**NEED TO IDENTIFY TYPES OF ORGANIZATIONS
CARRYING OUT CDBG-FUNDED ACTIVITIES
AND INSTRUCTIONS FOR PROVIDING THIS INFORMATION**

Need: HUD has been asked by the White House Office for Faith-based and Community Initiatives to provide information about CDBG-funded activities by December 2005. Specifically, HUD is to provide, by grantee, the types of organizations carrying out CDBG-funded activities, the names of those organizations (excluding contractors), and the amount of CDBG funds expended by those organizations during Federal Fiscal Year (FFY) 2004. As discussed below, screens to obtain this information have been added to IDIS.

Grantees are expected to input the needed data for all activities for which CDBG funds were disbursed during FFY 2004, as appropriate, by November 1, 2005.

Why IDIS: This request for information on the CDBG program coincided with proposed changes in IDIS (scheduled for implementation in December of this year) that included the identification of the type of organization carrying out each activity. This information is needed to ensure that grantees are in compliance with program legislation and regulations that allow CDBG-funded activities to be carried out only by specific types of organizations. Additionally, the CDBG program receives requests for information, such as the number and type of subrecipients carrying out CDBG assisted activities, from other stakeholders, including the Inspector General. In the past, the CDBG program has been unable to provide accurate, timely information in response to these requests and has had to ask grantees to undertake special projects to obtain the desired data. Such requests significantly increase the workload for grantees, as well as HUD staff, since they often required grantees to report information that was not readily available electronically.

In order to respond to the current request from the White House and to minimize the impact on grantees, the CDBG program has accelerated the implementation of the new screens in IDIS that will enable grantees to identify the types of organizations carrying out their activities. This will be required on a routine basis in the future, but, for now, we are asking that grantees give special attention to entering this data into IDIS for activities within the scope of this project. The Office of Block Grant Assistance (OBGA) believes that using IDIS for this purpose is the most cost efficient and effective way to obtain these data for all concerned and will also result in more accurate data being obtained in a more timely manner. Guidance on collecting these data within the timeframe set by the White House is described below. HUD is well aware of your heavy workloads and, in designing this process, has attempted to make it as efficient as possible. OBGA appreciates your cooperation, your professionalism, and your continuing willingness to respond to change.

PROJECT DESCRIPTION

Objective: To identify the types of organizations carrying out CDBG activities, the names of those organizations, and the amount of CDBG funds expended by those organizations.

Scope: Includes all CDBG-funded activities (except planning and administration activities) that had disbursements during FFY 2004: October 1, 2003-September 30, 2004.

Timeframe: The new screens were available in IDIS on July 12, 2005. Data entry for the activities included in this project must be completed by grantees prior to November 1, 2005. HUD Headquarters will then process the data and provide spreadsheets to the White House that will include grantee name, type and name of organization carrying out each activity, and the amount of CDBG funds disbursed for each activity during FFY 2004.

IDIS Screens: Because of the differing record keeping and reporting requirements for the two programs, there will be one version of the new IDIS screens for entitlement grantees and another for states. On both sets of screens, grantees will identify the type of organization carrying out an activity from a series of selections. The screens have been designed to minimize data entry. Since the large majority of activities are carried out by grantees themselves, the **default** setting will be that the activity is being carried out by the grantee. Therefore, no data entry is required when an activity is carried out by employees of entitlement grantees or state grant recipients.   For an activity not carried out by the grantee, additional information is required, including adding the name of the organization carrying out the activity at the beginning of the Activity Name field if the name is not already included in either the Project or Activity Name field.

Process:
- **The new screens identifying the types of organizations carrying out CDBG activities became available in IDIS on July 12, 2005**. These screens were added to all activities in IDIS. At this time, grantees are asked to complete these screens, as appropriate, by November 1 for activities having draws of CDBG funds during FFY 2004. However, grantees should also begin completing these screens for new activities as they are set up, as well as for other activities that are underway but do not fall within the scope of this project, because the screens are a permanent addition to IDIS.

- **Prior to beginning data entry, grantees will first need to identify all activities, other than planning and administration activities, that had draws during FFY 2004**. Grantees may identify these activities by using one or more IDIS reports; three reports identified below provide the information needed to identify activities with FFY 2004 draws. Grantee selection of which report(s) to use will depend on various factors, including individual preference, volume of activities, and/or program year start date. Other reports may also be helpful, and grantees

should use whichever report(s) makes the identification of these activities easiest and fastest for them. Grantees may also have local records that would be helpful in identifying activities for which the new screens must be completed for this project by November 1.

- ✓ The **PR07-Drawdown Report by Voucher Number**. This report displays the details for all of a grantee's drawdown vouchers. Prior to downloading this report, on the Report Parameter screen, enter "B" to select only CDBG activities and select a "Voucher Created Date Range" of October 1, 2003 through September 30, 2004. When those parameters are used, all activities with a Voucher Status of COMPLETE on this report are within the scope of this project. Use BOSMAC to group the report by IDIS Activity ID.

- ✓ The **PR05-Drawdown Report by Project and Activity**. This report displays voucher line items by project and activity. Prior to downloading this report, select "B" on the Report Parameter screen and leave all other fields blank. All activities that have draws between October 1, 2003, and September 30, 2004, for which the Voucher Status is COMPLETE are within the scope of this project. The advantage of this report is that it provides the Activity Name, which may assist in identifying activities that do not need data entered on the new screens because they are either planning and administration activities or they are known to be activities carried out by grantee employees. The disadvantage of this report is that it cannot be limited to a particular date range; therefore, it will contain a larger number of entries that must be reviewed to identify if an activity has at least one completed draw within FFY 2004 to be included in this project.

- ✓ The **PR03-CDBG Activity Summary Report (GPR)**. This report, used alone, will work only for grantees with a program year start date of October 1.   For those grantees, this report will likely be the easiest to use. Prior to downloading this report, select program year 2003 on the Reports Menu. Use BOSMAC to obtain a simple listing of grantee activities. All activities with an amount in the Drawn In column are within the scope of this project. Information in this report should enable grantees to easily identify which activities will require data entry on the new screens.

- **Once activities with draws in FFY 2004 for which the new screens must be completed have been identified, log into IDIS and go into each activity to complete the new screens.** (Reminder: it is not necessary to go into/add information for planning and administration activities and activities carried out by grantee employees.)   Once in an activity, input an "x" by CDBG on the MA08 screen. The next two screens will be the new CDBG03 and CDBG04 screens that describe what type of organization is carrying out the activity. The CDBG04 screen will only appear if certain selections are made on the CDBG03 screen.

Enter the appropriate information about the organization carrying out the activity on these screens. Guidance for entering this information, along with screen shots, is provided below. Check to make sure the organization name appears in either the Project or Activity Name. If it does not, it will be necessary to revise the MA01 for the activity by adding the organization name (names are not required for contractors) to the beginning of the Activity Name field. Then proceed to the next activity and repeat these steps.

- HUD will be monitoring use of the new screens regularly until the November 1, 2005, deadline to ensure information is being entered. HUD will be calling grantees that have not done so and requesting them to provide the appropriate information. There will be some grantees that carry out all of their activities themselves, but HUD will not be able to identify those without making an initial call.

Please contact Karen Pearce at (202) 708-0614 ext. 4684 or Sue Miller at (202) 708-0614 ext. 4640, if you have any questions or need assistance in completing these screens.

INSTRUCTIONS FOR COMPLETING NEW SCREENS
FOR ENTITLEMENT COMMUNITIES and INSULAR AREAS

CDBG03—Identifying Organizations Carrying Out CDBG Activities

Where appropriate, enter information according to the instructions provided below.
Reminder: no data entry is required when the activity is carried out by grantee employees.

```
MM/DD/YY  HH:MM        CDBG ACTIVITY CARRIED OUT BY            CDBG03

 Grantee Activity ID xxxxxxxxxxxxxxxxxx         IDIS Activity ID zzzzzzz9
 Activity Name     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxx


 Is this activity being carried out by the Grantee (Y/N)?  _
 (Either directly and/or through contractors)

 If Yes:  Enter "X" by the appropriate category:
     Activity is being carried out by the grantee through:
           _ Grantee employees
           _ Contractors
           _ Grantee employees and contractors

 If No:   Enter "X" by the appropriate category:
     Activity is being carried out by:
           _ A subrecipient only
           _ A CBDO only
           _ A CBDO designated as a subrecipient
           _ Another public agency


 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

CDBG03 for Entitlement Communities and Insular Areas

DATA FIELD	DESCRIPTION/INSTRUCTION	VALID ENTRIES
Grantee Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
IDIS Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
Activity Name	Carried forward from the Setup Activity screen (MA01).	Protected field
Natl/Obj	Entered on the MC01 screen.	Protected field
Is this activity being carried out by the Grantee?	Defaults to "Y". No entry is required if the activity is carried out by the grantee. If the activity is carried out by another entity, change answer to "N".	Y or N
Grantee employees	Defaults to "x". If the activity is being carried out by the Grantee through its employees, no entry is required. Proceed to the next activity.	X or Blank
Contractors	Enter "x" if the activity is being carried out by the grantee through contractors.	X or Blank
Grantee employees and Contractors	Enter "x" if the activity is being carried out by the grantee through its employees and contractors.	X or Blank
A subrecipient only	Enter "x" if the activity is not being carried out by the grantee and is carried out by a subrecipient that is not a CBDO.	X or Blank
A CBDO only	Enter "x" if the activity is not being carried out by the grantee and is carried out by a CBDO that is not a subrecipient.	X or Blank
A CBDO designated as a subrecipient	Enter "x" if the activity is not being carried out by the grantee and is carried out by a CBDO designated as a subrecipient.	X or Blank
Another public agency	Enter a "x" if the activity is not being carried out by the grantee and is carried out by another public agency, such as a public housing authority or a development agency. If "Another public agency" is selected, no additional information is required. Proceed to the next activity	X or Blank

CDBG04-Subrecipient Screen (for Entitlement Communities and Insular Areas)

The following screen will appear only if an "x" is marked on the CDBG03 screen identifying the organization carrying out the activity as a subrecipient only or a CBDO designated as a subrecipient.

```
MM/DD/YY  HH:MM     CDBG ACTIVITY: SUBRECIPIENT QUESTIONS          CDBG04

 Grantee Activity ID xxxxxxxxxxxxxxxxxx          IDIS Activity ID zzzzzzz9
 Activity Name     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxx

 Enter "X" by the appropriate designation:
  Subrecipient is:
    _ Non-profit organization
     OR
    _ For-profit authorized under 570.201(o)



 Enter "X" by all that apply:
  Subrecipient is:
    _ A faith-based organization
    _ An institution of higher education




 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

CDBG04 – Subrecipient screen for Entitlement Communities and Insular Areas

DATA FIELD	DESCRIPTION/INSTRUCTION	VALID ENTRIES
Grantee Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
IDIS Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
Activity Name	Carried forward from the Setup Activity screen (MA01). (See * **Note** * below.)	Protected field
Natl/Obj	Entered on the MC01 screen.	Protected field
Non-profit organization	Enter "x" if the subrecipient carrying out this activity is a non-profit organization.	X or Blank
For-profit authorized under 570.201(o)	Enter "x" if the subrecipient carrying out this activity is a for-profit entity authorized under 570.201(o).	X or Blank
A faith-based organization	Enter "x" if subrecipient carrying out the activity is a faith-based organization.	X or Blank
An institution of higher education	Enter "x" if subrecipient carrying out the activity is an institution of higher education.	X or Blank
* **Note:** * Activity Name	Verify that organization name is in the Project or Activity Name field; if not, edit MA01 screen and add name at start of the Activity Name field.	Edit field on MA01 screen

CDBG04-CBDO Screen (for Entitlement Communities and Insular Areas)

The following screen will appear only if an "x" is marked on the CDBG03 screen identifying the organization carrying out the activity as a CBDO only.

```
MM/DD/YY  HH:MM        CDBG ACTIVITY: CBDO QUESTIONS              CDBG04

 Grantee Activity ID xxxxxxxxxxxxxxxxxx          IDIS Activity ID zzzzzzz9
 Activity Name     xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxx

 Enter "X" by the appropriate designation:
  CBDO is:
     _ Non-profit organization
      OR
     _ For-profit entity




 Enter "X" by all that apply:
  CBDO is:
     _ A faith-based organization
     _ An institution of higher education




 (This line reserved for messages)
 F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

CDBG04 -CBDO Screen for Entitlement Communities and Insular Areas

DATA FIELD	DESCRIPTION/INSTRUCTION	VALID ENTRIES
Grantee Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
IDIS Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
Activity Name	Carried forward from the Setup Activity screen (MA01). (See * **Note** * below.)	Protected field
Natl/Obj	Entered on the MC01 screen.	Protected field
Non-profit organization	Enter "x" if the CBDO carrying out this activity is a non-profit organization.	X or Blank
For-profit entity	Enter "x" if the CBDO carrying out this activity is a for-profit entity.	X or Blank
A faith-based organization	Enter "x" if CBDO carrying out the activity is a faith-based organization.	X or Blank
An institution of higher education	Enter "x" if CBDO carrying out the activity is an institution of higher education.	X or Blank
* **Note** * Activity Name	Verify that organization name is in the Project or Activity Name field; if not, edit MA01 screen and add name at start of the Activity Name field.	Edit field on MA01 screen.

INSTRUCTIONS FOR COMPLETING NEW SCREENS
FOR STATES

CDBG03—Identifying Organizations Carrying Out CDBG Activities

Where appropriate, enter information according to the instructions provided below.
Reminder: no data entry is required when the activity is carried out by employees of the
state grant recipient.

```
MM/DD/YY  HH:MM        CDBG ACTIVITY CARRIED OUT BY              CDBG03


 Grantee Activity ID xxxxxxxxxxxxxxxxx          IDIS Activity ID zzzzzzz9
 Activity Name    xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxx


 Is this activity being carried out by a State Grant Recipient (Y/N)?  _
 (Either directly and/or through contractors)


 If Yes:  Enter "X" by the appropriate category:
    Activity is being carried out by the grantee through:
             _ Grantee employees
             _ Contractors
             _ Grantee employees and contractors


 If No:   Enter "X" by the appropriate category:
    Activity is being carried out by:


          _ A 105(a)(15) entity


          _ Another public agency




 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

CDBG03 for States

DATA FIELD	DESCRIPTION/INSTRUCTION	VALID ENTRIES
Grantee Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
IDIS Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
Activity Name	Carried forward from the Setup Activity screen (MA01).	Protected field
Natl/Obj	Entered on the MC01 screen.	Protected field
Is this activity being carried out by the state grant recipient?	Defaults to "Y". No entry is required if the activity is carried out by the state's grantee. If the activity is carried out by another entity, answer "N".	Y or N
Grantee employees	Defaults to "x". If the activity is being carried out by the state's grantee through its employees, no entry is required. Proceed to the next activity.	X or Blank
Contractors	Enter a "x" if the activity is being carried out by the state's grantee through contractors.	X or Blank
Grantee employees and Contractors	Enter a "x" if the activity is being carried out by the state's grantee through its employees and contractors.	X or Blank
A 105(a)(15) entity	Enter a "x" if the activity is not being carried out by the state's grantee and is carried out by a 105(a)(15) entity.	X or Blank
Another public agency	Enter a "x" if the activity is not being carried out by the state's grantee and is carried out by another public agency, such as a public housing authority or a redevelopment agency. If "Another public agency" is selected, no additional information is required. Proceed to the next activity.	X or Blank

CDBG04-Section 105(a)(15) entity Screen

The following screen will appear only if an "x" is marked on the CDBG03 screen identifying the organization carrying out the activity as a Section 105(a)(15) entity.

```
MM/DD/YY  HH:MM        CDBG ACTIVITY CARRIED OUT BY CONT.          CDBG04

 Grantee Activity ID xxxxxxxxxxxxxxxxxx          IDIS Activity ID zzzzzzz9
 Activity Name      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxx

 Enter "X" by the appropriate designation:
  105(a)(15) entity is:
    _ Non-profit organization
     OR
    _ For-profit entity




 Enter "X" by all that apply:
  105(a)(15) entity is:
    _ A faith-based organization
    _ An institution of higher education




 (This line reserved for messages)
 F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

CDBG04 for States

DATA FIELD	DESCRIPTION/INSTRUCTION	VALID ENTRIES
Grantee Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
IDIS Activity ID	Carried forward from the Setup Activity screen (MA01).	Protected field
Activity Name	Carried forward from the Setup Activity screen (MA01). (See ***Note*** below.)	Protected field
Natl/Obj	Entered on the MC01 screen.	Protected field
Non-profit organization	Enter a "x" if the Section 105(a)(15) entity carrying out this activity is a non-profit organization.	X or Blank
For-profit entity	Enter a "x" if the Section 105(a)(15) entity carrying out this activity is a for-profit entity.	X or Blank
A faith-based organization	Enter a "x" if the Section 105(a)(15) entity carrying out the activity is a faith-based organization.	X or Blank
An institution of higher education	Enter a "x" if the Section 105(a)(15) entity carrying out the activity is an institution of higher education.	X or Blank
***Note*:** Activity Name	Verify that organization name is in the Project or Activity Name field; if not, edit MA01 screen and add name at start of the Activity Name field.	Edit field on MA01 screen