING FUNDS TO THE LOCAL ACCOUNT

In some cases, HUD allows grantees to make a repayment for an ineligible activity to a local account and use those funds for other eligible CDBG activities. Previously, these funds were not systematically tracked in IDIS. Grantees must now track repayments to local accounts through the Local Account Repayment receipt fund, or LA fund.

1. To report a repayment to the local account in IDIS, follow these steps:

2. Create an LA receipt. See pages 7-4 through 7-6 for instructions.

3. Submit a request to cancel the activity with draws, as explained in Chapter 16.

4. Once the request is approved, cancel the activity. Treat existing vouchers for the cancelled activity as follows:

    - Leave vouchers for grant funds (EN, AD, SU, and TA) untouched. These vouchers cannot be cancelled and the grantee shall NOT revise them. They will remain in place as a record of the draws against the ineligible activity. LA receipts for the activity will be reported as offsets against the vouchers.

    - Cancel any vouchers for program income funds (PI, RL, and SF) or local account (LA) funds and reduce the activity funding to zero for those fund types. When the funding is set to zero for those fund types, IDIS will automatically increase the available-for-funding balance of the associated fund type. Because of that system action, the grantee should not re-receipt the program income or LA funds.

By funding and drawing LA funds for new or existing activities, grantees will record in IDIS how CDBG grant funds repaid to their local account were expended and the accomplishments that were achieved with them.

# Chapter 19
# GRANTEES

Grantee users can access this function to view the IDIS records for their organization, program year dates, and contact names and addresses.

## ACCESSING THE GRANTEE FUNCTION

Click the Grantee tab at the top of any screen to display the View Grantee screen.

# VIEW GRANTEE SCREEN

## Grantee/PJ

### View Grantee/PJ

**Profile**

**Grantee/PJ Name:** (tip)
MICHIGAN

**Organizational DUNS #:** (tip)
80-903-7120

**Ext:**

**Organization Type:** (tip)
State

**EIN/TIN #:** (tip)
38-6000134

**HUD Field Office:** (tip)
DETROIT

**Organization Web Site:** (tip)

**LOCCS Banking Access:**(tip)
Yes

**CDBG Banking Established in LOCCS:**(tip)
No

**HOME Banking Established in LOCCS:**(tip)
No

**ESG Banking Established in LOCCS:**(tip)
No

**HOPWA Banking Established in LOCCS:**(tip)
No

**HOPWA-C Banking Established in LOCCS:**(tip)
No

**Status:**
Active

**Address**

**Address:**(tip)

300 N Washington Sq

**City:**
Lansing

**State/Territory:**
MI

**Zip Code:**
48933-1244

View Contact Information

**FO users who can monitor programs:**

HOPWA-Competitive: Select User FO

**FO Users Who can Approve Plan:**

Select User FO

**FO Users Who can Approve Caper:**

Select User FO

**Program Specific Information**

| Program | Alternate Name | Payee Name | Payee DUNS | Payee TIN | Payee since |
|---|---|---|---|---|---|
| CDBG | | | | | |
| HOME | | | | | |
| ESG | | | | | |
| HOPWA | | | | | |
| CDBG-R | | | | | |
| HPRP | | | | | |
| TCAP | | | | | |
| HESG | | | | | |
| HOPWA-C | | | | | |

**System Baseline Program Year**

**Program Year:**
1994

**Program Year Start Date :** (tip)
01/01/1994

**Program Year End Date:** (tip)
12/31/1994

View Program Years

The only fields that perhaps require a little explanation are:

- STATUS can be either Active or Inactive. "Inactive" means the grantee has been blocked from logging into IDIS.
- SYSTEM BASELINE PROGRAM YEAR shows the earliest program year assigned by IDIS, and so is of very little significance to end users.

To review grantee contact names and addresses, click the [View Contact Information] button. Grantee users with local administration authority can edit the contact information and will be required to confirm its accuracy every six months.

Click the [View Program Years] button to access a list of your organization's program year start and end dates.

# Appendix A
# CDBG MATRIX CODES

## CDBG Matrix Codes by Category

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

### Acquisition, Disposition, Clearance, Relocation

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

### Administration and Planning

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

### Economic Development

14E Rehab: Publicly or Privately Owned Commercial/Industrial (CI)
17A CI: Acquisition/Disposition
17B CI: Infrastructure Development
17C CI: Building Acquisition, Construction, Rehabilitation
17D CI: Other Improvements
18A ED: Direct Financial Assistance to For-Profits
18B ED: Technical Assistance
18C ED: Micro-Enterprise Assistance

### Housing

12 Construction of Housing
13 Direct Homeownership Assistance
14A Rehab: Single-Unit Residential
14B Rehab: Multi-Unit Residential
14C Rehab: Public Housing Modernization
14D Rehab: Other Publicly Owned Residential Buildings
14F Rehab: Energy Efficiency Improvements
14G Rehab: Acquisition
14H Rehab: Administration
14I Lead-Based Paint/Lead Hazards Testing/Abatement
14J Housing Services
16A Residential Historic Preservation
19E Operation/Repair of Foreclosed Property

### Public Facilities and Infrastructure Improvements

03A Senior Centers
03B Handicapped Centers
03C Homeless Facilities (not operating costs)
03D Youth Centers
03E Neighborhood Facilities
03F Parks, Recreational Facilities
03G Parking Facilities
03H Solid Waste Disposal Improvements
03I Flood Drainage Improvements
03J Water/Sewer Improvements
03K Street Improvements
03L Sidewalks
03M Child Care Centers
03N Tree Planting
03O Fire Stations/Equipment
03P Health Facilities
03Q Facilities for Abused and Neglected Children
03R Asbestos Removal
03S Facilities for AIDS Patients (not operating costs)
03 Other Public Facilities/Improvements

**Public Services**

05A Senior Services
05B Handicapped Services
05C Legal Services
05D Youth Services
05E Transportation Services
05F Substance Abuse Services
05G Services for Battered and Abused Spouses
05H Employment Training
05I Crime Awareness/Prevention
05J Fair Housing Activities (subject to Public Services cap)
05K Tenant/Landlord Counseling
05L Child Care Services
05M Health Services
05N Services for Abused and Neglected Children
05O Mental Health Services
05P Screening for Lead Poisoning
05Q Subsistence Payments
05R Homeownership Assistance (not direct)
05S Rental Housing Subsidies
05T Security Deposits
05U Housing Counseling
05V Neighborhood Cleanups
05W Food Banks
03T Operating Costs of Homeless/AIDS Patients Programs
05 Other Public Services

**Section 108 Loans**

19F Planned Repayments of Section 108 Loans
19G Unplanned Repayments of Section 108 Loans
24A Payment of Interest on Section 108 Loans
24B Payment of Costs of Section 108 Financing
24C Debt Service Reserve

**Other**

06 Interim Assistance
09 Loss of Rental Income
11 Privately Owned Utilities
15 Code Enforcement
16B Non-Residential Historic Preservation
19C Non-Profit Organization Capacity Building
22 Unprogrammed Funds
23 Tornado Shelters Serving Private Mobile Home Parks

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 |
|---|---|
| **01** | **Acquisition of Real Property**<br><br>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.<br><br>*When CDBG funds are used to:*<br><br>• *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.*<br>• *acquire housing that will be rehabilitated, use code 14G.* |
| **02** | **Disposition of Real Property**<br><br>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. |
| **03A** | **Senior Centers**<br><br>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.<br><br>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.<br><br>*For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.* |
| **03B** | **Handicapped Centers**<br><br>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.<br><br>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.<br><br>*For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.* |
| **03C** | **Homeless Facilities (not operating costs)**<br><br>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.<br><br>*For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.* |

| Code | Definition |
|---|---|
| **03D** | **Youth Centers**<br><br>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.<br><br>*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.* |
| **03E** | **Neighborhood Facilities**<br><br>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. |
| **03F** | **Parks, Recreational Facilities**<br><br>Development of open space areas or facilities intended primarily for recreational use. |
| **03G** | **Parking Facilities**<br><br>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.<br><br>*If parking improvements are only part of a larger street improvement activity, use 03K*. |
| **03H** | **Solid Waste Disposal Improvements**<br><br>Acquisition, construction, or rehabilitation of solid waste disposal facilities. |
| **03I** | **Flood Drainage Improvements**<br><br>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.<br><br>*Use 03J for storm sewers and 03K for street and storm drains.* |
| **03J** | **Water/Sewer Improvements**<br><br>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.<br><br>*For water/sewer improvements that are part of:*<br><br>• *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).*<br>• *a housing rehabilitation activity, use the appropriate 14* matrix code.*<br><br>*For construction or rehabilitation of flood drainage facilities, use 03I.* |

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

| Code | Definition |
|---|---|
| **03T** | **Operating Costs of Homeless/AIDS Patients Programs**<br><br>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.<br><br>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. |
| **03** | **Other Public Facilities and Improvements**<br><br>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.<br><br>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). |
| **04** | **Clearance and Demolition**<br><br>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites. |
| **04A** | **Cleanup of Contaminated Sites**<br><br>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site. |
| **05A** | **Senior Services**<br><br>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. |
| **05B** | **Handicapped Services**<br><br>Services for the handicapped, regardless of age. |
| **05C** | **Legal Services**<br><br>Services providing legal aid to low- and moderate-income (LMI) persons.<br><br>*If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.* |
| **05D** | **Youth Services**<br><br>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.<br><br>*For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.* |
| **05E** | **Transportation Services**<br><br>General transportation services.<br><br>*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.* |

| Code | Definition |
|---|---|
| **05F** | **Substance Abuse Services**<br><br>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. |
| **05G** | **Services for Battered and Abused Spouses**<br><br>Services for battered and abused spouses and their families.<br><br>*For services limited to abused and neglected children, use 05N.* |
| **05H** | **Employment Training**<br><br>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.<br><br>*For activities providing training for permanent jobs with specific businesses, use 18A.* |
| **05I** | **Crime Awareness/Prevention**<br><br>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards. |
| **05J** | **Fair Housing Activities (subject to Public Services cap)**<br><br>Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.<br><br>*For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.* |
| **05K** | **Tenant/Landlord Counseling**<br><br>Counseling to help prevent or settle disputes between tenants and landlords. |
| **05L** | **Child Care Services**<br><br>Services that will benefit children (generally under age 13), including parenting skills classes.<br><br>*For services exclusively for abused and neglected children, use 05N.* |
| **05M** | **Health Services**<br><br>Services addressing the physical health needs of residents of the community.<br><br>*For mental health services, use 05O.* |
| **05N** | **Services for Abused and Neglected Children**<br><br>Daycare and other services exclusively for abused and neglected children. |
| **05O** | **Mental Health Services**<br><br>Services addressing the mental health needs of residents of the community. |
| **05P** | **Screening for Lead Poisoning**<br><br>Activities undertaken primarily to provide screening for lead poisoning.<br><br>*For lead poisoning testing/abatement activities, use 14I.* |

| Code | Definition |
|---|---|
| **05Q** | **Subsistence Payments**<br><br>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. |
| **05R** | **Homeownership Assistance (not direct)**<br><br>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.<br><br>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).<br><br>*For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.* |
| **05S** | **Rental Housing Subsidies**<br><br>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. |
| **05T** | **Security Deposits**<br><br>Tenant subsidies exclusively for payment of security deposits. |
| **05U** | **Housing Counseling**<br><br>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). |
| **05V** | **Neighborhood Cleanups**<br><br>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. |
| **05W** | **Food Banks**<br><br>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance. |
| **05** | **Other Public Services**<br><br>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.<br><br>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). |

| Code | Definition |
|---|---|
| **06** | **Interim Assistance**<br><br>Only for activities undertaken either to:<br>• 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.<br>• Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm. |
| **08** | **Relocation**<br><br>Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms. |
| **09** | **Loss of Rental Income**<br><br>Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities. |
| **11** | **Privately Owned Utilities**<br><br>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. |
| **12** | **Construction of Housing**<br><br>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. |
| **13** | **Direct Homeownership Assistance**<br><br>Homeownership assistance to LMI households as authorized under 105(a)(24).<br><br>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.<br><br>If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity.<br><br>All recipients of assistance provided under matrix code 13 must be LMI. |
| **14A** | **Rehab: Single-Unit Residential**<br><br>Rehabilitation of privately owned, single-unit homes. |
| **14B** | **Rehab: Multi-Unit Residential**<br><br>Rehabilitation of privately owned buildings with two or more permanent residential units.<br><br>*For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.* |
| **14C** | **Rehab: Public Housing Modernization**<br><br>Rehabilitation of housing units owned/operated by a public housing authority (PHA). |

| Code | Definition |
|---|---|
| **14D** | **Rehab: Other Publicly Owned Residential Buildings**<br><br>Rehabilitation of permanent housing owned by a public entity other than a PHA.<br><br>*For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.* |
| **14E** | **Rehab: Publicly or Privately Owned Commercial/Industrial**<br><br>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:<br><br>• Exterior improvements (generally referred to as "facade improvements").<br>• Correction of code violations<br><br>*For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.* |
| **14F** | **Rehab: Energy Efficiency Improvements**<br><br>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).<br><br>*For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.* |
| **14G** | **Rehab: Acquisition**<br><br>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. |
| **14H** | **Rehab: Administration**<br><br>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.<br><br>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).<br><br>*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.* |
| **14I** | **Lead-Based Paint/Lead Hazards Testing/Abatement**<br><br>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.<br><br>*For lead-based paint/lead hazards screening, use 05P.* |
| **14J** | **Housing Services**<br><br>Housing services in support of the HOME Program, eligible under 105(a)(20). |

| Code | Definition |
|---|---|
| **15** | **Code Enforcement**<br><br>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.<br><br>*For the correction of code violations, use the appropriate rehabilitation code.* |
| **16A** | **Residential Historic Preservation**<br><br>Rehabilitation of historic buildings for residential use. |
| **16B** | **Non-Residential Historic Preservation**<br><br>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. |
| **17A** | **Commercial/Industrial: Acquisition/Disposition**<br><br>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. |
| **17B** | **Commercial/Industrial: Infrastructure Development**<br><br>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. |
| **17C** | **Commercial/Industrial: Building Acquisition, Construction, Rehabilitation**<br><br>Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits. |
| **17D** | **Commercial/Industrial: Other Improvements**<br><br>Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits. |
| **18A** | **Economic Development: Direct Financial Assistance to For-Profits**<br><br>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.<br><br>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. |
| **18B** | **Economic Development: Technical Assistance**<br><br>Technical assistance to for-profit businesses, in accordance with 105(a)(17)(F). |

| Code | Definition |
|---|---|
| **18C** | **Economic Development: Micro-Enterprise Assistance**<br><br>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).<br><br>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. |
| **19A** | Obsolete – use code 21H. |
| **19B** | Obsolete – use code 21H. |
| **19C** | **CDBG Non-Profit Organization Capacity Building**<br><br>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. |
| **19D** | **CDBG Assistance to Institutes of Higher Education**<br><br>Obsolete. Instead of using this matrix code, set the INSTITUTION OF HIGHER EDUCATION field to "yes" on the Add/Edit Subordinate Organization screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution. |
| **19E** | **CDBG Operation and Repair of Foreclosed Property**<br><br>Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability. |
| **19F** | **Planned Repayments of Section 108 Loans**<br><br>Repayments of principal for Section 108 loan guarantees. |
| **19G** | **Unplanned Repayments of Section 108 Loans**<br><br>Unplanned repayments of principal for Section 108 loan guarantees. |
| **20** | **Planning**<br><br>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. |
| **20A** | **State Planning ONLY**<br><br>Planning activities that meet an LMI or SB* objective. Refer to 570.483(b)(5) and 570.483(c)(3). |

| Code | Definition |
|---|---|
| **21A** | **General Program Administration**<br><br>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.<br><br>Also use 21A to report the use of CDBG funds to administer federally designated Empowerment Zones or Enterprise Communities.<br><br>*For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.* |
| **21B** | **Indirect Costs**<br><br>Costs charged under an indirect cost allocation plan. |
| **21C** | **Public Information**<br><br>Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities. |
| **21D** | **Fair Housing Activities (subject to Admin cap)**<br><br>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.<br><br>*For fair housing activities carried out as a public service, use 05J.* |
| **21E** | **Submission of Applications for Federal Programs**<br><br>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. |
| **21H** | **CDBG Funding of HOME Admin**<br><br>CDBG funding of administrative costs for HOME Program activities eligible under HCDA 105(a)(13)(A). |
| **21I** | **CDBG Funding of HOME CHDO Operating Expenses**<br><br>CDBG funding of CHDO operating expenses for HOME Program activities eligible under HCDA 105(a)(13)(A). |
| **21J** | **State Administration**<br><br>Costs incurred by the state to administer the CDBG Program. |
| **23** | **Tornado Shelters Serving Private Mobile Home Parks**<br><br>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.} |
| **24A** | **Payment of Interest on Section 108 Loans**<br><br>Payment of interest on the guaranteed loan. |

| Code | Definition |
|---|---|
| **24B** | **Payment of Costs of Section 108 Financing**<br><br>Payment of issuance, underwriting, servicing, trust administration, and other costs associated with private sector financing of debt obligations. |
| **24C** | **Debt Service Reserve**<br><br>A debt service reserve to be used in accordance with requirements specified in the contract entered into pursuant to CFR 570.705(b)(1). |

# Appendix B
# NATIONAL OBJECTIVE CODES

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

| NOC | Description | 24 CFR Citation |
|---|---|---|
| LMA | **Low/mod area benefit**<br>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 | **Low/mod area benefit, community development financial institution (CDFI)**<br>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 | **Low/mod area benefit, community revitalization strategy area (CRSA)**<br>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 | **Low/mod limited clientele benefit**<br>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 | **Low/mod limited clientele, micro-enterprises**<br>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 | **Low/mod limited clientele, job service benefit**<br>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 | **Low/mod housing benefit**<br>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 | **Low/mod housing benefit, CDFI or CRSA**<br>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. | 570.483(e)(4) and (e)(5) |
| LMJ | **Low/mod job creation and retention**<br>Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons. | 570.483(b)(4) |
| LMJFI | **Low/mod job creation and retention, public facility/ improvement benefit**<br>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. | 570.483(b)(4)(vi)(F) |
| LMJP | **Low/mod job creation, location-based**<br>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. | 570.483(b)(4)(iv) |
| SBA | **Slum/blight area benefit**<br>Activities undertaken to prevent or eliminate slums or blight in a designated area. | 570.483(c)(1) |
| SBS | **Slum/blight, spot basis**<br>Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas. | 570.483(c)(2) |
| URG | **Urgent need**<br>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. | 570.483(d) |

# Appendix C
# MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

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

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

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 01 Acquisition of Real Property | LMA, LMC | 01 People<br>08 Businesses |
| | SBA, SBS, URG | 01 People<br>08 Businesses<br>10 Housing Units |
| | LMH* | 10 Housing Units |
| | LMJ, LMJP, LMAFI, LMASA | 13 Jobs |
| 02 Disposition of Real Property<br>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.<br>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<br>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 |

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 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 |

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 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<br>Use the code that most accurately describes what is being cleared or demolished | LMA, LMC, SBA, SBS, URG | 08 Businesses<br>10 Housing Units<br>11 Public Facilities |
| | LMH* | 10 Housing Units |
| | LMJ, LMJP, LMAFI, LMASA | 13 Jobs |
| 04A Cleanup of Contaminated Sites<br>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<br>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 |

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 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<br>08 Businesses<br>10 Housing Units |
| 08 Relocation | LMA, LMC, SBA, SBS, URG | 01 People<br>04 Households<br>08 Businesses<br>09 Organizations (non-profits) |
| | LMH* | 04 Households |
| | LMJ, LMJP, LMAFI, LMASA | 13 Jobs |
| 09 Loss of Rental Income<br>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<br>Report the number of private utilities assisted. | LMA, LMC, LMH*, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA | 08 Businesses |
| 12 Construction of Housing<br>Construction of new housing with CDBG State funds must be carried out by 105(a)(15) entities. | LMH*, SBA, URG | 10 Housing Units |

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 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<br>09 Organizations<br>10 Housing Units |
| 14H Rehab: Administration<br>Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab.<br>If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter **Y** in the Accomplishments Reported at Another Activity field on CDBG Setup Detail (Page 1) for the 14H activity. | LMA, LMC, SBA, SBS, URG, LMJ, LMJP, LMAFI, LMASA | 08 Businesses<br>09 Organizations |
| | LMH* | 10 Housing Units |
| 14I Lead-Based Paint/Lead Hazards Testing/Abatement<br>For proposed and actual units, report the number of housing units tested/ abated.<br>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<br>If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People. | LMA, SBA, URG | 01 People<br>08 Businesses<br>09 Organizations<br>10 Housing Units |

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 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. | | |
| 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<br>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 |
| 18A Economic Development: Direct Financial Assistance to For-Profits<br>Report accomplishments for an 18* activity if CDBG funds are used to run a loan/grant program but not to make the loans/grants.<br>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. | LMA | 08 Businesses<br>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<br>Please see the note for 18A above. | LMA, SBA, URG, LMCSV | 08 Businesses<br>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 |
| 18C Economic Development: Micro-Enterprise Assistance<br>Please see the note for 18A above. | LMA, LMC, SBA, URG, LMCMC | 01 People<br>08 Businesses<br>If the activity provides training to assist people in developing and operating a micro-enterprise, report People.<br>If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses.<br>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. |
| | 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 |

| MATRIX CODE | NATIONAL OBJECTIVE | ACCOMPLISHMENT TYPE |
|---|---|---|
| 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 #:** (ex: nn-nnn-nnnn) **EIN/TIN #:** (ex: nn-nnnnnnn)

Search | Reset

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

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

(ex: nn-nnn-nnnn)

**Ext:**

(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

## 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.

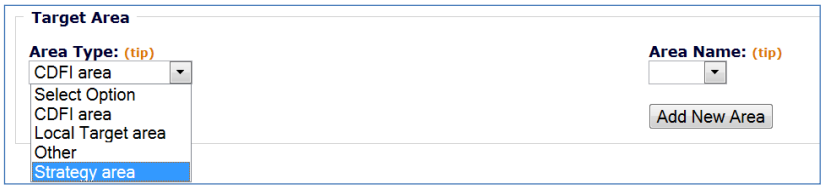
Grantees have some flexibility within the regulations when CDBG-assisted activities are carried out by a CDFI serving a primarily residential area that is at least 51% LMI [see 24 CFR 570.483(e)(4)].

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

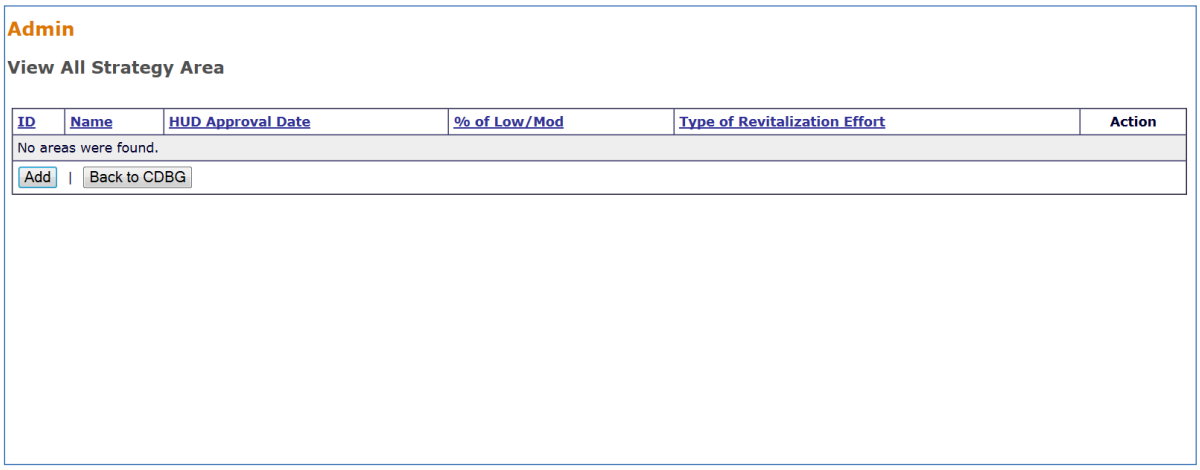
When you select **Strategy Area**, **CDFI Area**, **Local Target Area**, or **Other Area** from the AREA TYPE dropdown, you must specify the name of the area in the next field. If it is not listed on the AREA NAME dropdown, or if you need to update information about one of the areas that is listed, follow the instructions below.

## STRATEGY AREAS

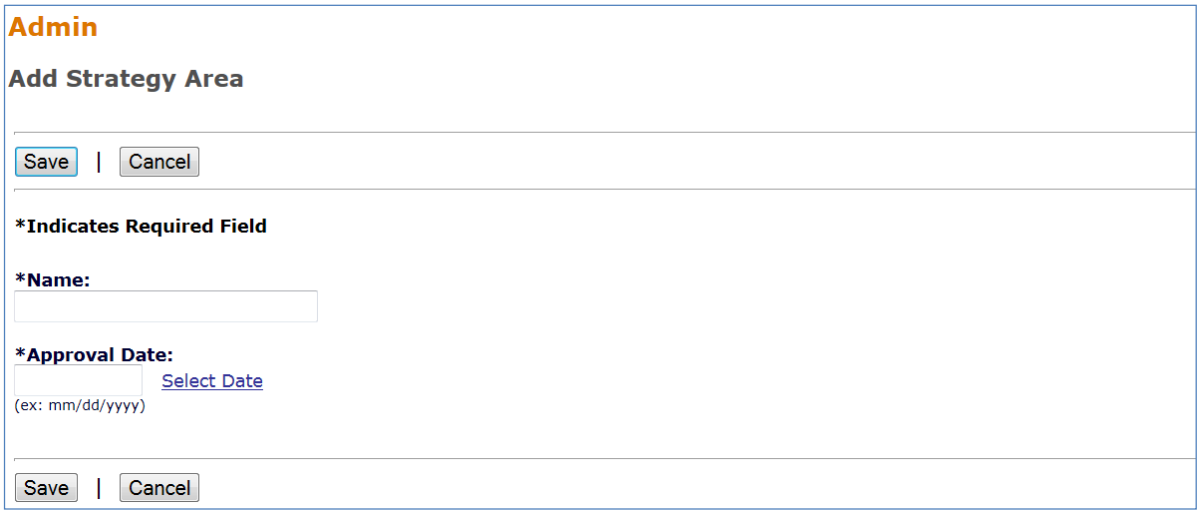
Select **Strategy Area** from the AREA TYPE dropdown and tab to the AREA NAME field.



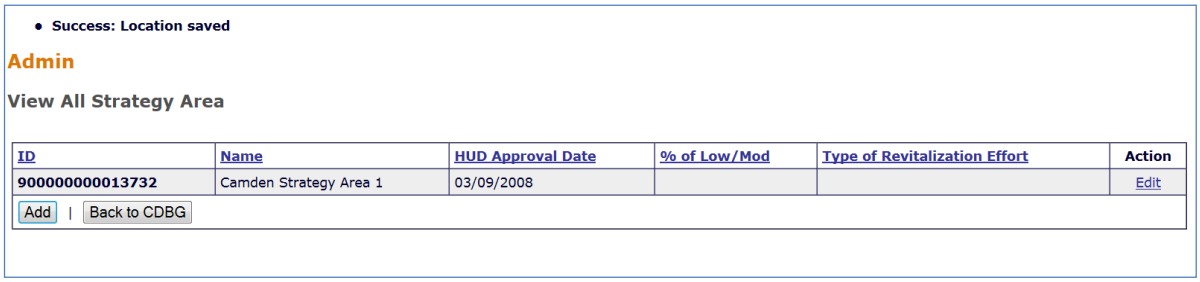

Click the [Add New Area] button to display the View All Strategy Area (sic) screen. If your organization has never added any strategy areas, it will look like this:




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




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.

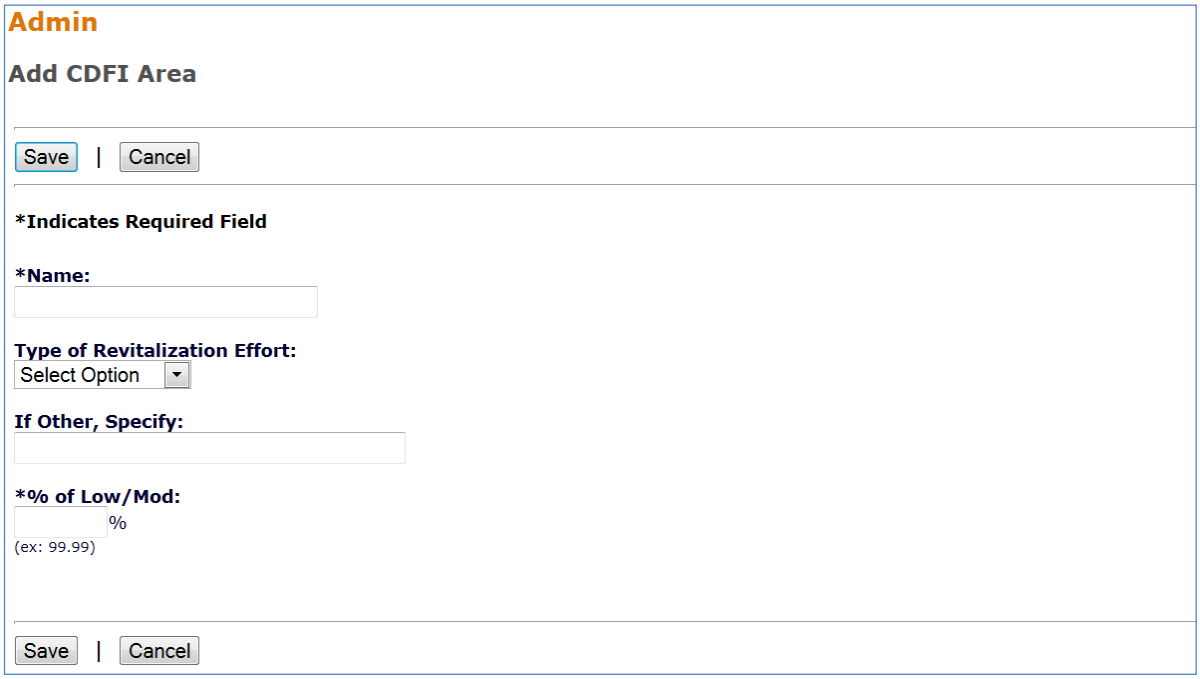



| Field | Description |
|---|---|
| ID | The ID is for use with EDI (Electronic Data Interchange). |
| Name | The name of the strategy area. |
| HUD Approval Date | The date HUD approved the strategy area. |
| % of Low/Mod | Always blank for strategy areas—applies only to CDFI areas. |
| Type of Revitalization 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.

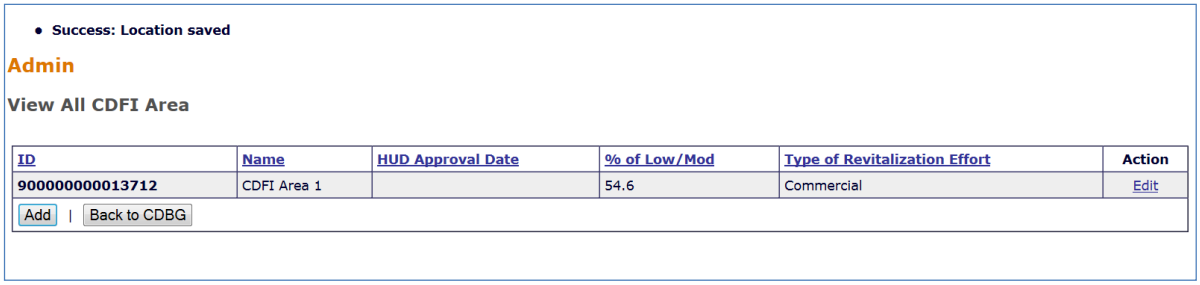
# CDFI AREAS

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:




| Field | Description |
|---|---|
| Name | Input the name of the CDFI area. |
| Type of Revitalization Effort | Select the type of revitalization effort being undertaken. |
| If Other, Specify | Fill this in only if you selected **Other** in the previous field. |
| % of Low/Mod | Input the percentage of low- and moderate-income persons in the CDFI area. |

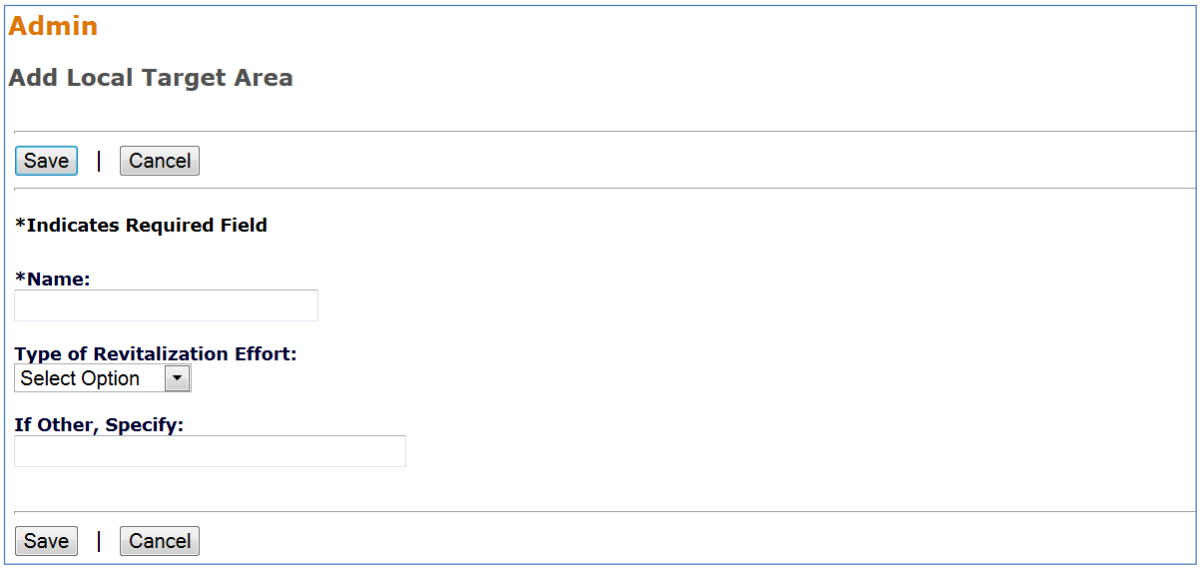
When you have finished, click the [Save] button to save your data and return to the view screen.




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.

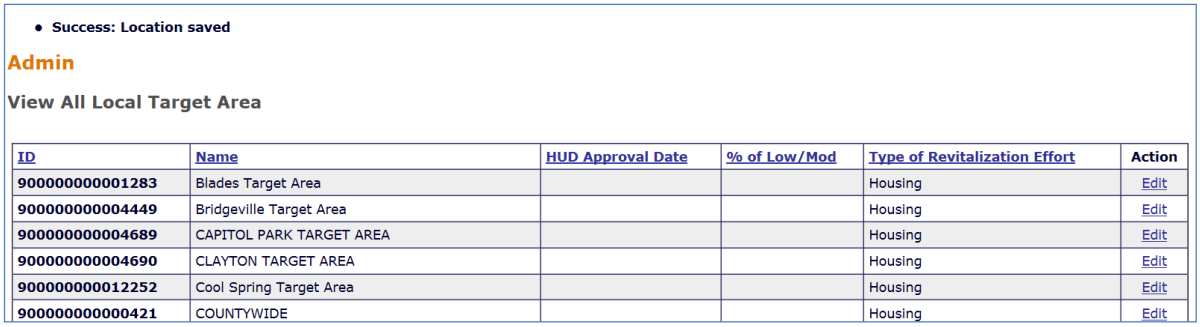
# LOCAL TARGET AREAS

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:




| Field | Description |
|---|---|
| Name | Input the name of the local target area. |
| Type of Revitalization Effort | Select the type of revitalization effort being undertaken: Commercial, Comprehensive, Housing, or Other. |
| If Other, Specify | Fill this in only if you selected **Other** in the previous field. |

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




| ID | Name | HUD Approval Date | % of Low/Mod | Type of Revitalization Effort | Action |
|---|---|---|---|---|---|
| 900000000001283 | Blades Target Area | | | Housing | Edit |
| 900000000004449 | Bridgeville Target Area | | | Housing | Edit |
| 900000000004689 | CAPITOL PARK TARGET AREA | | | Housing | Edit |
| 900000000004690 | CLAYTON TARGET AREA | | | Housing | Edit |
| 900000000012252 | Cool Spring Target Area | | | Housing | Edit |
| 900000000000421 | COUNTYWIDE | | | Housing | Edit |

To update the data for a local target area, click its Edit link in the last column. To return to the CDBG setup page, click the [Back to CDBG] button.

# Appendix G
# REPORTING ENERGY STAR-CERTIFIED UNITS

Grantees must enter Energy Star-related data correctly. Installing replacement windows, performing weatherization improvements, or installing Energy Star-certified appliances alone does not make a home Energy Star-certified. Energy Star is a **system** for achieving and verifying a certain level of performance with respect to energy efficiency. To earn the Energy Star certification for an entire home, the home must meet strict guidelines for energy efficiency set by the U. S. Environmental Protection Agency. Homes achieve this level of performance through a **combination** of energy-efficient improvements, including effective insulation systems, high-performance windows, tight construction and ducts, efficient heating and cooling equipment, and Energy Star-certified lighting and appliances. Energy Star certification for a home requires third-party verification by a certified Home Energy Rater (or the equivalent), who works closely with the builder throughout the construction process and inspect the housing unit to determine compliance with requirements.

At the time this guidance was released, Energy Star-certified housing units funded by CDBG will be either newly constructed single-family detached homes, newly constructed multifamily properties, or multifamily properties that undergo significant gut rehabilitation, defined as requiring a change of use, the reconstruction of a vacant structure, or cause for the building to be out of service for at least 30 consecutive days. Gut or substantial rehabilitation of single family housing units with CDBG funds may also earn the Energy Star label. CDBG grantees initiating new Energy Star gut rehabilitation projects must meet or exceed Energy Star standards for New Homes, until the release of specific guidelines for gut rehabilitation by EPA. Please visit www.energystar.gov to find a wealth of information about Energy Star housing.

Many CDBG grantees are incorrectly identifying housing units as Energy Star-certified in IDIS, resulting in inflated, inaccurate numbers in IDIS reports and intensive efforts to determine the correct number of CDBG units that actually attained Energy Star certification. The number of Energy Star-certified units produced by CDBG grantees is reported to the Secretary of HUD and to the Office of Management and Budget each quarter to assess CDBG's progress in meeting the Energy Star goal in HUD's Strategic Plan. CDBG must be able to obtain Energy Star data in IDIS that is reliable and that does not routinely require verification.

Grantees should carefully review the New Home and Multifamily High Rise Energy Star requirements on http://www.energystar.gov to prevent recurrence of reporting errors. It should also be reiterated that performing one or more of the following improvements alone does **not** earn the housing unit the Energy Star label:

- Installation of replacement windows
- Installation of Energy Star-rated appliances
- Installation of insulation
- Installation of water efficient toilets
- Weatherization projects

While these are commendable energy conservation measures that the CDBG program encourages, they do not earn a housing unit Energy Star certification by themselves. Therefore, they should not be reported as Energy Star-certified housing units in IDIS.

# Appendix H
# EDA JOB CATEGORY DEFINITIONS

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

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

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

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

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

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

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

- **Sales**
  Occupations engaging wholly or primarily in direct selling.

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

- **Office and Clerical**
  All clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included.

  Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

- **Craft Workers (skilled)**
  Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.

  Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, decorating occupations, and kindred workers.

- **Operatives (semi-skilled)**
  Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

  Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, knitting and weaving machine operators, welders and flamecutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

- **Laborers (unskilled)**
  Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

  Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

- **Service Workers**
  Workers in both protective and non-protective service occupations.

  Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection workers, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, servers, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

# Appendix I
# REPORTING RACE/ETHNICITY DATA FOR ACTIVITIES PROVIDING ACCESS FOR PERSONS WITH DISABILITIES

If you are assisting an eligible activity under the LMC national objective at 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

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

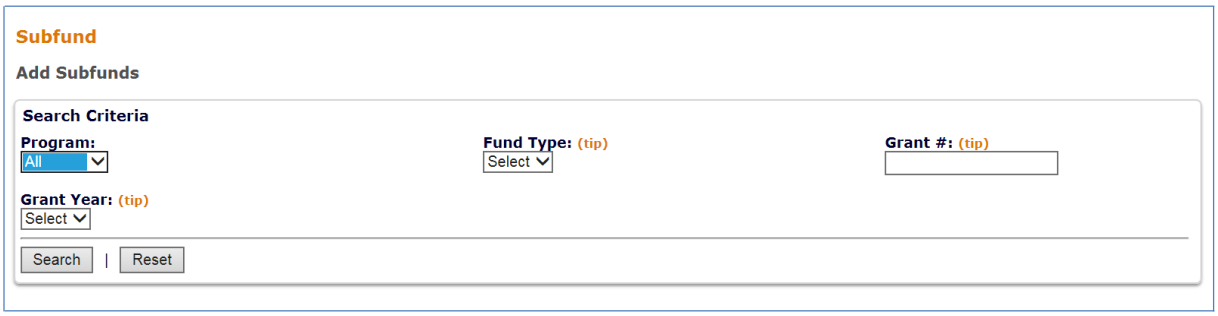
The Subfund Program Income option does not apply to the CDBG program.

# 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.

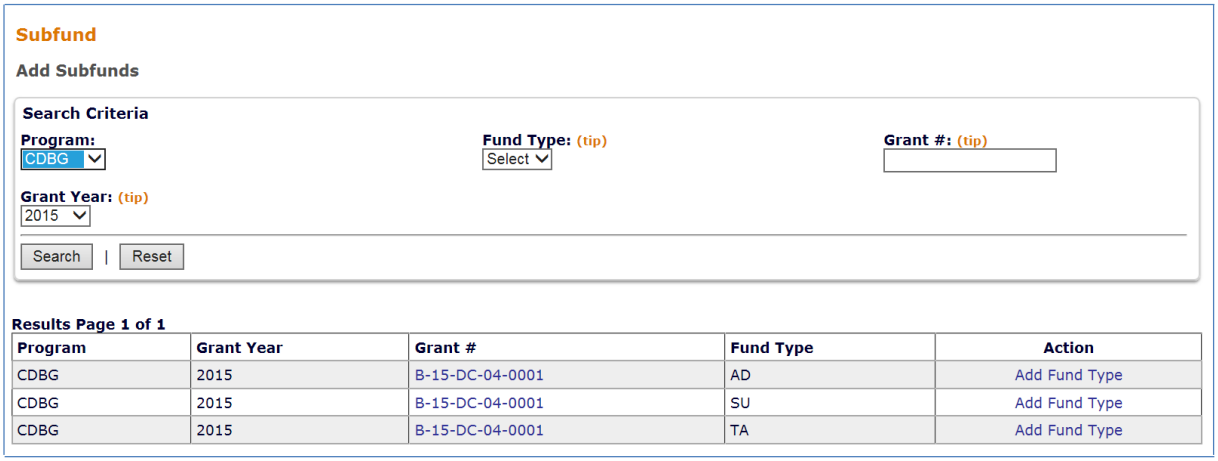
## ADD SUBFUNDS SCREEN

Click the Subfund Add link on any Grant screen to display the Add Subfunds screen.




| Field | Description |
|---|---|
| Program | Select **CDBG**. |
| Grant Year | Select the year of the grant to be subfunded. |
| Fund Type | Select the type of subfund you want to add, or leave the field set to **Select** for a list of all the subfunds that can be added. |
| Grant # | If you don't select a PROGRAM and GRANT YEAR, you must limit the results to grants starting with the text you enter here. |

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




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

**Grantee/PJ Name:**
ARIZONA

**Grant #:** (tip)
B-15-DC-04-0001

**Program:** (tip)
CDBG

**Grant Status:** (tip)
Active

**Grant Year:** (tip)
2015

**Grant Blocked:** (tip)
No

**Administering Organization:** (tip)
ARIZONA

**Payee EIN/TIN#:** (tip)
86-6004791

**Source Fund: EN**

| | |
|---|---|
| **Available to Subfund** | $403,820.80 |

**Add Subfund: AD**

| | |
|---|---|
| **Range for Authorized Amount** | |
| **Minimum** | $0.00 |
| **Maximum** | $403,820.80 |
| ***Authorized Amount for this Subfund** (tip) | $ |

Save | Return to Search Subfunds

| Field | Description |
|---|---|
| Grantee/PJ Name | The recipient of the grant the subfund is being created from. |
| Program | The CPD program providing the grant being subfunded. |
| Grant Year | The year of the grant the subfund is being created from. |
| Administering Organization | The name of the organization administering the grant. |
| Payee EIN/TIN# | The EIN/TIN# of the organization that receives the wire transfers of funds drawn down from the grant. |
| Grant # | The number assigned to the grant by LOCCS. |
| Grant Status | **Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information. |
| Grant Blocked | If GRANT BLOCKED is **Yes**, FUND TYPE EN cannot be drawn from this grant (you can still create a subfund from it, though). |
| Source Fund | Always **EN** for CDBG subfunds. |
| Available to Subfund | The amount in the SOURCE FUND that can be subfunded. |
| Add Subfund | The type of subfund being added—**AD**, **SU**, or **TA**. |

| Field | Description |
|---|---|
| Range for Authorized Amount (including program income) | |
| Minimum | The minimum amount that may be entered in AUTHORIZED AMOUNT FOR THIS SUBFUND.<br><br>Since the subfunds that grantees can create are optional, it is always $0.00 on the Add screen. |
| Maximum | 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.<br><br>For **AD**, the maximum is capped at $100,000 plus 3% of the grant's AUTHORIZED AMOUNT plus 3% of PI, SF, and RL receipted 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.<br><br>Starting with FY 2015 grants, receipted program income will no longer be included in the calculation of the AD subfund MAXIMUM.<br><br>For **SU**, there is no cap. The maximum will equal AVAILABLE TO SUBFUND.<br><br>For **TA**, the cap is 3% of the grant's AUTHORIZED AMOUNT minus the amount subfunded as AD. |
| 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. |

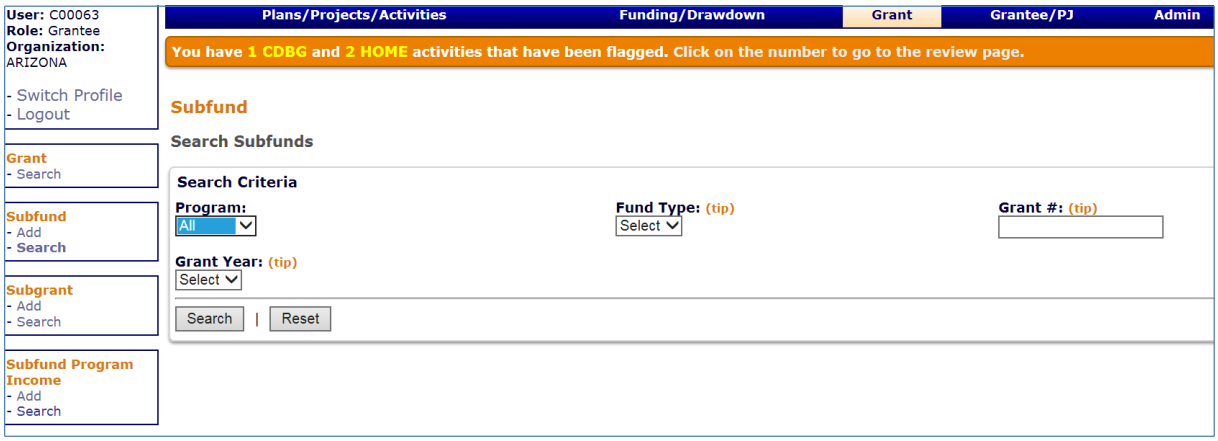
Click the [Save] button to create the subfund or the [Return to Search Subfunds] button to exit without saving. Clicking either button redisplays the Add Subfunds search screen.

# 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:<br>**EN** Entitlement (authorized amount of grant minus amount already subfunded)<br>**AD** Administration<br>**SU** Subgrant<br>**TA** Technical Assistance |
| 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

Search | Reset

**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 | Edit \| View |
| ARIZONA | CDBG | 2015 | B-15-DC-04-0001 | EN | $10,127,360.00 | View |
| ARIZONA | CDBG | 2015 | B-15-DC-04-0001 | SU | $185,000.00 | Edit \| View |
| ARIZONA | CDBG | 2015 | B-15-DC-04-0001 | TA | $2,000.00 | Edit \| View |

To update a subfund, click the Edit link in the ACTION column. (The EN subfund cannot be changed, and will have only a View link.)

A Delete link will be available for subfunds with an AUTHORIZED AMOUNT of $0.00. When you click it, you are asked to confirm the deletion. Choose [OK] to delete the subfund. Otherwise click [Cancel].

The Edit Subfund screen is explained on the next page. The View Subfund screens are shown starting on page K-9.

## EDIT SUBFUND SCREEN

The amount that has been authorized for a subfund can be changed in the last field on this screen:

**Subfund**

**Edit Subfund**

- CAUTION: Compliance with caps on administrative costs cannot be guaranteed by the AD subfund, especially if amounts from the AD subfund for a given year are obligated or expended in latter program years [see Entitlement regulations at 24 CFR 570.200(g) or State regulations at 24 CFR 570.489(a).]

Save | Return to Search Subfunds | Review Subfund History

*Indicates Required Field

**Grantee/PJ Name:** ARIZONA

**Grant Status:** (tip) Active

**Program:** (tip) CDBG

**Grant Blocked:** (tip) No

**Grant Year:** (tip) 2015

**Administering Organization:** (tip) ARIZONA

**Grant #:** (tip) B-15-DC-04-0001

**Payee EIN/TIN#:** (tip) 86-6004791

**Fund Type:** (tip) AD

| | |
|---|---|
| **Current Authorized Amount for this Subfund** | $400,000.00 |

| | |
|---|---|
| **Range for New Authorized Amount** | |
| **Minimum** | $85,000.00 |
| **Maximum** | $401,820.80 |
| ***New Authorized Amount for this Subfund** | $ |

Save | Return to Search Subfunds | Review Subfund History

| Field | Description |
|---|---|
| Grantee/PJ Name *through* Payee EIN/TIN# | For definitions of these fields, see page K-3. |
| Fund Type | The subfund being updated. For CDBG States, **AD** (Administration), **SU** (Subgrant), or **TA** (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.<br><br>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.<br><br>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**

Return to Search Subfunds | Review Subfund History

**Grantee Recipient:**
ARIZONA

**Program:** (tip)
CDBG

**Grant Year:** (tip)
2015

**Grant #:** (tip)
B-15-DC-04-0001

**Fund Type:** (tip)
**EN**

**Grant Status:** (tip)
Active

**Grant Blocked:** (tip)
No

**Administering Organization:** (tip)
ARIZONA

**Payee EIN/TIN#:** (tip)
86-6004791

| | |
|---|---|
| **Authorized Amount** (tip) | $10,127,360.00 |
| **Subfunded Amount (-)** (tip) | $587,000.00 |
| **Amount Committed to Activities (-)** (tip) | $0.00 |
| **Amount Available to Subfund / Amount Available to Commit to Activities** | $9,540,360.00 |
| **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** | $9,540,360.00 |

Return to Search Subfunds | Review Subfund History

| Field | Description |
|---|---|
| Grantee Recipient | The recipient of the grant the subfund was created from. |
| Program | The CPD program providing the grant. |
| Grant Year | The year of the grant the subfund was created from. |
| Grant # | The number assigned to the grant by LOCCS. |
| Fund Type | The subfund being viewed. |
| Grant Status | **Active** or **Inactive**. A grant is inactive if IDIS has not received all required grant information. |
| Grant Blocked | If GRANT BLOCKED is **Yes**, EN funds cannot be drawn from this grant. |
| Administering Organization | The name of the organization administering this grant. |
| Payee EIN/TIN# | The EIN/TIN# of the organization that receives the wire |

| Field | Description |
|---|---|
| | 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.

**Fund Type:** (tip)
**AD**

View Subgrants

| | |
|---|---|
| **Authorized Amount** (tip) | $400,000.00 |
| **Subgranted Amount (-)** | $0.00 |
| **Amount Committed to Activities (-)** | $85,000.00 |
| **Amount Available to Subgrant / Amount Available to Commit to Activities** | $315,000.00 |
| **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** | $400,000.00 |
| **Maximum Allowed (excluding program income)** | $403,820.80 |
| **Amount Available to increase Authorized Amount for this Subfund** | $1,820.80 |

Return to Search Subfunds | Review Subfund History

| Field | Description |
|---|---|
| Authorized Amount | The amount that can be committed, drawn, and subgranted from the AD subfund.<br><br>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) receipted with the same program year of receipt as the GRANT YEAR. |
| Subgranted Amount | The amount subgranted from the AD subfund (only States can subgrant AD). |
| Amount Committed to Activities | The amount committed to activities from the AD subfund. It does not include commitments from AD subgrants. To view that information, click the View Subgrants link located above the amounts column. |
| Amount Available to Subgrant/Amount Available to Commit to Activities | The amount of the AD subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES. |
| Net Drawn Amount | Net disbursements from the AD subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.<br><br>These amounts do not include draws from AD subgrants. Click the View Subgrants link to access that information. |
| Drawn Amount | The total amount disbursed from the AD subfund. |
| Drawdown Pending Amount | The sum of all AD subfund draws approved in IDIS and awaiting a response from LOCCS. |
| Returned Amount | The amount disbursed from the AD subfund and later returned to the Letter of Credit as AD. |

| Field | Description |
|---|---|
| Amount Available to Draw | AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT. |
| Maximum Allowed (excluding program income | $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.<br><br>For FY 2014 and earlier grants, the calculation includes receipted 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**

| | View Subgrants |
|---|---|
| **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 |

Return to Search Subfunds | Review Subfund History

| Field | Description |
|---|---|
| Authorized Amount | The amount that can be committed, drawn, and subgranted from the SU subfund. |
| Subgranted Amount | The amount of the SU subfund that has been subgranted. |
| Amount Committed to Activities | The amount committed to activities from the SU subfund. It does not include commitments from SU subgrants. To view that information, click the View Subgrants link at the top of the amounts column. |
| Amount Available to Subgrant/Amount Available to Commit to Activities | The amount of the SU subfund that can be subgranted or committed to activities. It is equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus AMOUNT COMMITTED TO ACTIVITIES. |
| Net Drawn Amount | Net disbursements from the SU subfund, equal to DRAWN AMOUNT plus DRAWDOWN PENDING Amount plus RETURNED AMOUNT.<br><br>These figures do not include draws from SU subgrants. To view that information, click the View Subgrants link. |
| Drawn Amount | The amount disbursed from the SU subfund. |
| Drawdown Pending Amount | The sum of SU subfund draws approved in IDIS and awaiting a response from LOCCS. |
| Returned Amount | The amount disbursed from the SU subfund and later returned to the Letter of Credit as SU. |
| Amount Available to Draw | The amount of the SU subfund available for drawdown, equal to AUTHORIZED AMOUNT minus SUBGRANTED AMOUNT minus NET DRAWN AMOUNT. |
| Amount Available to increase Authorized Amount for this Subfund | The amount of EN available to increase the SU AUTHORIZED AMOUNT. |

## 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.

**Fund Type:** (tip)
**TA**

View Subgrants

| | |
|---|---|
| **Authorized Amount** (tip) | $2,000.00 |
| **Subgranted Amount (-)** | $0.00 |
| **Amount Committed to Activities (-)** | $0.00 |
| **Amount Available to Subgrant / Amount Available to Commit to Activities** | $2,000.00 |
| **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** | $2,000.00 |
| **Regulatory Maximum** | $303,820.80 |
| **Amount Available to increase Authorized Amount for this Subfund** | $1,820.80 |

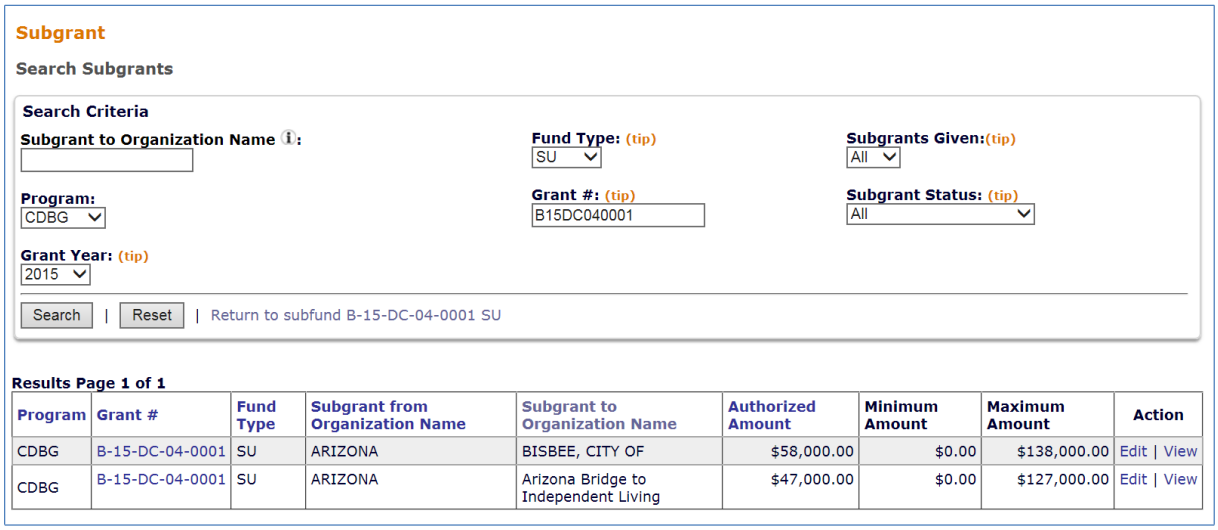
Return to Search Subfunds | Review Subfund History

| 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 View Subgrants 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.<br><br>These figures do not include draws from SU subgrants. To view that information, click the View Subgrants link. |
| Drawn Amount | The amount disbursed from the 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. |

| Field | Description |
|---|---|
| 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**

**Subgrant to Organization Name:**

**Fund Type:** (tip) SU

**Subgrants Given:**(tip) All

**Program:** CDBG

**Grant #:** (tip) B15DC040001

**Subgrant Status:** (tip) All

**Grant Year:** (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 | Edit \| View |
| CDBG | B-15-DC-04-0001 | SU | ARIZONA | Arizona Bridge to Independent Living | $47,000.00 | $0.00 | $127,000.00 | Edit \| View |

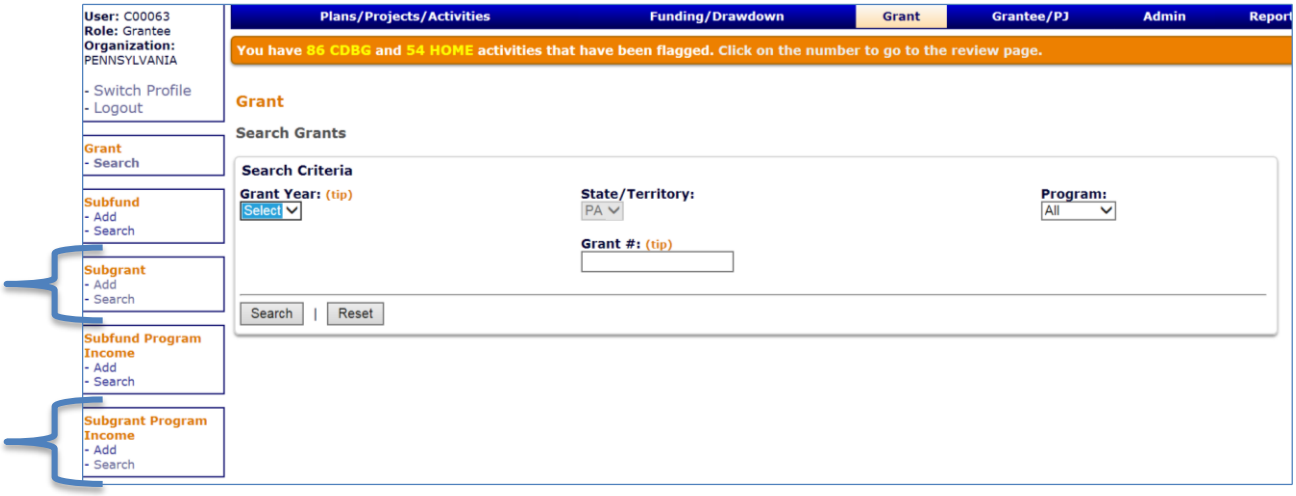
For details about a subgrant, click the Edit or View link in the ACTION column (see Appendix L for more information).

# Appendix L
# SUBGRANTS

While subfunds are used in IDIS to track grant funds by fund type, subgrants are used to track the funds by the organizations receiving them.

## ACCESSING THE SUBGRANT FUNCTIONS

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

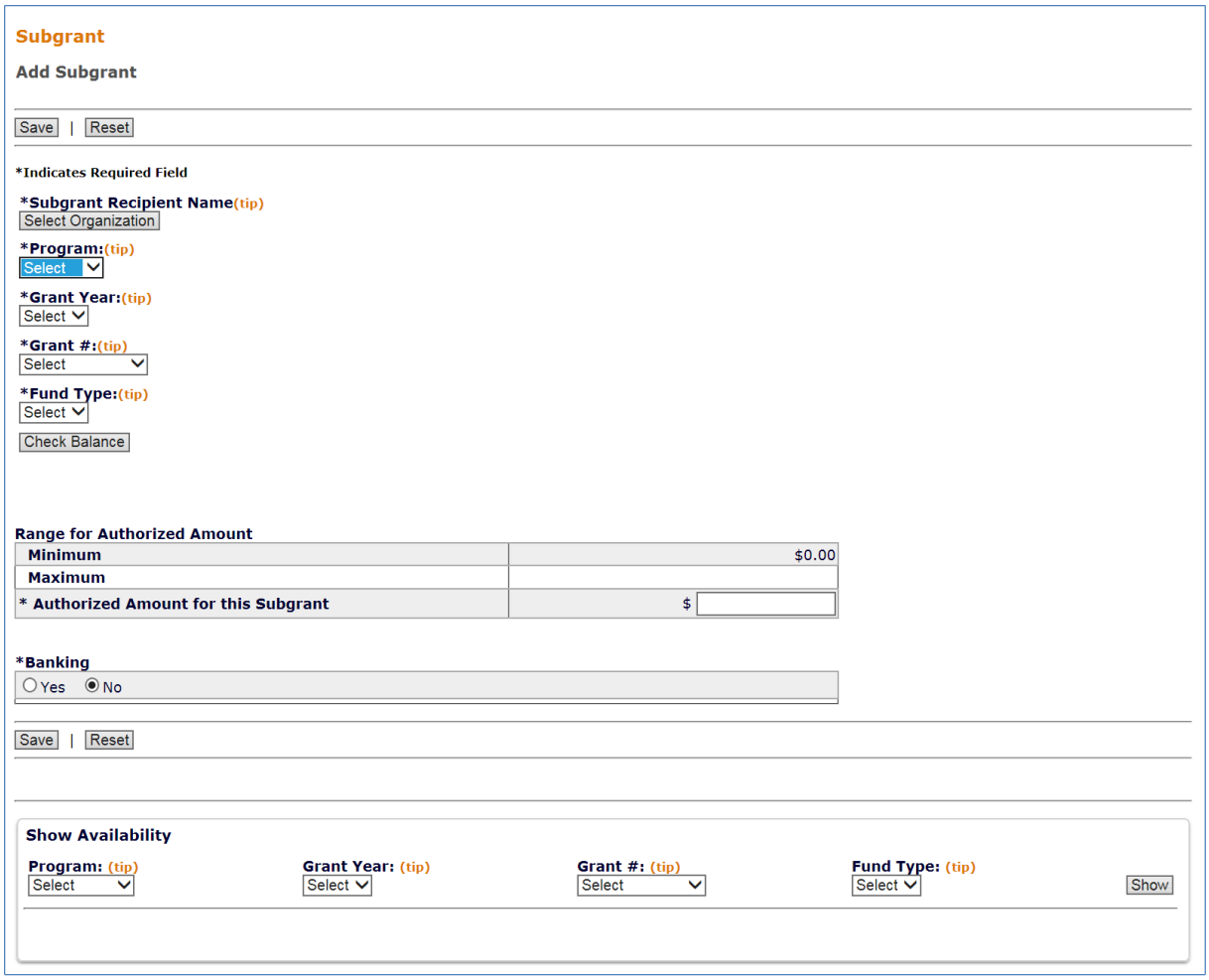



The Subgrant option is used to add, edit, and view subgrants of CDBG grant fund types (AD, SU, TA) and is explained starting on the next page.

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:




| Field | Description |
|---|---|
| Subgrant Recipient Name | 1. Click the [Select Organization] button.<br>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.<br>3. Click the [Search] button.<br>4. To select an organization, click first on the radio button next to its name and then on the [Select] button. The Add Subgrant screen is redisplayed. |
| Program | Select **CDBG**. |
| Grant Year | Select the year of the grant the subgrant is being created from. |
| Grant # | Select the correct grant number (for most grantees, only one is listed if you have filled in the PROGRAM and GRANT YEAR). |

| Field | Description |
|---|---|
| Fund Type | Select the type of subgrant you want to add: **AD** (Administration), **SU** (Subgrant), or **TA** (Technical Assistance).<br><br>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 **Yes** if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.<br><br>If you are able to change this to **Yes** (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to **Waiting for Banking Info**. Until the banking information is received and the subgrant status changes to **Active**, the subgrant will not be available for committing funds via the Activity Funding function. |
| Show Availability | Use this search feature if you need to identify a funding source for the subgrant you are adding.<br><br>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".

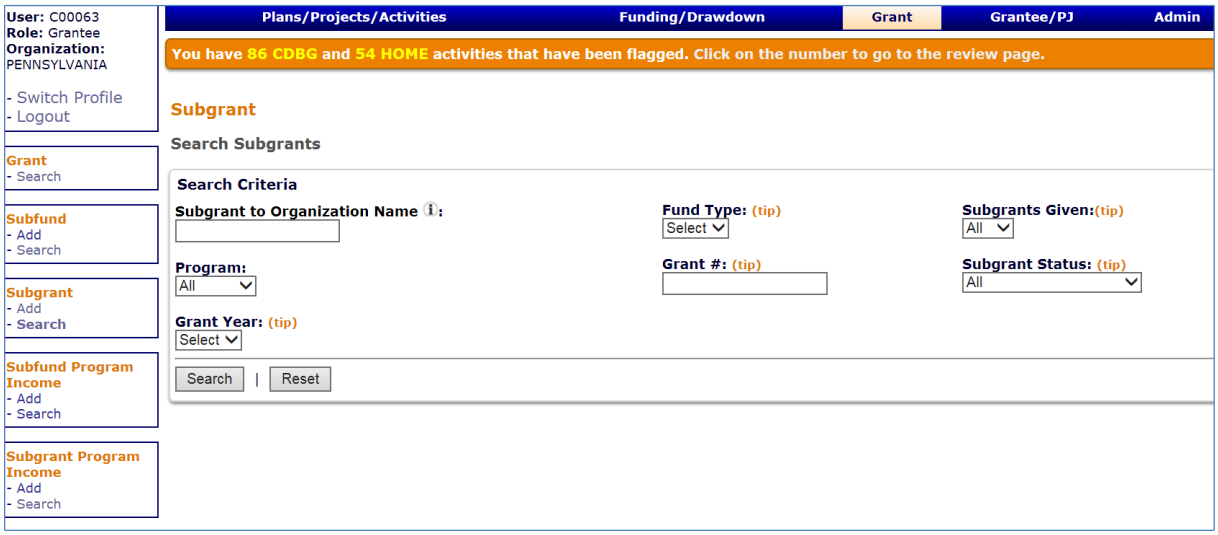
To exit without saving, click the [Reset] button to refresh and redisplay the Add screen.

# 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.

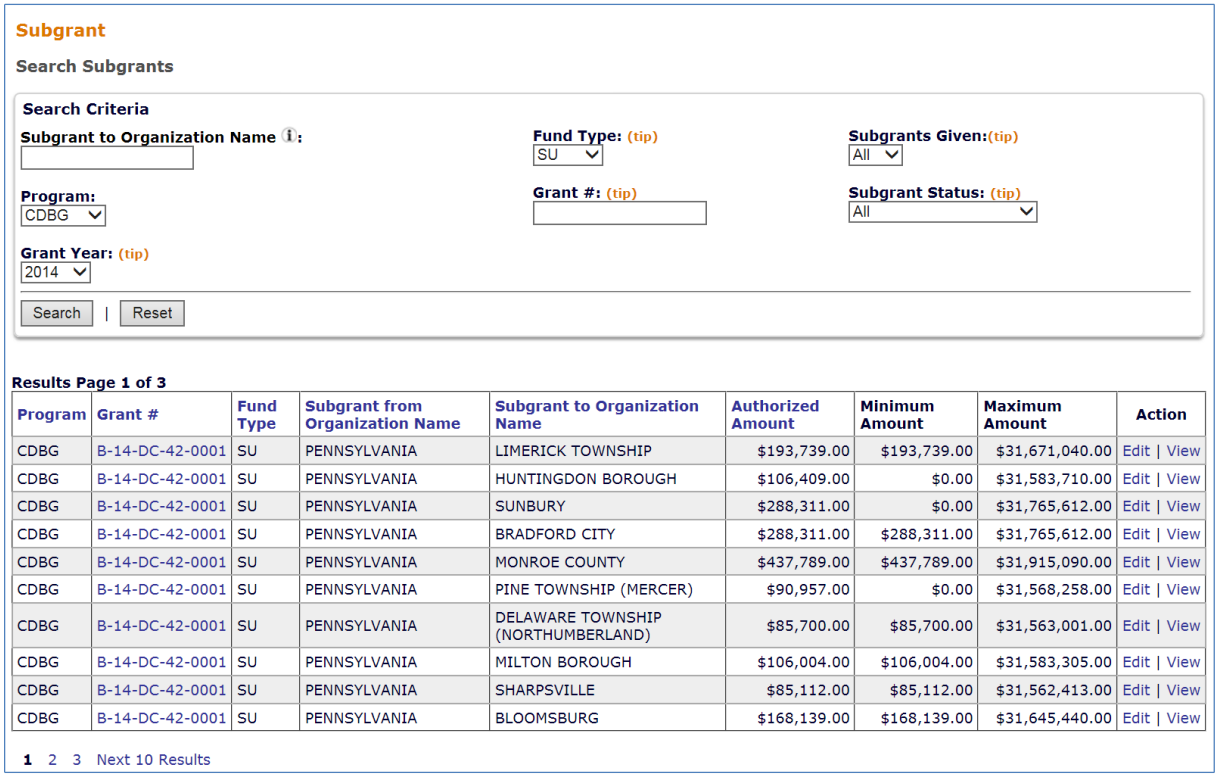
## SEARCH SUBGRANTS SCREEN

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 **AD** (Administration), **SU** (Subgrant), or **TA** (Technical Assistance). |
| Grant # | Limit the search to source grants starting with the text string you enter. |
| Subgrants Given | **All** – the subgrants that the organization you are logged on as has given to and received from other organizations.<br>**No** – the subgrants that the organization you are logged on as has received from other organizations.<br>**Yes** – the subgrants that the organization you are logged on as has given to other organizations. |
| 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.



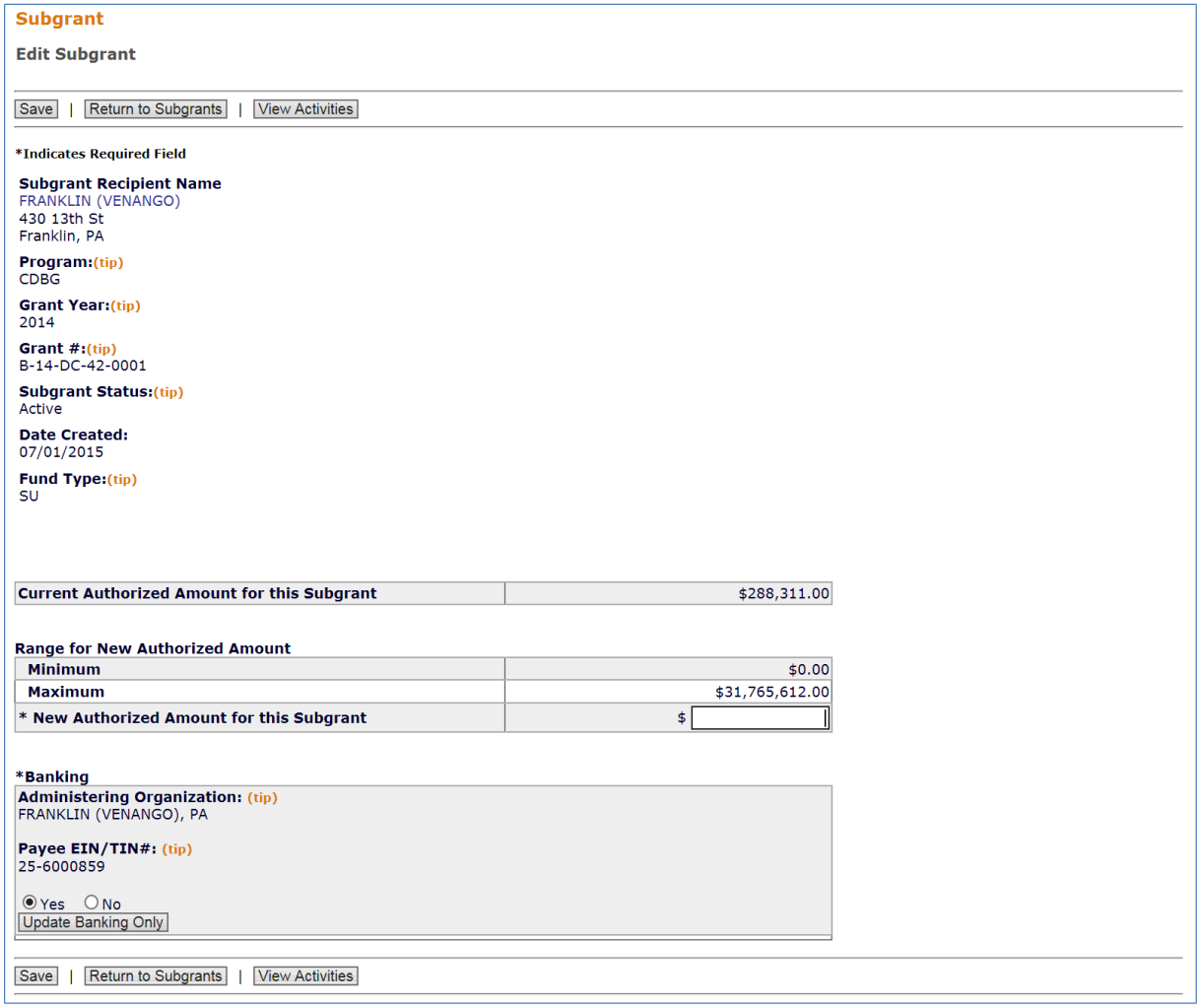

| Program | Grant # | Fund Type | Subgrant from Organization Name | Subgrant to Organization Name | Authorized Amount | Minimum Amount | Maximum Amount | Action |
|---|---|---|---|---|---|---|---|---|
| CDBG | B-14-DC-42-0001 | SU | PENNSYLVANIA | LIMERICK TOWNSHIP | $193,739.00 | $193,739.00 | $31,671,040.00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

Select the subgrant you want to process by clicking the Edit link in the last column of the search results table. Instructions for the Edit screen follow on the next page.

Note that for subgrants with an AUTHORIZED AMOUNT of $0.00 there is also a Delete link. When you click it, you are asked to confirm the deletion. Click [OK] to delete the subgrant. Otherwise click [Cancel].

## EDIT SUBGRANTS SCREEN

Two fields can be updated on this screen: the subgrant amount and the banking flag. A list of the activities funded with the subgrant can also be accessed.




| Field | Description |
|---|---|
| New Authorized Amount for this Subgrant | 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.<br><br>If the NEW AUTHORIZED AMOUNT is changed to $0.00, the subgrant can be deleted on the Search Subgrants results screen. |
| Banking: Yes/No | Select **Yes** if the SUBGRANT RECIPIENT is to receive drawdown payments directly from LOCCS.<br><br>If **Yes** is selected (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a |

| Field | Description |
|---|---|
| | warning message is displayed and the SUBGRANT STATUS field will be set to **Waiting for Banking Info**.<br><br>The subgrant will not be available for committing funds via the Activity Funding function until the banking information is received and the SUBGRANT STATUS becomes **Active**. |

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

To save your changes, click the [Update Banking Only] button if BANKING YES/NO was the only field changed (to avoid getting an error message on the NEW AUTHORIZED AMOUNT field); otherwise, click the [Save] button. When you do, the View Subgrant screen, shown on the next page, is displayed.

To exit without saving your changes, click the [Return to Subgrants] button.

# VIEW 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

| | |
|---|---|
| **Authorized Amount** (tip) | $288,311.00 |
| **Subgranted Amount** (tip) | $0.00 |
| **Amount Available to Subgrant** | $288,311.00 |
| **Committed to Activities Amount** (tip) | $0.00 |
| **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** | $288,311.00 |
| **Amount Available to Increase Authorized Amount for this Subgrant** | $31,477,301.00 |

Return | View Activities

All fields are read-only.

| Field | Description |
|---|---|
| Subgrant Recipient Name | Clicking on the link here displays information about the subgrantee. |
| Program | The CPD program providing the grant used for the subgrant. |
| Grant Year | The year of the grant from which the subgrant was created. |
| Grant # | The number of the source grant. |
| Subgrant Status | Either **Active** or **Waiting for Banking Info** (see entry for the BANKING field on page L-6). |
| Date Created | The date the subgrant was created in IDIS. |
| Fund Type | The subfund from which the subgrant was created. For CDBG States, this is **AD** (Administration), **SU** (Subgrant), or **TA** (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 |

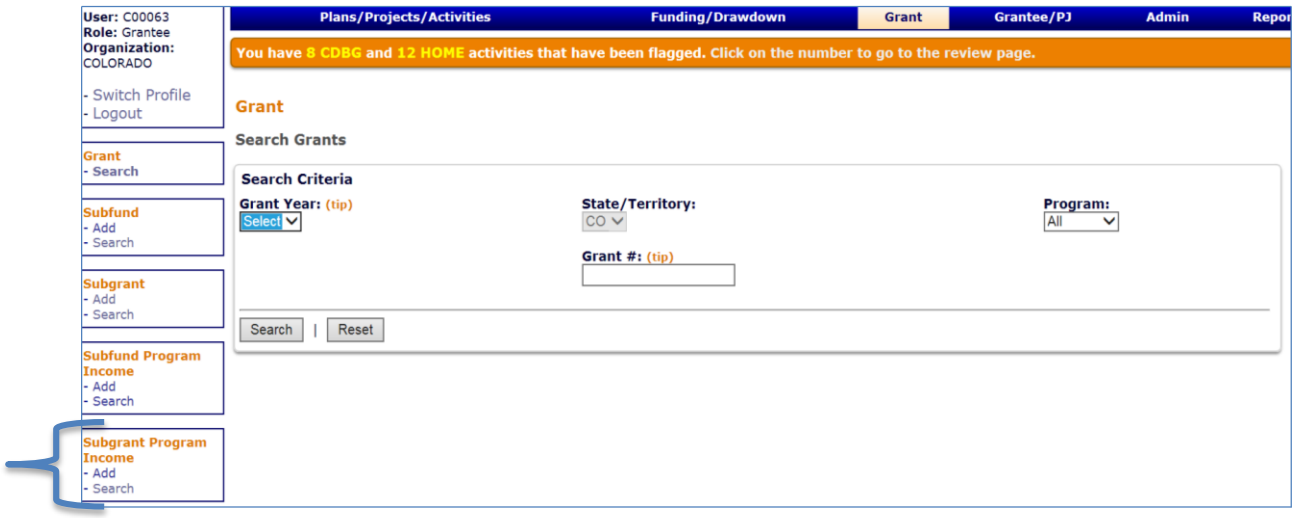
The list is ordered by IDIS Activity ID (ascending), and cannot be resorted.

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.

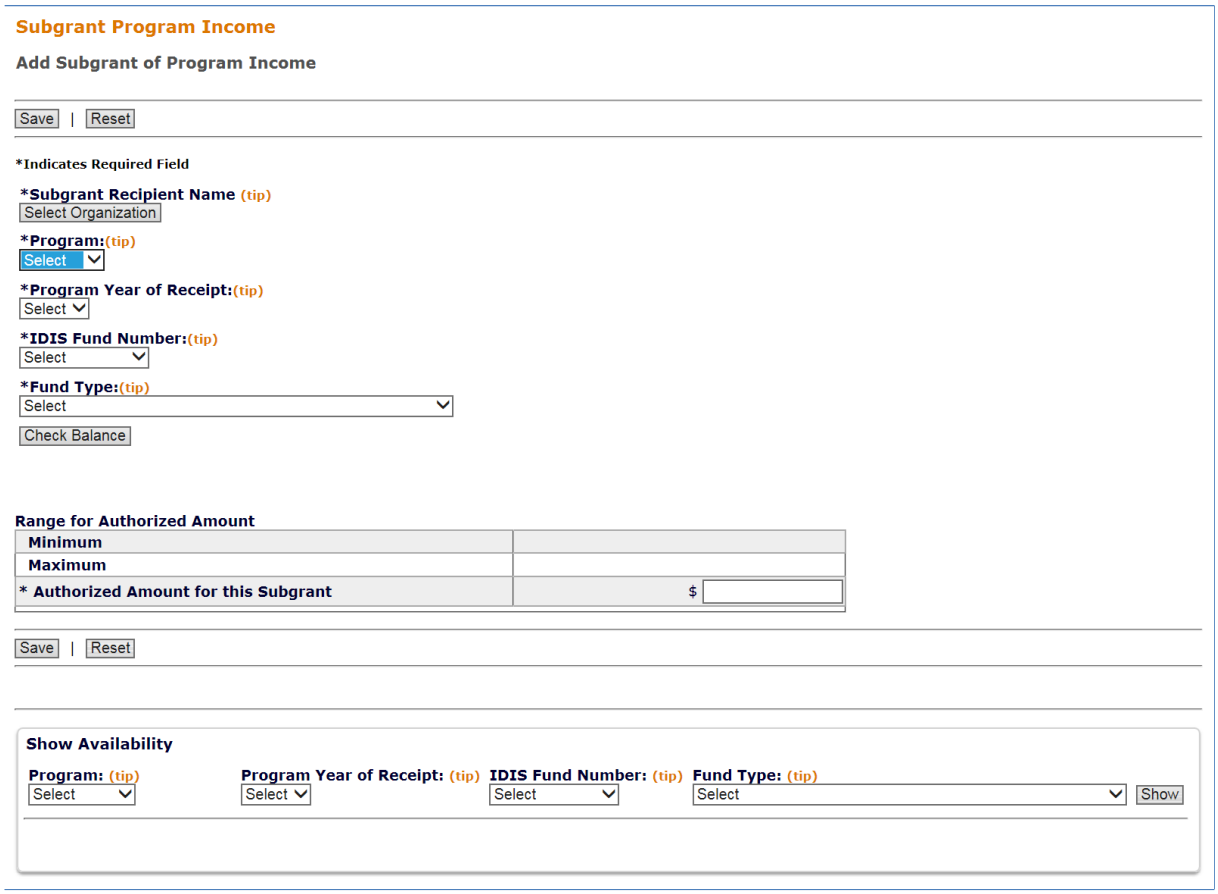
Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the Subgrant Program Income functions you are authorized to access are listed on the left:




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:




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

| Field | Description |
|---|---|
| Subgrant Recipient Name | 1. Click the [Select Organization] button.<br>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.<br>3. Click the [Search] button.<br>4. To select an organization, click first on the radio button next to its name and then on the [Select] button. The Add Subgrant screen is redisplayed. |
| Program | Select **CDBG**. |
| Program Year of Receipt | • For PI/SF/RL: Select the year of the receipt account from which the subgrant is to be created.<br>• For LA: Select the year of the grant from which the returned funds were drawn down. |

| 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 | • For PI/SF/RL: Select the correct receipt account number.<br>• For LA: Select the correct grant number.<br>For most grantees, only one number is listed if you have filled in the PROGRAM and PROGRAM YEAR OF RECEIPT fields. |
| Fund Type | Select the type of subgrant you want to add:<br>• **PI** General Program Income<br>• **RL** Revolving Loan<br>• **SF** State Revolving Fund<br>• **LA** Grant-Specific Repayment to Local Account. |
| [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 | Use this search feature if you need to identify a funding source for the subgrant you are adding.<br>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. |

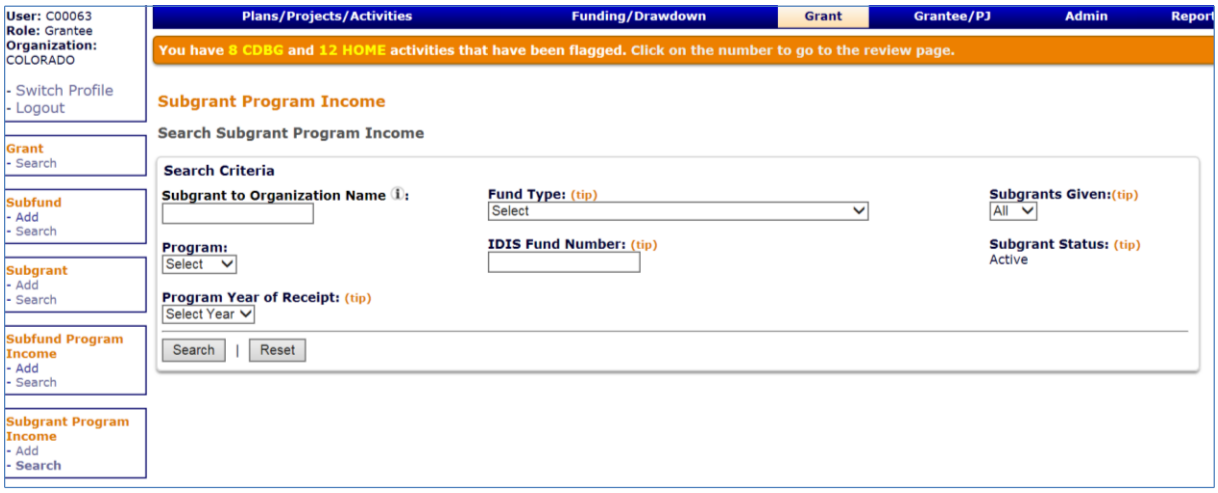
Click the [Save] button to add the subgrant or the [Reset] button to refresh and redisplay the add screen.

# 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

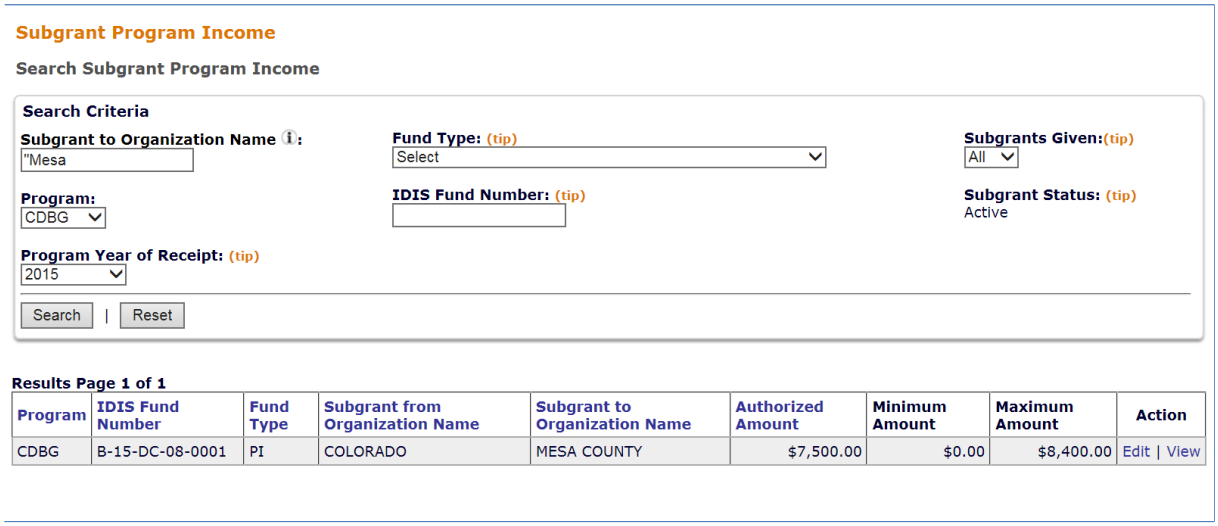
Enter as many or few search criteria as you wish to retrieve the subgrant(s) you want to update:




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 **PI** (general Program Income), **RL** (Revolving Loan), **SF** (State Revolving Fund), or **LA** (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 | **All** – the subgrants that the organization you are logged on as has given to and received from other organizations.<br><br>**No** – the subgrants that the organization you are logged on as has received from other organizations.<br><br>**Yes** – the subgrants that the organization you are logged on as has given to other organizations. |
| 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.



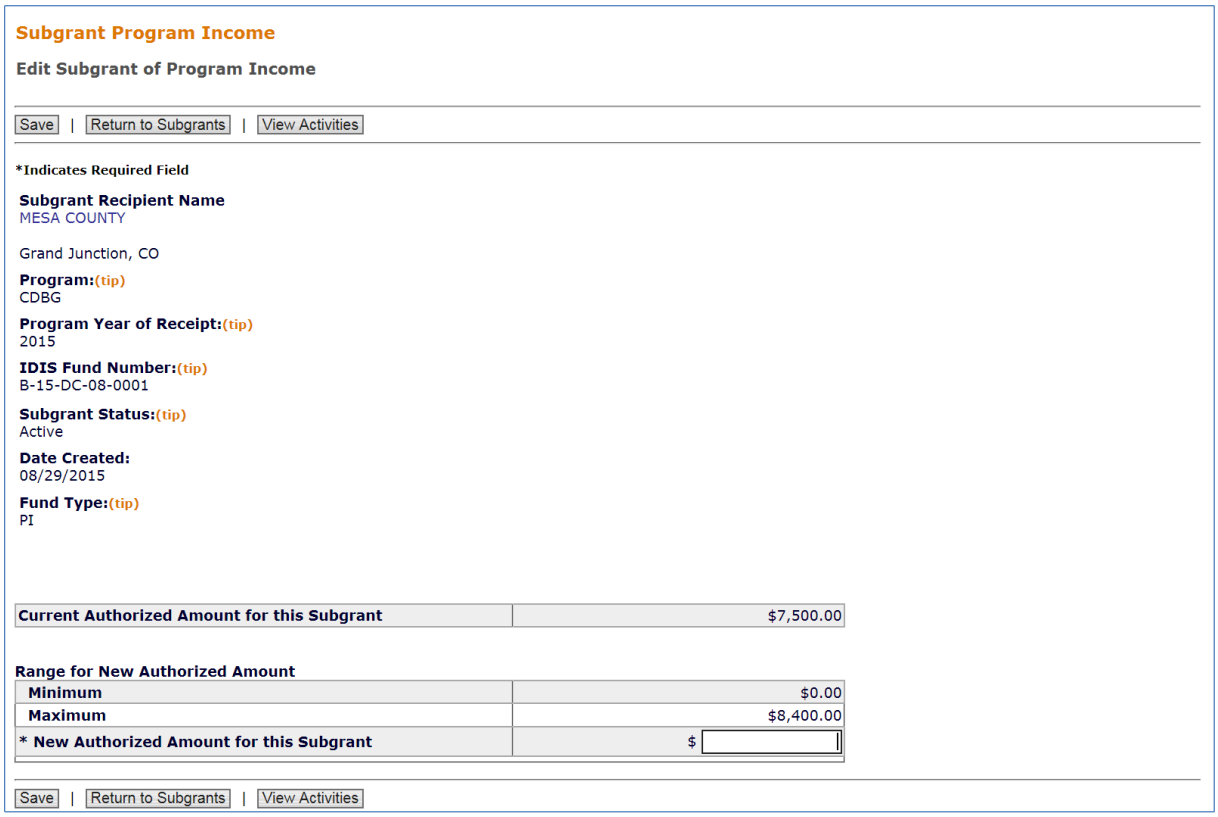

| Program | IDIS Fund Number | Fund Type | Subgrant from Organization Name | Subgrant to Organization Name | Authorized Amount | Minimum Amount | Maximum Amount | Action |
|---|---|---|---|---|---|---|---|---|
| CDBG | B-15-DC-08-0001 | PI | COLORADO | MESA COUNTY | $7,500.00 | $0.00 | $8,400.00 | Edit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

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.




| Field | Description |
|---|---|
| New Authorized Amount for this Subgrant | 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.<br><br>If the NEW AUTHORIZED AMOUNT is changed to $0.00, the subgrant can be deleted on the Search Subgrants results screen. |

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**

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

| | |
|---|---|
| **Authorized Amount** (tip) | $7,500.00 |
| **Subgranted Amount (-)** | $0.00 |
| **Amount Available to Subgrant** | $7,500.00 |
| **Amount Committed to Activities (-)** | $0.00 |
| **Net Drawn Amount** | $0.00 |
| **Drawn Amount (+)** (tip) | $0.00 |
| **Drawdown Pending Amount (+)** (tip) | $0.00 |
| **Amount Available to Draw** | $7,500.00 |
| **Amount Available to Increase Authorized Amount for this Subgrant** | $900.00 |

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 | **CDBG**. |
| Program Year of Receipt | • For PI/SF/RL: Select the year of the receipt account from which the subgrant is to be created. |

| Field | Description |
|---|---|
| | • For LA: Select the year of the grant from which the returned funds were drawn down. |
| IDIS Fund Number | • For PI/SF/RL: Select the correct receipt account number.<br>• For LA: Select the correct grant number. |
| Subgrant Status | Either **Active** or **Inactive**. |
| Date Created | The date the subgrant was created in IDIS. |
| Fund Type | The receipt account from which the subgrant was created: **PI**, **SF**, **RL**, or **LA**. |
| 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**

Return to Subgrants

**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 |

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.