

GUIDANCE FOR REPORTING CDBG ACCOMPLISHMENTS IN IDIS

Purpose

To ensure that HUD has accurate and timely information on grantee performance, the CDBG Entitlement Division is issuing the following guidance for reporting accomplishment data in IDIS. HUD requires reliable, comprehensive information regarding program performance in order to comply with the Government Performance and Results Act of 1993, fulfill reporting requirements for Congress and other stakeholders, measure progress made in meeting Business and Operating Plan goals, monitor grantee performance, and evaluate overall program results. This guidance is intended to assist grantees in providing information needed for HUD to meet these requirements.

Contents

This document contains guidance on the following subjects:

- Timely reporting of accomplishment data
- Avoiding duplication in reporting accomplishments
- Assigning correct matrix codes and national objectives to activities
- How to report information on the following IDIS screens:

Common Path

MA04 – Activity Set Up Screen

CDBG Program Path

MX03 – Area Benefit Data Screen

MA05 – Direct Benefit Screen

MC02 – Direct Benefit Screen Continued

MC04 – Setup Multi-Unit Activity Screen

MC05 – Completion Multi-Unit Activity Screen

MA07 – Job Creation/Retention Screen

- Identifying the IDIS screens from which the various accomplishment data on the Grantee Performance Report (GPR), PR03, originate.

Some of the information contained in this guidance has already been presented in the IDIS Reference Manual but is repeated herein to provide grantees with a comprehensive reference on reporting CDBG accomplishments.

Timely Reporting of Accomplishment Data—When and how often should grantees report accomplishments?

Grantees should report *proposed* accomplishments on the MA04 screen when setting up an activity in IDIS. Expected accomplishments on the MC04 and MC07 screens, for

multi-unit housing and job creation/retention activities respectively, should also be entered at the time the activity is set up in IDIS.

It is recommended that grantees report *actual* accomplishments as they are achieved or on a quarterly basis, at a minimum. However, grantees are **required** to report *actual* accomplishments at the completion of an activity and/or the end of their program year, whichever comes first.

Avoiding Duplicate Reporting

When reporting accomplishments in IDIS, it is important to avoid double counting. An accomplishment may be double-counted by reporting it for more than one activity or by incorrectly reporting accomplishments within an individual activity.

- Within an individual activity, duplicate reporting is most likely to occur on the MA04 screen, most often for multi-year activities. On the MA04 screen, report proposed accomplishments in the first year of a multi-year activity. If the number of proposed accomplishments increases during subsequent years due to the addition of funds or due to other circumstances, the additional proposed accomplishments should be reported in the year in which the increase was identified. Report actual accomplishments achieved during each program year. Report an accomplishment only one time. Do not report an accomplishment that has previously been reported in another program year. All other screens ask for cumulative accomplishment data and, therefore, are not as prone to duplicate entries.

Use the following examples as guides to correctly report accomplishments on the MA04 screen. The first example depicts a housing rehabilitation activity begun in program year 1998 in which 20 housing units were to be rehabilitated. In 2000, the grantee determined that four additional housing units could be rehabilitated due to cost underruns. Ten housing units were completed in 1998, six in 1999, and eight in 2000. The final draw was made during program year 2001. The MA04 screen should be filled out as follows: for PY 1998, the MA04 screen shows twenty proposed housing units and ten units completed; for PY 1999, the MA04 screen shows zero proposed housing units and six units completed; for PY 2000, the MA04 screen shows four proposed units and eight units completed; and, for PY 2001, the MA04 screen shows no proposed or actual units since all units had been completed and reported in previous years.

NOTE: Dates appearing in the upper left hand corner of the IDIS screens used in the examples contained in these guidelines are the dates the screens were printed and should be ignored.

11/19/01	11:23	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1586
ACTIVITY NAME: MANOR LAKE			
ACTIVITY STATUS CODE: 3 UNDERWAY		COMPLETION DATE: __ / __ / ____	
ACCOMPLISHMENT DATA:		REPORT YEAR: 1998	
	TYPE		UNITS
PROPOSED	10 HOUSING UNITS	-	00000020
ACTUAL	10 HOUSING UNITS		00000010
ACCOMPLISHMENTS NARRATIVE:			
TEN HOUSING UNITS WERE COMPLETED IN 1998.			

F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

10/31/01	09:21	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1586
ACTIVITY NAME: MANOR LAKE			
ACTIVITY STATUS CODE: 3 UNDERWAY		COMPLETION DATE: __ / __ / ____	
ACCOMPLISHMENT DATA:		REPORT YEAR: 1999	
	TYPE		UNITS
PROPOSED	10 HOUSING UNITS		
ACTUAL	10 HOUSING UNITS		00000006
ACCOMPLISHMENTS NARRATIVE:			
SIX HOUSING UNITS WERE COMPLETED IN 1999.			

F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

11/19/01	11:23	SETUP	ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:		1586
ACTIVITY NAME: MANOR LAKE				
ACTIVITY STATUS CODE: 3 UNDERWAY		COMPLETION DATE: _ / _ / _		
ACCOMPLISHMENT DATA:		REPORT YEAR: 2000		
	TYPE		UNITS	
PROPOSED	10 HOUSING UNITS		000000004	
ACTUAL	10 HOUSING UNITS		000000008	
ACCOMPLISHMENTS NARRATIVE:				
EIGHT UNITS WERE COMPLETED IN 2000. REHABILITATION HAS BEEN COMPLETED ON ALL 24 UNITS.				

F1 = HELP F3 = VALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD				

10/30/01	14:56	SETUP	ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:		1586
ACTIVITY NAME: MANOR LAKE				
ACTIVITY STATUS CODE: 2 COMPLETED		COMPLETION DATE: 10 / 10 / 2001		
ACCOMPLISHMENT DATA:		REPORT YEAR: 2001		
	TYPE		UNITS	
PROPOSED	— _____		_____	
ACTUAL	— _____		_____	
ACCOMPLISHMENTS NARRATIVE:				
THE FINAL DRAW WAS MADE IN 2001. ACCOMPLISHMENTS WERE REPORTED IN PRIOR YEARS.				

F1 = HELP F3 = VALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD				

The next example depicts the reporting of accomplishments on the MA04 screen for a public facility improvement activity. Begun in program year 1998, rehabilitation of the SAM Senior Center in Anytown, Ohio was completed in PY 2000. The MA04 screen should be filled out as follows: for PY 1998, the proposed accomplishment is one Public Facility and actual accomplishment is zero; for PY 1999, both proposed and actual accomplishments are zero; and, for PY 2000, the proposed accomplishment is zero, and the actual accomplishment should be recorded as one Public Facility.

10/30/01	15:02	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1587
ACTIVITY NAME: SAM SENIOR CENTER			
ACTIVITY STATUS CODE: 4 FUNDS BUDGETED		COMPLETION DATE: __ / __ / ____	
ACCOMPLISHMENT DATA:		REPORT YEAR: 1998	
PROPOSED	11	PUBLIC FACILITIES	000000001
ACTUAL	__	PUBLIC FACILITIES	_____
ACCOMPLISHMENTS NARRATIVE:			
THREE YEAR ACTIVITY TO RENOVATE SENIOR CENTER.			
EXPECTED TO BE COMPLETED IN 2000.			

DATA SAUED			
F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE			
F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

10/30/01	15:02	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1587
ACTIVITY NAME: SAM SENIOR CENTER			
ACTIVITY STATUS CODE: 3 UNDERWAY		COMPLETION DATE: __ / __ / ____	
ACCOMPLISHMENT DATA:		REPORT YEAR: 1999	
PROPOSED	__	PUBLIC FACILITIES	_____
ACTUAL	__	PUBLIC FACILITIES	_____
ACCOMPLISHMENTS NARRATIVE:			
THREE YEAR ACTIVITY TO REHAB SENIOR CENTER EXPECTED TO BE COMPLETED			
IN 2000.			

DATA SAUED			
F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE			
F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

10/30/01	15:08	SETUP	ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1587	
ACTIVITY NAME:	SAM SENIOR CENTER			
ACTIVITY STATUS CODE:	2 COMPLETED	COMPLETION DATE:	10 / 10 / 2001	
ACCOMPLISHMENT DATA:		REPORT YEAR:	2000	
	TYPE		UNITS	
PROPOSED	—			
ACTUAL	11 PUBLIC FACILITIES		000000001	
ACCOMPLISHMENTS NARRATIVE:				
THREE YEAR ACTIVITY TO REHAB SENIOR CENTER COMPLETED IN 2000.				

F1 = HELP F3 = VALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE				
F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD				

- If a grantee sets up separate activities for activity delivery costs associated with carrying out CDBG-assisted activities, particularly housing rehabilitation and economic development activities, duplication in reporting accomplishments will occur if grantees report accomplishments for both activity delivery and the activity actually being undertaken. When activity delivery costs support another CDBG-assisted activity, the grantee should report proposed and actual accomplishments *only* for the activity that is actually being undertaken with the assistance. No accomplishments should be reported for the activity set up to track activity delivery costs. It should be noted that many grantees do not set up separate activities for activity delivery costs, instead, including those costs in the activity that is actually being undertaken. This method of setting up activities eliminates the risk of double counting accomplishments; however, both methods discussed above are acceptable.

When CDBG-funded activities undertaking actual housing rehabilitation are coded 14A-D, 14F, 14G, and 14I, and the activity delivery costs for those activities are reported separately using 14H as the matrix code, *only* report accomplishments for those activities in which the actual rehabilitation is taking place as shown in the example below.

10/09/01	12:01	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1580
ACTIVITY NAME: RESIDENTIAL REHAB MAPLE SUBDIVISION			
ACTIVITY STATUS CODE: 2 COMPLETED		COMPLETION DATE: 10 / 10 / 2001	
ACCOMPLISHMENT DATA:		REPORT YEAR: 2001	
	TYPE		UNITS
PROPOSED	10 HOUSING UNITS		00000002
ACTUAL	10 HOUSING UNITS		00000002
ACCOMPLISHMENTS NARRATIVE:			
ROOF REPLACEMENTS COMPLETE.			

F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

10/09/01	12:02	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:	1581
ACTIVITY NAME: RESIDENTIAL REHAB OAK SUBDIVISION			
ACTIVITY STATUS CODE: 2 COMPLETED		COMPLETION DATE: 10 / 10 / 2001	
ACCOMPLISHMENT DATA:		REPORT YEAR: 2001	
	TYPE		UNITS
PROPOSED	10 HOUSING UNITS		00000003
ACTUAL	10 HOUSING UNITS		00000003
ACCOMPLISHMENTS NARRATIVE:			
PAINTING COMPLETE.			

F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

10/31/01	09:08	SETUP	ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR:		HUD ACTIVITY NBR:		1585
ACTIVITY NAME: REHAB ADMINISTRATION - COUNTY WIDE				
ACTIVITY STATUS CODE: 2 COMPLETED		COMPLETION DATE: 10 / 10 / 2001		
ACCOMPLISHMENT DATA:		REPORT YEAR: 2001		
	TYPE		UNITS	
PROPOSED	—	_____	_____	
ACTUAL	—	_____	_____	
ACCOMPLISHMENTS NARRATIVE:				
ACTIVITY DELIVERY COSTS FOR ALL CDBG-FUNDED RESIDENTIAL REHABILITATION				
ACTIVITIES. ACCOMPLISHMENTS ARE REPORTED UNDER THE INDIVIDUAL				
ACTIVITIES CARRYING OUT THE REHABILITATION, 1580 AND 1581.				

F1 = HELP F3 = VALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE				
F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD				

When CDBG funds are used only for the activity delivery costs of housing rehabilitation activities, and other funds, such as a city's General Fund or HOME funds, are used to actually carry out the rehab, accomplishments should then be reported under 14H, Housing Rehabilitation Administration. In this case, the number of housing units reported would not be duplicated by another CDBG activity since the activity delivery reflects the total CDBG contribution to the housing rehabilitation project.

Assigning Correct Matrix Codes and National Objectives

Assigning correct matrix codes and national objectives to activities is important, not only in recording the eligibility of activities, but also in accurately reporting accomplishment data. The matrix code and national objective selected for an activity generally identify the purpose for which assistance is provided and determine the type of accomplishment units that should be reported. When HUD aggregates accomplishment data to the national level to fulfill reporting requirements to Congress or provide requested information, data in IDIS are generally aggregated by matrix code. Therefore, grantees across the country must be consistent in uniformly applying matrix codes and national objectives to activities. The Definitions of IDIS Matrix Codes at http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/systems/idis/pdf/refmanual/ref_man_b.pdf and the Matrix Code/National Objective Table at http://www.hud.gov/offices/cpd/systems/idis/resources/cdbg_xref.cfm provide assistance in selecting the correct codes. If, after reviewing these materials, you still have questions regarding the correct codes to assign to an activity, your HUD Field Office Representative can assist you in making your determination.

Some general tips regarding matrix codes follow:

- When selecting a matrix code for an activity, use the most specific code that applies. The 03 code for Public Facilities and Improvements and the 05 code for Public Services should be used only when an activity does not match any of the more specific codes under these general categories.
- 03T, Operating Costs of Homeless/AIDS Programs, is a public service activity under the CDBG program, and all expenditures for activities with this matrix code are included in calculating the public services cap on the financial summary (line number 26).
- Some grantees make incorrect determinations about whether activities should have matrix codes under the Public Facilities and Improvements category or under the Public Services category.

When undertaking activities involving *physical improvements*, such as construction or rehabilitation, to public facilities or infrastructure, assign a Public Facilities and Improvements code.

A Public Services code should be assigned to activities *providing services*, such as the delivery of meals to senior citizens and HIV/AIDS patients, substance abuse recovery programs, recreational and counseling programs for teenagers, employment training programs, and legal aid. As allowed under the regulations, Public Services activities may include the cost of renting a facility in which a service is located/provided, as well as the cost of operating and maintaining that portion of the facility used by the service.

- Assign matrix code 05 to activities that provide housing counseling. 05R, direct homeownership, should be used *only* when housing counseling is an ancillary function associated with homeownership assistance being provided as a public service. While matrix code 13 reflects homeownership assistance allowable under 570.201(n), housing counseling is not eligible under 13 because it is not included as one of the eligible activities under this category in the statute. Therefore, housing counseling provided in conjunction with homeownership under 570.201(n)/ matrix code 13 should be classified separately as a public service under 05.
- Assign matrix code 14H to report activity delivery costs directly related to carrying out rehabilitation activities eligible under 570.202. Activities using this code may not include the costs of the actual rehabilitation.
- Also assign 14H to activities assisted under 570.201(k), housing services in conjunction with HOME projects.

ENTERING DATA ON THE ACTIVITY SET UP (MA04) SCREEN

The MA04 screen should be completed for all activities except those for which accomplishment reporting is not required (e.g., planning and administration activities, and the repayment of Section 108 loans). *Proposed* accomplishments should be reported at the time an activity is set up in IDIS. For multi-year activities, when an increase in the number of *proposed* accomplishments is identified in subsequent years, the additional *proposed* accomplishments should be reported in the year in which the increase is identified.

It is recommended that grantees report *actual* accomplishments as they are achieved or on a quarterly basis, at a minimum. However, grantees are **required** to report *actual* accomplishments at the completion of an activity and/or the end of their program year, whichever occurs first. For each report year on the MA04 screen, report only those accomplishments achieved during that program year.

Some grantees mistakenly report only low/mod accomplishments on the MA04 screen. *All* proposed and actual accomplishments should be reported on this screen; the number of low/mod accomplishments is specifically identified on other screens in IDIS.

12/05/01	07:49	SETUP ACTIVITY	C04MA04
GRANTEE ACTIVITY NBR: C01-048		HUD ACTIVITY NBR:	1577
ACTIVITY NAME: SANITARY SEWER SYSTEM - UPPER BERN			
ACTIVITY STATUS CODE: 4 FUNDS BUDGETED		COMPLETION DATE: ___ / ___ / ___	
ACCOMPLISHMENT DATA:		REPORT YEAR: 2001	
TYPE		UNITS	
PROPOSED	11 PUBLIC FACILITIES	000000001	
ACTUAL	—		
ACCOMPLISHMENTS NARRATIVE:			

F1 = HELP F3 = UALD F4 = MAIN F5 = PROJ INFO F7 = PRU F8 = NXT F9 = SAVE			
F10 = MA09 F11 = INSRT F13 = DELET F14 = UPD LG NARR F17 = BACK F18 = FWD			

ACTIVITY STATUS CODE: Change the Activity Status Code to COMPLETE for an activity only once all the funds have been spent, **the national objective has been met, and** all accomplishments have been reported under the Accomplishment Data and

Accomplishments Narrative sections of the screen **and in the screens in the CDBG Program Completion Path.**

ACCOMPLISHMENT DATA

ACCOMPLISHMENT TYPE: Assign the Accomplishment Type according to the matrix code and national objective of the activity using the following table. Note that, for some matrix code and national objective combinations, there is a choice of Accomplishment Codes that will depend on the specific activity being undertaken. However, of the 16 Accomplishment Codes available for use in this field, CDBG grantees should only use one of the following seven codes to record accomplishments for a given activity:

- 01 People**
- 04 Households**
- 08 Businesses**
- 09 Organizations**
- 10 Housing Units**
- 11 Public Facilities**
- 13 Jobs**

NOTE: When using the Households Accomplishment Code, only report the number of households, not the number of individuals in each household. When using the Jobs Accomplishment Code, report the number of jobs as Full-Time Equivalents (FTEs).

Allowing only certain Accomplishment Codes for each matrix code and national objective combination will enable HUD to obtain more uniform data for reporting to Congress and assessing program performance. Using the Accomplishment Codes specified below will, in some cases, also provide HUD with data not available from other IDIS screens. For instance, for public facilities activities with a low/mod area (LMA) national objective, the number of persons served may be derived from information provided on the MX03 screen, so on the MA04 screen only the number of public facilities assisted should be reported. Thus, although not necessarily intuitive, using the specified Accomplishment Codes will provide HUD with additional data sets that may be used in responding to requests for information about CDBG performance. Also, for some matrix codes, job-related national objectives, although allowed, are not listed, since it seemed highly unlikely that certain activities would result in the creation or retention of jobs.

It should also be noted that the matrix code assigned to an activity does not establish the activity's eligibility. An activity must be eligible in the accordance with the regulations at 570.201 through 570.207. Grantees need to refer to eligibility information in the regulations to determine an activity's eligibility; the matrix codes are simply used to categorize activities for reporting purposes.

Matrix Code	National Objective	Accomplishment Type
01 Acquisition of Real Property	LMA, LMC, SBA, SBS, SBR, URG,	01 People 08 Businesses 11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
02 Disposition When the property will be used for the purpose for which it was acquired, use the same Accomplishment Code that was or should have been used for acquisition of the property. When a property is disposed of for a use other than for which it was acquired, use the Accomplishment Code that corresponds to the new use.	LMA, LMC, SBA, SBR, URG	01 People 08 Businesses 11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
03 Public Facilities and Improvements (General)	LMA, LMC, SBA, SBS, SBR, URG	01 People 11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03A Senior Centers	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03B Handicapped Centers	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03C Homeless Facilities (not operating costs)	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03D Youth Centers	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03E Neighborhood Facilities	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03F Parks, Recreational Facilities	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJFI	13 Jobs

03G Parking Facilities	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03I Flood Drainage Improvements	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03J Water/Sewer Improvements	LMA, LMC, SBA, SBS, SBR, URG	01 People
	LMH, LMHSP	10 Housing Units
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03K Street Improvements	LMA, LMC, SBA, SBS, SBR, URG	01 People
	LMH, LMHSP	10 Housing Units
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03L Sidewalks	LMA, LMC, SBA, SBS, SBR, URG	01 People 11 Public Facilities When the sole purpose of an activity is to create curb cuts, report the number of curb cuts using the Public Facilities code. When creating curb cuts is carried out in conjunction with other sidewalk improvements, report the number of People.
	LMH, LMHSP	10 Housing Units
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03M Child Care Centers	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03N Tree Planting	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities

03O Fire Station/Equipment	LMA, , SBA, SBS, SBR, URG	11 Public Facilities
	LMJFI	13 Jobs
03P Health Facilities	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03Q Abused and Neglected Children Facilities	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03R Asbestos Removal	LMA, LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC, SBA, SBS, SBR, URG	11 Public Facilities
	LMJ, LMJFI, LMJP, LMAFI, LMASA	13 Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC, SBA, URG	01 People
04 Clearance and Demolition Use code that most clearly describes what is being cleared or demolished.	LMA, LMC, SBA, SBS, SBR, URG	08 Businesses 10 Housing Units 11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	11 Jobs
04A Cleanup of Contaminated Sites Report the number of sites cleaned based on the primary use of the site after clean-up (i.e., not the number of businesses).	LMA, LMC, SBA, SBS, SBR, URG	08 Businesses 11 Public Facilities
	LMH, LMHSP	10 Housing Units
05 Public Services (General)	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 Battered and Abused	LMC, SBA, URG, LMCSV	01 People

Spouses		
05H Employment Training	LMA, LMC, SBA, URG, LMCSV	01 People
05I Crime Awareness	LMA, LMC, SBA, URG, LMCSV	01 People
05J Fair Housing Activities (Subject to Pub. Services. Cap)	LMA, LMC, SBA, URG, LMCSV	01 People
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 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 Based Paint/Lead Hazards	LMC, SBA, URG, LMCSV	01 People
05Q Subsistence Payments	LMC, SBA, URG, LMCSV	01 People
05R Homeownership Assistance (not direct)	SBA, URG, LMCSV, LMH, LMHSP	04 Households
05S Rental Housing Subsidies	SBA, URG, LMCSV LMH, LMHSP	04 Households
05T Security Deposits	SBA, URG, LMCSV LMH, LMHSP	04 Households
06 Interim Assistance	LMA, SBA, SBS, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
07 Urban Renewal Completion	LMA, LMC	08 Businesses 11 Public Facilities
	LMH, LMHSP	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
08 Relocation	LMA, LMC, SBA, SBS, SBR, URG	01 People 04 Households 08 Businesses 11 Organizations (non-profits)
	LMH, LMHSP	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs

09 Loss of Rental Income	LMA, LMC, SBA, SBS, SBR, URG, LMH, LMHSP LMJ, LMJP, LMAFI, LMASA	01 People Report the number of owners to whom payments are made.
11 Privately Owned Utilities	LMH, LMHSP, LMA, LMC, SBA, SBS, SBR, URG, LMJ, LMJP, LMAFI, LMASA	08 Businesses Report the number of private utilities assisted.
12 Construction of Housing New construction of housing with CDBG funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).	LMH, SBA, SBR, URG, LMHSP	10 Housing Units
13 Direct Homeownership Assistance	LMH, LMHSP	04 Households
14A Rehab: Single Unit Residential	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units
14C Public Housing Modernization	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units
14D Rehab: Other Publicly-Owned Residential Buildings	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units
14E Rehab: Publicly or Privately-Owned Commercial/Industrial	LMA, LMC, SBA, SBS, SBR URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Energy Efficiency Improvements	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units
14G Acquisition for Rehabilitation	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units 08 Businesses 09 Organizations
14H Rehabilitation Administration	LMA, LMC, SBA, SBS, SBR, URG, LMJ, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
	LMH, LMHSP	10 Housing Units
14I Lead Based Paint/Hazards Test/Abatement	LMH, SBA, SBS, SBR, URG, LMHSP	10 Housing Units For proposed and actual units, report the number of Housing Units abated. In the Accomplishments Narrative, when appropriate, identify the number of housing units tested and number of

		children screened.
15 Code Enforcement	LMA, SBA, SBR, URG	01 People Report People when a Code Enforcement activity consists of inspecting privately-owned vacant lots and/or tagging abandoned vehicles. 10 Housing Units 08 Businesses 09 Organizations When a Code Enforcement activity includes inspection of multiple types of property including Housing Units, report Housing Units inspected in the proposed and actual units fields and report the number of People, Businesses and/or Organizations inspected, as appropriate, in the Accomplishments Narrative.
16A Residential Historic Preservation	LMH, SBA, SBS, SBR, LMHSP	10 Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, SBA, SBS, SBR, LMJ, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
17A CI Land Acquisition/Disposition	LMA, LMC, SBA, SBS, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17B CI Infrastructure Development	LMA, LMC, SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17C Building Acquisition, Construction, Rehabilitation	LMA, LMC, SBA, SBS, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
17D Other Commercial/Industrial Improvements	LMA, LMC, SBA, SBS, SBR, URG, LMAFI, LMASA	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs

18A ED Direct Financial Assistance to For-Profits	LMA	08 Businesses Report the number of businesses assisted. Do not report the number of persons in the service area. That information can be derived from data entered on the MX03 screen.
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
	SBA, SBR, URG	08 Businesses
18B ED Technical Assistance	LMA, SBA, SBR, URG, LMCSV	08 Businesses Report Businesses in the proposed and actual units fields, and, where appropriate, report the number or people trained and/or provided support services in the Accomplishments Narrative.
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
18C Micro-Enterprise Assistance	LMA, LMC, SBA, SBR, URG, LMCMC	08 Businesses: Report the number of businesses served when an activity assists a micro-enterprise, including assistance in creating a micro-enterprise. 01 People: Report the number of people served when an activity provides training to assist people in developing and operating a micro-enterprise. If an activity undertakes both of these functions, report only the number of businesses assisted in the units fields. The number of persons trained should be reported in the accomplishment narrative.

	LMJ, LMJP, LMAFI, LMSA	13 Jobs
19A CDBG Funding of HOME Administration	NONE	NONE
19B CDBG Funding of HOME CHDO Operating Costs	NONE	NONE
19C CDBG Non-profit Organization Capacity Building	ALL	09 Organizations
19D CDBG Assistance to Institutes of Higher Education	LMA, LMC, LMH, LMHSP, LMJ, LMJFI, LMJP, SBA, SBS, SBR, URG	Determine the eligible activity to be carried out by the institute and identify the correct matrix code and national objective for the activity. Then, use this table to assign the appropriate Accomplishment Code.
19E CDBG Operation and Repair of Foreclosed Property	LMA LMH, LMHSP	10 Housing Units
19F, 19G, 20, 21A-E, 21H, 21I, 22	NONE	NONE

PROPOSED ACCOMPLISHMENT UNITS: Report proposed accomplishment UNITS for single-year activities at the time an activity is set up in IDIS. Report proposed accomplishment UNITS for multi-year activities in the first year of the activity. If the proposed number of units is increased in subsequent years due to increased funding or other circumstances, the additional units proposed should be reported in the year in which the increase was identified. Report only the additional number of units proposed in a given year.

ACTUAL ACCOMPLISHMENT UNITS: Report actual accomplishment UNITS periodically, quarterly at a minimum, and at the completion of an activity and/or at the end of the program year, which occurs first. For each report year for multi-year activities, report only those accomplishments which have been achieved in that program year. That is, report only annual accomplishments for each year; do not report cumulative accomplishments and do not report accomplishments that have been reported in a previous year.

REPORT YEAR: Report accomplishments in the applicable program year, using the F11 key to add new report years, as necessary. Grantees should use F15 (Shift F5) and F16 (Shift F6) to toggle back and forth between the report years they have set up for an activity; HUD personnel use F17 (Shift F7) and F18 (Shift F8) to toggle between report years.

ACCOMPLISHMENTS NARRATIVE: Use the Accomplishments Narrative to more fully describe the progress that has been made toward achieving anticipated accomplishments. Grantees 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 the reason accomplishments have not yet been reported. For multi-year activities, grantees may want to describe progress made from year to year. When CDBG funds are being used to assist two related activities (e.g., cost of rehabilitation and activity delivery costs of the rehabilitation), only report proposed and actual accomplishments under one activity; use the narrative field of the other activity to identify the HUD Activity Number for the activity in which the accomplishments are reported and explain the relationship of the activities.

**ENTERING DATA ON THE AREA
BENEFIT DATA (MX03) SCREEN**

This screen must be completed for activities that meet the national objective of benefiting low- and moderate-income persons on an area basis. Area benefit national objectives are LMA, LMAFI, and LMASA. Enter information on this screen at the time an activity is set up in IDIS.

10/03/01	11:20	AREA BENEFIT DATA	C04MX03
GRANTEE ACTIVITY NBR: C01-048		HUD ACTIVITY NUMBER: 000000001577	
ACTIVITY NAME: SANITARY SEWER SYSTEM - UPPER BERN			
% OF LOW/MOD IN SERVICE AREA : _____ SURVEY OR CENSUS TRACT DETERMINATION? (S/C) : C			
CENSUS TRACT	SEQ NO	<.....	BLOCK GROUPS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
PLEASE ENTER CENSUS TRACT & BLOCK GROUP DATA F1 = HELP F4 = MAIN MENU F5 = PROJ INFO F7 = PREV F8 = NEXT F9 = SAVE F10 = INSERT F17 = UP F18 = DOWN			

% OF LOW/MOD IN SERVICE AREA: Enter the percentage of low- and moderate-income persons in the service area.

SURVEY OR CENSUS TRACT DETERMINATION? Indicate whether a survey or census data was used to determine the percentage of low- and moderate-income persons residing in the area. As stated in the CDBG regulations at 570.208(a)(1)(vi), “Recipients that believe that the census data does not reflect current relative income levels in an area, or where census boundaries do not coincide sufficiently well with the service area of an activity, may conduct (or have conducted) a current survey of residents of the area to determine the percent of such persons that are low and moderate income. HUD will accept information obtained through such surveys, to be used in lieu of the decennial census data, where it determines that the survey was conducted in such a manner that the results meet standards of statistical reliability that are comparable to that of the decennial

census data for areas of similar size.” The survey instrument and methodology must be approved by HUD before such a survey is conducted.

CENSUS TRACT: Identify the census tracts contained in the activity’s service area. Once a census tract is entered, it can be changed but not deleted. You will need to call the IDIS Technical Assistance Unit (TAU) if a census tract needs to be deleted.

BLOCK GROUPS: If the service area includes an entire census tract, do not list the individual block groups within the census tract. If the service area covers less than the total census tract, you must enter the block groups covered by the service area.

**ENTERING DATA ON THE DIRECT
BENEFIT (MA05) SCREEN**

This screen must be completed for all direct benefit activities: those activities having a national objective of LMC, LMCMC, LMCSV, LMH, LMHSP, LMJ, LMJFI, or LMJP. The data on this screen should reflect the total number of persons or households benefitting from an activity since its inception. **Whereas the MA04 screen asks for annual accomplishment data, the Direct Benefit screen and all other screens requesting accomplishment data require cumulative figures.** It is recommended that grantees update data on this screen as accomplishments are achieved or quarterly, at a minimum. However, grantees are **required** to report accomplishments at the completion of an activity and/or the end of their program year, whichever occurs first.

10/03/01	11:24	DIRECT BENEFIT	C04MA05
GRANTEE ACTIVITY NUMBER: C01-042		HUD ACTIVITY NUMBER: 000000001523	
ACTIVITY NAME: RAINBOW HOME-AIDS SERVICES			
COUNTS BY HOUSEHOLDS OR PERSONS? (H/P): _			
TOTAL NUMBER BENEFITTING FROM ACTIVITY: _____			
		WHITE, NON-HISPANIC:	_____
		BLACK, NON-HISPANIC:	_____
		HISPANIC:	_____
		ASIAN/PACIFIC ISLANDER:	_____
		AMERICAN INDIAN/ALASKAN NATIVE:	_____
		TOTAL:	_____
NUMBER OF FEMALE-HEADED HOUSEHOLDS: _____			
		PRESUMED BENEFIT? (Y/N):	N
		NATURE/LOCATION? (Y/N):	N
F1 = HELP F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO			
F7 = PREU F8 = NEXT F9 = SAVE			

COUNTS BY HOUSEHOLDS OR PERSONS? (H/P): Enter “H” or “P” depending on the national objective of the activity. For activities having LMC, LMCMC, LMCSV, LMJ, LMJFI, or LMJP as a national objective, enter “P.” For activities with a LMH or LMHSP national objective enter “H.”

TOTAL NUMBER BENEFITTING FROM ACTIVITY: For an activity having LMC, LMCMC, LMCSV, LMJ, LMJFI, or LMJP as a national objective, enter the total number of persons benefitting from that activity. For an activity having a LMH or LMHSP national objective, enter the total number of households benefitting from that activity. Regardless of the number of persons in a household, it is counted as one household.

WHITE, NON-HISPANIC
BLACK, NON-HISPANIC
HISPANIC
ASIAN/PACIFIC ISLANDER
AMERICAN INDIAN/ALASKAN NATIVE

Enter the number of persons or households served according to the above race/ethnicity groups. One race/ethnicity group must be selected for each person or household served. In the future, the above categories may be expanded to include multi-racial designations; however, until then, one of the above categories must be selected.

TOTAL: Automatically calculated from the above race/ethnicity group counts. This number should equal the TOTAL NUMBER BENEFITTING FROM ACTIVITY.

NUMBER OF FEMALE-HEADED HOUSEHOLDS: Enter the number of households benefitting from this activity that are headed by females.

PRESUMED BENEFIT? (Y/N)
NATURE/LOCATION? (Y/N)

On this screen, grantees are asked if an activity meeting the limited clientele national objective is qualifying based on Presumed Benefit or the Nature/Location of the activity. Enter a Y after PRESUMED BENEFIT if the activity benefits a clientele who are generally presumed to be principally low- and moderate-income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low and moderate income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers.

On the MA05, report the total number of persons benefitting from the activity and the breakdown by race/ethnicity. On the MC02, the TOTAL BENEFICIARIES number is carried forward; enter this number as the TOTAL LOW/MOD BENEFICIARIES. No further breakdown by low/extremely low beneficiaries is required.

Enter a Y after NATURE/LOCATION if the activity is of such a nature and is in such a location, that it may be concluded that the activity's clientele will primarily be low- and moderate-income persons. An example of such an activity would be a child care center

serving a public housing complex. If Y is entered, provide a narrative on the Nature/Location (MA06) screen.

An activity cannot have a Y for both PRESUMED BENEFIT and NATURE/LOCATION because an activity can qualify under only one criteria.

Presumed Benefit and Nature/Location may not be used for activities with a national objective of LMA, LMH, and LMJ.

ENTERING DATA ON THE DIRECT BENEFIT CONTINUED (MC02) SCREEN

This screen must be completed for all direct benefit activities, those activities having national objectives of LMC, LMCMC, LMCSV, LMH, LMHSP, LMJ, LMJFI, and LMJP. Report cumulative accomplishment data on this screen; the data on this screen should reflect the total accomplishments achieved since the inception of the activity. It is recommended that grantees update accomplishments on this screen as they occur or quarterly, at a minimum. However, grantees are **required** to report accomplishments at the completion of an activity and/or at the end of their program year, whichever occurs first.

10/03/01	11:20	DIRECT BENEFIT CONTINUED	0041002
GRANTEE ACTIVITY NBR: C01-010		HUD ACTIVITY NUMBER: 000000001520	
ACTIVITY NAME: YOUTH SERVICES - YOUTH CENTER			
TOTAL BENEFICIARIES: _____ / COUNTS BY _____			
TOTAL LOW/MOD BENEFICIARIES _____			
PERCENTAGE OF LOW/MOD BENEFICIARIES _____			
TOTAL LOW INCOME BENEFICIARIES _____			
TOTAL EXTREMELY LOW INCOME BENEFICIARIES _____			
F1 = HELP F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO F7 = PREU F8 = NEXT F9 = SAVE			

Depending on whether persons or households (P or H) was selected on the Direct Benefit Screen (MAO5), the **TOTAL BENEFICIARIES** number is carried forward to the MC02 screen as Counts by Persons or Counts by Households. When Counts by Persons are reported, enter persons for the following fields on this screen. When Counts by Households are reported, enter households for the following fields.

TOTAL LOW/MOD BENEFICIARIES: Enter the number of persons or households that have benefited from this activity and whose income does not exceed 80 percent of the median family income. This number should include those persons or households who have low and extremely low incomes. This number may be less than, but cannot be greater than the number in the TOTAL BENEFICIARIES field.

PERCENTAGE OF LOW/MOD BENEFICIARIES: Calculated automatically.

TOTAL LOW INCOME BENEFICIARIES: Enter the number of persons or households that have benefited from this activity and whose income exceeds 30 percent but does not exceed 50 percent of the median family income. This number is a subset of the Total Low/Mod Beneficiaries; therefore, it may be less than, but cannot be greater than the number in the TOTAL LOW/MOD BENEFICIARIES field.

TOTAL EXTREMELY LOW INCOME BENEFICIARIES: Enter the number of persons or households that have benefited from this activity and whose income does not exceed 30 percent of the median family income. This number is a subset of the Total Low/Mod Beneficiaries; therefore, it may be less than, but cannot be greater than the number in the TOTAL LOW/MOD BENEFICIARIES field.

**ENTERING DATA ON THE CDBG SETUP
MULTI-UNIT ACTIVITY (MC04) SCREEN**

On this screen, provide information on the number of units existing at the beginning of a multi-unit housing activity and the number of units expected to exist upon completion of that activity. It is not necessary to use this screen for single-unit housing activities. Enter data on this screen at the time the activity is set up in IDIS.

10/30/01	14:39	CDBG SETUP MULTI-UNIT ACTIVITY			C04MC04
GRANTEE ACTIVITY NBR: OB26-02		HUD ACTIVITY NUMBER:		1655	
ACTIVITY NAME: OB-RESIDENTIAL REHABILITATION					
		TOTAL	OCCUPIED	OCCUPIED	PERCENT
				LOW/MOD	LOW/MOD
	UNITS AT START:	___	___	___	
	UNITS EXPECTED AT COMPLETION:	___	___	___	
ESTIMATED COSTS CDBG:		\$779,927		
	OTHER:		\$150,000		

	TOTAL:		\$929,927		
	PERCENT CDBG:		83.8%		
F1 = HELP	F3 = VALDT	F4 = MAIN MENU	F5 = PROJ INFO		
F7 = PREV	F8 = NEXT	F9 = SAVE			

TOTAL UNITS AT START: Enter the number housing units at the start of the activity.

UNITS OCCUPIED AT START: Enter the number of housing units that are occupied at the start of the activity.

UNITS OCCUPIED BY LOW/MOD AT START: Enter the number of housing units that are occupied by low- and moderate-income households at the start of the activity.

PERCENT LOW/MOD UNITS AT START: Calculated automatically.

TOTAL UNITS EXPECTED AT COMPLETION: Enter the total number of housing units expected at the completion of the activity.

OCCUPIED UNITS EXPECTED AT COMPLETION: Enter the number of units expected to be occupied at the completion of the activity.

UNITS OCCUPIED BY LOW/MOD EXPECTED AT COMPLETION: Enter the number of units expected to be occupied by low- and moderate-income households at the completion of this activity.

PERCENT LOW/MOD UNITS EXPECTED AT COMPLETION: Calculated automatically.

CDBG AUTHORIZED COSTS: Carried forward from the Activity Funding Screen.

OTHER: Enter the amount of non-CDBG funds that are contributing to the completion of the activity.

TOTAL: Calculated automatically.

PERCENT CDBG: Calculated automatically.

**ENTERING DATA ON THE CDBG COMPLETION
MULTI-UNIT ACTIVITY (MC05) SCREEN**

On this screen, provide information on the actual units completed for a multi-unit housing activity. It is not necessary to use this screen for single-unit housing activities. Report cumulative accomplishment data on this screen; the data should reflect the accomplishments achieved since the inception of the activity. It is recommended that grantees update accomplishments as they occur or quarterly, at a minimum. However, grantees are **required** to report accomplishments at the completion of an activity and/or the end of their program year, whichever occurs first.

10/30/01	14:42	CDBG COMPLETION MULTI-UNIT ACTIVITY	C04MC05
GRANTEE ACTIVITY NBR: 0B26-02		HUD ACTIVITY NUMBER:	1655
ACTIVITY NAME: 0B-RESIDENTIAL REHABILITATION			
NUMBER OF UNITS COMPLETED:		TOTAL =	OCCUPIED =
		OCCUPIED LOW/MOD	PERCENT LOW/MOD
ACTUAL COST	CDBG:	\$108,735
		OTHER:	\$25,000

		TOTAL:	\$133,735
		PERCENT CDBG:	81.3%
F1 = HELP F3 = VALDT F4 = MAIN MENU F5 = PROJ INFO			
F7 = PREV F8 = NEXT F9 = SAVE			

TOTAL UNITS AT COMPLETION: Enter the total number of housing units at the completion of the activity.

OCCUPIED UNITS AT COMPLETION: Enter the number of units occupied at the completion of the activity.

UNITS OCCUPIED BY LOW/MOD AT COMPLETION: Enter the number of units that are occupied by low- and moderate-income households at the completion of this activity.

PERCENT LOW/MOD UNITS AT COMPLETION: Calculated automatically.

ACTUAL CDBG COST: The total amount of CDBG dollars drawn down for this activity carried forward from the drawdown table.

OTHER: Enter the amount of non-CDBG funds that have been expended on the activity.

PERCENT CDBG: Calculated automatically.

ENTERING DATA ON THE JOB CREATION/RETENTION (MA07) SCREEN

This screen should be completed for all activities having a national objective of LMJ, LMJFI, LMJP, or LMCMC. The purpose of this screen is to identify the type of assistance being provided for a job retention and/or creation activity benefiting low- and moderate-income persons, as well as to report on the number of full-time jobs expected to be and actually created and/or retained, and the number of hours expected to be and actually created and/or retained for part-time jobs. The number of hours is used to convert part-time jobs to Full-Time Equivalents (FTEs) on the basis of 40 hours equaling one FTE. Report actual accomplishments as jobs are created or retained or quarterly and at the completion of an activity. It is recommended that grantees update actual accomplishments as jobs are created or retained or quarterly, at a minimum. However, grantees are **required** to report actual accomplishments at the completion of an activity and/or the end of their program year, whichever occurs first.

JOB CREATION/RETENTION					C04MA07
GRANTEE ACTIVITY NUMBER: HU26-06		HUD ACTIVITY NUMBER: 000000001577			
ACTIVITY NAME: HU-ECONOMIC DEVELOPMENT					
	INTEREST RATE	AMORTIZATION PERIOD (MONTHS)	AMOUNT		
CDBG DIRECT LOAN:	_____ %	___	_____		
CDBG DEFERRED PAYMENT:	_____ %	___	_____		
CDBG GRANT:			_____		
CDBG OTHER:			_____		
	TOTAL JOB COUNT	TOTAL WEEKLY HRS	PERCENT		
	F/T F/T-LM	P/T P/T-LM	LOW/MOD JOBS		
EXPECT TO CREATE:	_____	_____	_____ %		
EXPECT TO RETAIN:	_____	_____	_____ %		
ACTUALLY CREATED:	_____	_____	_____ %		
ACTUALLY RETAINED:	_____	_____	_____ %		
			ACTUAL _____ FTE JOBS		
F1 = HELP F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO F7 = PREU F8 = NEXT F9 = SAVE					

Provide information on the type(s) of CDBG assistance received for the activity. Select one or more of the following types of CDBG assistance.

CDBG DIRECT LOAN: If CDBG assistance for a job creation/retention activity is provided in the form of a loan, enter the INTEREST RATE of the loan; the AMORTIZATION PERIOD, in months, for repayment of the loan; and the dollar AMOUNT of the loan.

CDBG DEFERRED PAYMENT: If the payment of a loan is deferred, enter the INTEREST RATE; the AMORTIZATION PERIOD (eg., the number of years over which the deferred payment is forgiven), in months, for repayment of the loan; and the dollar AMOUNT of the loan.

CDBG GRANT AMOUNT: Enter the AMOUNT of CDBG funds provided in the form of a grant for the activity.

CDBG OTHER: If CDBG funds other than direct loans, deferred payment loans, or grants are provided, enter a description of the type of CDBG funds provided and the dollar AMOUNT of those funds.

For the following fields, enter the number of full-time jobs and part-time hours expected to be created or retained at the time the activity is set up in IDIS. Record the number of accomplishments expected for the duration of the activity. Enter actual accomplishments as they occur or quarterly. At any point in time, actual accomplishments should reflect the cumulative number of full-time jobs and part-time hours created or retained for an activity.

EXPECT TO CREATE: Enter the number of full-time jobs expected to be created in the TOTAL JOB COUNT F/T field; enter the number of those full-time jobs expected to be created for low- and moderate-income persons in the TOTAL JOB COUNT F/T-LM field; enter the number of part-time job *hours* expected to be created in the TOTAL HOURS P/T field; and enter the number of those part-time *hours* expected to be created for low- and moderate-income persons. The PERCENT OF LOW/MOD JOBS is calculated automatically.

EXPECT TO RETAIN: Enter the number of full-time jobs expected to be retained in the TOTAL JOB COUNT F/T field; enter the number of those full-time jobs expected to be retained for low- and moderate-income persons in the TOTAL JOB COUNT F/T-LM field; enter the number of part-time job *hours* expected to be retained in the TOTAL HOURS P/T field; and enter the number of those part-time *hours* expected to be retained for low- and moderate-income persons. The PERCENT OF LOW/MOD JOBS is calculated automatically.

ACTUALLY CREATED: Enter the number of full-time jobs actually created in the TOTAL JOB COUNT F/T field; enter the number of those full-time jobs actually created for low- and moderate-income persons in the TOTAL JOB COUNT F/T-LM field; enter the number of part-time job *hours* actually created in the TOTAL HOURS P/T field; and enter the number of those part-time *hours* actually created for low- and moderate-income persons. The PERCENT OF LOW/MOD JOBS is calculated automatically.

ACTUALLY RETAINED: Enter the number of full-time jobs actually retained in the TOTAL JOB COUNT F/T field; enter the number of those full-time jobs actually retained for low- and moderate-income persons in the TOTAL JOB COUNT F/T-LM field; enter the number of part-time job *hours* actually retained in the TOTAL HOURS P/T field; and enter the number of those part-time *hours* actually retained for low- and moderate-income persons. The PERCENT OF LOW/MOD JOBS is calculated automatically.

FTE JOBS: Calculated automatically.

**CDBG ACTIVITY SUMMARY REPORT (GPR)
C04PR03**

The final page of these guidelines reproduces an activity reported in a CDBG Activity Summary Report and identifies the IDIS screens from which the data on this report originate.

MA01 — PGM YEAR: 1999
 PROJECT: 0041 - TEAM LOUISVILLE WORKFORCE TRAINING PROGRAM
 ACTIVITY: 2786 - TEAM LOUISVILLE WORKFORCE TRAINING PROG.
MA03 MATRIX CODE: 05H
MA03 REG CI TATION: 570.201(e)
MC01 NATIONAL OBJ: LMC

MA04 — STATUS: COMPLETED 04-28-00

MA01 LOCATION: TARGETED AREAS LOUISVILLE, KY
 DESCRIPTION: PROVIDES PRE-EMPLOYMENT LIFE SKILLS TRAINING, JOB TRAINING, PLACEMENT, AND SUPPORTIVE SERVICES TO UNEMPLOYED AND HARD TO SERVE LOW-MODERATE INCOME RESIDENTS OF EMPOWERMENT ZONE. **MA01**

FINANCING:
MO05 — INITIAL FUNDING DATE: 01-01-99
MA08 — ACTIVITY ESTIMATE: 110,329.97
MO05 — FUNDED AMOUNT: 110,329.97
MC01 — UNLQ OBLIGATIONS: 0.00
MD10 — DRAWN THRU PGM YR: 94,684.94
 DRAWN IN PGM YR: 94,684.94

MA04 ACCOMPLISHMENTS: PEOPLE (GENERAL) - 106
MC02 TOTAL NUMBER OF PERSONS ASSISTED

LOW MOD	LOW	EXT LOW	WHITE	BLACK	HISP	ASIAN PACIF	IND ALSKN	TOTAL	FEMALE HEADED
106	100	6	3	103	0	0	0	106	35

MA05

- Legend**
- MA01 - Setup Activity
 - MA03 - Process Activity
 - MA04 - Setup Activity
 - MA05 - Direct Benefit
 - MA08 - Setup Activity
 - MC01 - CDBG Activity
 - MC02 - Direct Benefit Continued
 - MO05 - Maintain Activity Funding
 - MD10 - Create Drawdown

MA04 ENROLLED IN LIFE SKILLS WERE 52 (6/30/99) COMPLETED LIFE SKILLS/PRE-EMPLOYMENT YTD 44; SECOND HALF OF THE ENROLLMENT IN LIFE SKILLS FROM JULY, 1999 TO DECEMBER, 1999 IS 54 ENROLLED AND COMPLETED LIFE SKILLS/PRE-EMPLOYMENT 59 (12/31/99) A TOTAL OF 333 RECRUITED AND A TOTAL OF 64 PLACED INTO EMPLOYMENT Y-T-D.