

Chapter 8: CDBG Activity Information

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8.1.1 Overview

The Community Development Block Grant (CDBG) program annually allocates funds to metropolitan cities and urban counties, to States for use in non-entitled areas, to four insular areas, and to three non-entitled counties in the State of Hawaii. The funds are allocated in accordance with formula factors such as population, poverty, etc.


This chapter describes the screens that are used by all CDBG grantees to enter CDBG-specific beneficiary and activity information. The information you provide on these screens becomes the basis for annual reporting to HUD and your constituents.

Throughout this manual, "State grantees" refers to "States."

Each section of this document describes those fields that are required before funding and those that are required before the user can continue down the screen path.

CDBG NOC	IDIS Screen Name	Requires
All (except admin and planning activities)	Setup Activity screen (CO4MA04)	Proposed Accomplishments (Type and Units cannot be blank)
All (except admin and planning activities)	Setup Activity screen (CO4MA01)	Complete address/location, zip, and description of an activity
LMJ, LMJFI, LMJP	Job Creation/Retention screen (CDBG11)	A non-zero value is required in at least one of these fields: Expect to create, Expect to retain For both of these fields: if Total F/T contains an entry, require an entry in Total F/T LM.
SBA	Slum/Blight Area screen (CDBG12)	Boundaries Percentage deteriorated buildings Slum/blight designation year
LMH, LMHSP, with "Y" for Multi-Unit Housing on CDBG06	CDBG Multi-Unit Housing Activity screen (CDBG14)	Total units at start Total units occupied at start Total units occupied by low/mods at start Total units expected at completion Total units expected to be occupied at completion Total units expected to be occupied by low/mods at completion

CDBG NOC	IDIS Screen Name	Requires
LMA	Area Benefit Data (CDBG07)	The % of low/mod in Service Area must be 51% or greater unless the grantee is an "exception" grantee as identified by HUD. In those cases, the % of low/mod must be equal to or greater than the exception percentage. (Effective Release 9.0.)



REMINDER:

For CDBG Entitlement grantees, you do not need to fill in any Completion Path screens for planning and administrative activities. After you select CDBG as the funding source on the Activity Setup screen (CO4MA08), when the CDBG NATIONAL OBJECTIVE screen is displayed, leave the National Objective Code field blank and press <Enter> to immediately return to the Activity Setup screen.

Release 9.0 changed the information collected on the CDBG path in IDIS primarily to address specific issues raised by OMB in its PART review of the CDBG program, increase navigation efficiency for grantees, and provide more uniform data collection to increase data accuracy.

In Release 10.0, CDBG path screens have been renamed and numbered as listed below. These screens will appear only when applicable to the type of activity being carried out.

<u>New</u>		<u>Old</u>
<u>Screen Name</u>	<u>Description</u>	<u>Screen Name</u>
CDBG01	CDBG National Objective	N/A
CDBG02	Funding Sources	N/A
CDBG03	Organization Carrying Out Activity	CDBG03
CDBG04	CDBG Activity: Subrecipient Questions	CDBG04
CDBG05	Form of Assistance	N/A
CDBG06	CDBG Activity Information	C04MC01
CDBG07	CDBG Area Benefit Data (Census Tract Screen)	C04MX03
CDBG08	CDBG Direct Benefit Data (Racial data screen)	C04MA05
CDBG09	CDBG Housing Rehabilitation	N/A
CDBG10	CDBG Nature/Location	C04MA06
CDBG11	CDBG Job Creation/Retention	C04MA07
CDBG12	Slum/Blight Area	C04MX02
CDBG13	CDBG Beneficiary Income Levels	C04MC02
CDBG14	CDBG Multi-Unit Housing Activity	C04MC04
CDBG15	CDBG Displacement	C04MC03
CDBG16	CDBG 1-1 Replacement	C04MC06

The following new screens display cumulative totals and are for display purposes only:

CDBG51	Beneficiary Summary	N/A
CDBG52	Income Category Summary	N/A
CDBG53	Job Creation/Retention Summary	N/A

The following are new names for help screens and other screens not on the main CDBG path:

CDBG-H1	Revise CDFI	C04MU11*
CDBG-H2	CDFI Areas	C04MU12*
CDBG-H3	Strategy Selection Screen	C04MU13*
CDBG-H4	Strategy Areas	C04MU14*
CDBG-H5	CDBG Error Resolution	N/A
CDBG-H6	Matrix Code Help Screen	N/A
CDBG-H7	National Objective Code Help Screen	N/A
CDBG-H8	Accomplishment Code Help Screen	N/A
CDBG-H9	CDBG Displacement Balance Resolution Screen	C04MC07
CDBG-H10	Race Code Help Screen	N/A
CDBG-H11	Revise Target Area	C04MX02
CDBG-H12	Local Target Areas	C04MX03

* These screen numbers are still used when the screens are accessed when entering F 04 from the IDIS main menu.

A few fields previously entered on some screens are no longer associated with the replacement screen. Below is a list of individual items that were moved to new screens:

- 1) National Objective Code, Regulation Citation, and Unliquidated Obligations have been moved from the C04MC01 screen to the CDBG01 screen.
- 2) Loan information previously entered on the C04MA07 screen has now been moved to the CDBG05 screen.
- 3) "CDBG Other" amount previously entered on the C04MA07 screen has now been moved to the CDBG02 screen.
- 4) The old C04MC05 screen has been dropped from the CDBG path. It was determined that the unit counts previously entered on this screen could be derived from other data already entered in the system. The "Other" amount previously entered on this screen can now be found on the CDBG02 screen.
- 5) Presumed Benefit and Nature/Location questions have been moved from the C04MA05 screen to the CDBG06 screen.

8.2 Selecting CDBG on the Activity Setup “Money” Screen (C04MA08)

Getting To the Money Screen:



Where appropriate, type in the requested data. (If the data typed does not fill the field, or you do not need to complete the field, press <Tab> to go to the next field.)

1. On the IDIS Main Menu, select **Option B**, Revise Activity. The system displays the Revise Activity Screen (C04MA09).
2. Type the Project Number and Program Year for the activity, or press <F2> to select the Project Number/Program Year from the list displayed.

After the list appears, type **X** next to the one activity you want to revise, then press <Enter>. The system displays the Revise Activity Screen (C04MA10). This is the first screen in the four-screen Setup Activity common path.

3. Press <Enter> to move through the next two screens in the common path, the Process Activity Screen (C04MA03) and the Setup Activity Screen (C04MA04). You should now see the Setup Activity “Money” Screen (C04MA08).

Purpose: This screen serves two purposes: use the top third of the screen to give your activity a budget (or increase the budget if the amount displayed is too low); use the bottom portion of the screen to select CDBG as the funding source and go to the first CDBG program screen, the CDBG NATIONAL OBJECTIVE screen (CDBG01). For more information on completing the money portion of this screen, read [Chapter 4](#).

How To Complete This Screen:



Where appropriate, type in the requested data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to display the program-specific completion path you selected.

TOTAL ESTIMATED AMOUNT

1. Type the estimated sum, in dollars and cents, of funding your activity will receive from all CPD formula programs, including program income. (You can use dollar signs but not commas.) Effective with Version 9.0, on an LMA activity for Entitlements, the activity must still meet the low/mod % before the estimated amount may be increased.

ENTER (X) TO SELECT PROGRAM

- Place an **X** next to CDBG, then press **<Enter>**.

You will then see the CDBG-specific series of screens. After processing the CDBG program-specific screens, you will see the Setup Activity Screen (C04MA08) displayed again.

For admin, technical assistance, and planning activities, you still need to select CDBG as the funding source for the activity on this screen and then press **<Enter>**. When the CDBG NATIONAL OBJECTIVE screen is displayed, you do not need to fill in any information; simply press **<Enter>** to return to this screen.

12/12/02	06:40	SETUP ACTIVITY	C04MA08
GRANTEE ACTIVITY NBR: C01-050		HUD ACTIVITY NBR: 000000001580	
ACTIVITY NAME: RECREATION IMPROVEMENTS - WOMELSDORF			
TOTAL ESTIMATED AMOUNT:		\$25,000.00	
INDICATE PROGRAM(S) TO BE ADDRESSED			
ENTER (X) TO SELECT PROGRAM, (D) TO DELETE EXISTING PROGRAM PATH			
	X	CDBG	
	=	ESG	
	-	HOME	
	-	HOPWA	
F3 = UALDT F4 = MAIN MENU F5 = PROJ INFO F7 = PREV F8 = NEXT			
F9 = SAVE F10 = MA09 F13 = DELETE			

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Total Estimated Amount	✓	What is the estimated total amount of dollars and cents from all CPD formula programs that will be used for this activity? (When you use the Activity Funding options, IDIS will not let you fund more dollars than the amount entered on this screen.)	\$nnnnnnnnn.nn
Enter (X) to Select Program	✓	Select CDBG as the funding source for this activity.	X
Press <Enter> to display the first CDBG completion path screen, the CDBG NATIONAL OBJECTIVE Screen (CDBG01).			

8.3 Entering CDBG Activity Information

The CDBG path screens that you need to complete for a CDBG activity depend on the Matrix Code that you previously entered on the Process Activity screen (CO4MA03), the National Objective Code (NOC) you entered on the CDBG NATIONAL OBJECTIVE Screen (CDBG01), and whether you are an entitlement grantee or a State grantee. State grantees will need to complete two additional beneficiary screens for LMA* and SBA, SBS, and URG activities.

CDBG Completion Path Flow:

1.	On the CDBG NATIONAL OBJECTIVE screen (CDBG01), enter the appropriate National Objective Code. (With the exception of planning only activities with a matrix code of 20 carried out by States, planning and administration activities do not require a NOC.)
2.	<p>Generally, the screens you process to complete a CDBG activity are determined by the National Objective code you enter</p> <p>LMA See Section 8.5.1</p> <p>LMC See Section 8.5.2</p> <p>LMH See Section 8.5.3</p> <p>LMJ See Section 8.5.4</p> <p>SBA See Section 8.5.5</p>
	URG See Section 8.5.8
3.	For all National Objective Codes, if you X Displacement Activities on the CDBG Activity Information Screen (CDBG06), enter the displacement data on the CDBG Displacement Screen (CDBG15). See Section 8.6.15
4.	For all National Objective Codes, if you X One for One Replacement on the CDBG Activity Information Screen (CDBG06), enter the replacement data on the CDBG 1-1 Replacement Screen (CDBG16). See Section 8.6.16

8.4 Selecting a National Objective (CDBG01)

Purpose: This screen, the first in the CDBG path, lets you assign a National Objective Code (NOC) to your CDBG activity. In addition, if you discover that the wrong matrix code was applied to the activity (entered on the MA03 screen), you have the option of revising the matrix code on this screen, in which case, the new matrix code will then appear on the MA03 screen.

For admin and planning activities being carried out by Entitlement grantees, always leave the field blank. For States, planning only activities with a matrix code of 20 require a NOC; other planning activities do not.

Effective with IDIS Version 6.3, planning activities (matrix code = 20) being carried out by State grantees may require completion of two beneficiary screens, the CDBG Direct Benefit Screen (CDBG08) and the CDBG Beneficiary Income Level screen (CDBG13).

Effective with Version 6.7, most entitlement activities require additional setup information before you can fund the activity. Refer to the Overview of this chapter, Section 1.1.1, for a specific list of the NOCs affected.

Once the activity is underway and you have beneficiary and accomplishment information, you will need to update the accomplishment and beneficiary information. Entitlement grantees should refer to [Guidance for Reporting CDBG Accomplishments in IDIS](#) for a better understanding of what the Office of Block Grant Assistance (OBGA) requires for annual reporting.

How To Complete This Screen:



MATRIX CODE

Where appropriate, type in the requested data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen in the CDBG path.

CDBG REGULATION CITATION

1. The matrix code you entered on the MA03 screen will be displayed in this field. You will be allowed to change it on this screen if you find you have assigned an incorrect matrix code.
2. The default regulation citation for Entitlement activities is based on the matrix code you entered on the Process Activity (CO4MA03) screen. No citation will display for State activities.

For Entitlement communities, review the Regulation Citation and change it, if incorrect. Except for certain admin and planning activities*, the screen must contain a valid regulation citation before you can save the screen.

* This requirement does not apply to: 1) admin and planning activities with a matrix code of 19A, 19B, 19F, 19G, 19H, 20, 21*, 22; 2) Activities being carried out by States. For States, you may optionally enter a Regulation Citation but it is not required before you can save the screen.

- For States, you have the option to enter a Regulation Citation.
- CDBG NATIONAL OBJECTIVE**
3. Type the NOC for this activity or press <F1> with the cursor in this field to select the NOC from a list. (The next section, 8.4.1, describes how to do this.)
- OBJECTIVE CITATION**
4. This field is populated by the system and is for display only.
- For Entitlements, this field will show the citation that corresponds to the NOC you entered.
- For States, this field will remain blank.
- UNLIQUIDATED OBLIGATIONS**
3. This field is only used by Entitlement grantees. Data should be entered *only* at the end of a program year for public service and planning/administrative activities with unliquidated obligations remaining at the end of the program year. Because grantees can attribute disbursements made in the first 90 days after the end of a program year to the prior program year, use of this field will be infrequent.
- Change to Activity ID**
4. This field can be used to switch to a different CDBG activity that belongs to you, eliminating the need to go back to the MAIN MENU to select a different Activity ID.

```

MM/DD/YY  HH:MM                CDBG NATIONAL OBJECTIVE                CDBG01

Grantee Activity ID xxxxxxxxxxxxxxxxxxxx                IDIS Activity ID zzzzzzz9
Activity Name          xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Matrix Code:          ____  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
CDBG Regulation Citation: _____

National Objective Code:
  Enter the National Objective Code that applies: _____
  National Objective Citation: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

(Admin matrix codes do not require a National Objective Code)

Unliquidated Obligations: _____

                                Change to Activity ID _____

F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO  F7=PREV   F8=NEXT   F9=SAVE
F10=REVISE ACTIVITY
  
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Matrix Code	✓	Carried forward from the Setup Activity Screen (C04MA03)	3 alphanumeric characters.
CDBG Regulation Citation	✓	<p>The default regulation citation for entitlement activities is based on the matrix code you enter. No citation will display for State activities unless one was entered previously.</p> <p>For entitlement communities, review the regulation citation and change it, if incorrect. Except for certain admin and planning activities, the screen must contain a valid regulation citation before you can save the screen.</p> <p>For States, you may optionally enter a regulation citation.</p>	13 alphanumeric characters.
Natl/Obj	<p>✓</p> <p>(except for admin, TA, and planning activities)</p>	What is the National Objective Code (NOC) for this activity> To view a list of codes, press <F1>.	5 alphanumeric characters.
CDBG Objective Citation		System generated based on the National Objective Code you entered.	Protected field
Unliquidated Obligations (Entitlements only)		Data should only be entered for public service and planning/administrative activities with unliquidated obligations remaining at the end of the program year. Type the amount, in dollars and cents, of orders placed, contracts and grants awarded, goods and services received, and similar transactions for which an expenditure has not been reported as of the end of the program year for this activity. Because disbursements made in the first 90 days after the end of a program year can be attributed to the prior year, use of this field will be infrequent.	\$nnnnnnnnnn.nn
Press <Enter> to save the information and move to the next screen in the completion path.			

8.4.1 Looking Up the National Objective Codes (CDBG-H7)

Purpose: Before you can fund the activity, most CDBG activities (except admin, planning, and State technical assistance) require you to indicate the national objective being met by the activity.

You enter the National Objective Code (NOC) on the CDBG NATIONAL OBJECTIVE Screen (CDBG01). If you do not know the appropriate code, press <F1>. IDIS will display a list of NOCs that correspond to the matrix code you entered. Review the displayed codes on the screen, select the desired code by entering the NOC in the selection field, then press <Enter>. (The NOC codes are also listed in [Appendix B](#).)

```
08/26/05  08:47      NATIONAL OBJECTIVE CODE          CDBG-H7
                HELP SCREEN

CODES FOR MATRIX "14F" ONLY ARE DISPLAYED.

Select:  _____

          LMH   LOW/MOD HOUSING BENEFIT
          LMHSP LOW/MOD HOUSING BENEFIT, CDFI/STRATEGY AREA
          SBA   SLUMS/BLIGHT AREA BENEFIT
          SBR   SLUMS/BLIGHT URBAN RENEWAL BENEFIT
          SBS   SLUMS/BLIGHT SPOT BENEFIT
          URG   URGENT NEED

          TYPE SELECTION AND PRESS <ENTER>.

PF7=PREV
```

8.4.1.1 Reviewing the National Objective Code References

The National Objective Code of each CDBG activity determines the sequence of most screens you will need to complete to keep the activity updated with accomplishments. For instance, if you select a National Objective Code of LMH, you will enter data on the screens specifically for Low Mod Housing.

National Objective Codes

Code	Description	24 CFR Citation
LMA	Low/mod area benefit: the service area identified for activities is primarily low/mod income.	570.208(a)(1) 507.483(b)(1)
LMAFI	Low/mod area benefit, Community Development Financial Institution (CDFI): activities that are carried out by a CDFI for the purpose of creating or retaining jobs which the grantee may elect to consider as meeting the low/mod area benefit criteria.	570.208(d)(6)(i) 570.483(e)(4)
LMASA	Low/mod area benefit, Neighborhood Revitalization Strategy Area: activities that are carried out for the purpose of creating or retaining jobs pursuant to a HUD-approved Neighborhood Revitalization Strategy which the grantee may elect to consider as meeting the low/mod area benefit criteria.	570.208(d)(5)(i) 570.483(e)(5)
LMC	Low/mod limited clientele benefit: activities that benefit a limited clientele, at least 51% of which are low/mod income.	570.208(a)(2) 570.483(b)(2)
LMCMC	Low/mod limited clientele, Microenterprise: microenterprise activities that are carried out under 24 CFR 570.201(o) and the owner(s)/developer(s) are low/mod income.	570.208(a)(2)(iii) 570.483(b)(2)(iv)
LMCSV	Low/mod limited clientele, Job service benefit: activities designed to provide only job training, placement and/or 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.	570.208(a)(2)(iv) 570.483(b)(2)(v)
LMH	Low/mod housing benefit: activities that are carried out for the purpose of providing or improving permanent residential structures that will be occupied by low/mod income households.	570.208(a)(3) 570.483(b)(3)
LMHSP	Low/mod housing benefit, CDFI or Neighborhood Revitalization Strategy Area: activities that are carried out for the purpose of providing or improving permanent residential structures by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) which the grantee elects to aggregate	570.208(d)(5)(ii) and (d)(6)(ii) 570.483(e)(4) and (e)(5)

Code	Description	24 CFR Citation
	and consider a single structure for purposes of determining national objective compliance. For example, if funds were obligated in the same program year for two single unit homes rehabilitated in an NRSA, they may be considered a single structure and at least one must be occupied by a low/mod household; if funds were obligated in the same program year for ten single unit homes to be rehabilitated, at least 6 (51%) must be occupied by low/mod households.	
LMJ	Low/mod job creation/retention: activities designed to create or retain permanent jobs, at least 51% of which will involve the employment of low/mod persons.	570.208(a)(4) 570.483(b)(4)
LMJFI	Low/mod job creation/retention, Public facility/improvement benefit: activities where a public facility/improvement is undertaken principally for the benefit of one or more businesses that will result in the creation/retention of jobs.	570.208(a)(4)(vi)(F) 570.483(b)(4)(vi)(F)
LMJP	Low/mod Job creation, location based: 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.	570.208(a)(4)(iv) 570.483(b)(4)(iv)
SBA	Slum/blight area benefit: activities that address prevention or elimination of slums or blight in a designated area.	570.208(b)(1) 570.483(c) (1)
SBR	Slum/blight in an urban renewal area: activities that address prevention or elimination of slums or blight in an urban renewal area in which activities were authorized under a Federal Urban Renewal Loan and Grant Agreement and are necessary to complete the urban renewal plan.	570.208(b)(3) States:N/A
SBS	Slum/blight spot basis: activities that address conditions of blight or physical decay on a spot basis not located in a designated slum/blight area.	570.208(b)(2) 570.483(c) (2)
URG	Urgent need: activities that are designed to alleviate existing conditions of recent origin that pose a serious/immediate threat to the health/welfare of the community, and the grantee is unable to finance the activity on its own nor are other funds available.	570.208(c) 570.483(d)

8.5 The CDBG Screen Paths

The following sections provide a navigation diagram for each NOC. Since the same screens may appear in all NOC paths, they are displayed in numeric order only once (see Section 8.6). The user should consult the appropriate NOC path below and refer to the appropriate screen in Section 8.6 for guidance on completing each screen.

8.5.1 The CDBG LMA Path Screens

When you enter a National Objective Code of LMA, the system displays this series of screens.

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)	Objective and Outcome (CDBG00)	CDBG Activity Information (CDBG06)
Funding Sources (CDBG02)	Organization Carrying Out Activity (CDBG03)	CDBG Area Benefit Data (CDBG07)
Organization Carrying Out Activity (CDBG03)	CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Direct Benefit Data (CDBG08)
CDBG Activity: Subrecipient Questions (CDBG04)	Form of Assistance (CDBG05)	CDBG Job Creation/Retention (CDBG11)
Form of Assistance (CDBG05)	CDBG Activity Information (CDBG06)	CDBG Beneficiary Income Levels (CDBG13)
CDBG Activity Information (CDBG06)	CDBG Area Benefit Data (CDBG07)	CDBG Displacement (CDBG15)
CDBG Area Benefit Data (CDBG07)	CDBG Direct Benefit Data (CDBG08)	CDBG 1-1 Replacement (CDBG16)
Public Services/Public Facilities and Improvements (CDBG17)	CDBG Job Creation/Retention (CDBG11)	
Homeless Prevention (CDBG31)	CDBG Beneficiary Income Levels (CDBG13)	
CDBG Job Creation/Retention Data (CDBG11)	Homeless Prevention (CDBG31)	
Job Creation (CDBG26)	Public Services/Public Facilities and Improvements (CDBG17)	
Job Retention (CDBG27)	Job Creation (CDBG26)	
Assistance to Business (CDBG28)	Job Retention (CDBG27)	
Assistance to Businesses - Part 2 (CDBG29)	Assistance to Business (CDBG28)	
CDBG Displacement (CDBG15)	Assistance to Businesses - Part	
CDBG 1-1 Replacement		

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
(CDBG16)	2 (CDBG29) Displacement Data (CDBG15) CDBG 1-1 Replacement (CDBG16)	

8.5.2 The CDBG LMC Path Screens

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)	Objective and Outcome (CDBG00)	CDBG Activity Information (CDBG06)
Funding Sources (CDBG02)	Funding Sources (CDBG02)	Nature/Location Data (CDBG10)
Organization Carrying Out Activity (CDBG03)	Organization Carrying Out Activity (CDBG03)	CDBG Direct Benefit Data (CDBG08)
CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Beneficiary Income Levels (CDBG 13)
Form of Assistance (CDBG05)	Form of Assistance (CDBG05)	CDBG Job Creation/Retention (CDBG11)
CDBG Activity Information (CDBG06)	CDBG Activity Information (CDBG06)	CDBG Displacement (CDBG15)
CDBG Nature/Location (CDBG10)	CDBG Nature/Location (CDBG10)	CDBG 1-1 Replacement (CDBG16)
CDBG Direct Benefit Data (CDBG08)	CDBG Direct Benefit Data (CDBG08)	
CDBG Beneficiary Income Levels (CDBG 13)	CDBG Beneficiary Income Levels (CDBG13)	
CDBG Job Creation/Retention (CDBG11)	CDBG Job Creation/Retention (CDBG11)	
Tenant-Based Rental Assistance (CDBG30)	Tenant-Based Rental Assistance (CDBG30)	
Public Services/Public Facilities and Improvements (CDBG17)	Public Services/Public Facilities and Improvements (CDBG17)	
Homeless Prevention (CDBG31)	Homeless Prevention (CDBG31)	
Direct Financial Assistance to Homebuyers (CDBG25)	Direct Financial Assistance to Homebuyers (CDBG25)	
Job Creation (CDBG26)	Job Creation (CDBG26)	

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
Job Retention (CDBG27)	Job Retention (CDBG27)	
Assistance to Business (CDBG28)	Assistance to Business (CDBG28)	
Assistance to Businesses - Part 2 (CDBG29)	Assistance to Businesses - Part 2 (CDBG29)	
CDBG Displacement (CDBG15)	CDBG Displacement (CDBG15)	
CDBG 1-1 Replacement (CDBG16)	CDBG 1-1 Replacement (CDBG16)	

8.5.3 The CDBG LMH Path Screens

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)	Objective and Outcome (CDBG00)	CDBG Activity Information (CDBG06)
Funding Sources (CDBG02)	Funding Sources (CDBG02)	Multi-Unit Housing Activity Data (CDBG14)
Organization Carrying Out Activity (CDBG03)	Organization Carrying Out Activity (CDBG03)	CDBG Housing Rehabilitation (CDBG09)
CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Direct Benefit Data (CDBG08)
Form of Assistance (CDBG05)	Form of Assistance (CDBG05)	CDBG Beneficiary Income Levels (CDBG13)
CDBG Activity Information (CDBG06)	CDBG Activity Information (CDBG06)	Displacement Data (CDBG15)
CDBG Multi-Unit Housing Activity (CDBG14)	CDBG Multi-Unit Housing Activity (CDBG14)	CDBG 1-1 Replacement (CDBG16)
CDBG Housing Rehabilitation (CDBG09)	CDBG Housing Rehabilitation (CDBG09)	
CDBG Direct Benefit (CDBG08)	CDBG Direct Benefit (CDBG08)	
CDBG Beneficiary Income Levels (CDBG13)	CDBG Beneficiary Income Levels (CDBG13)	
Tenant-Based Rental Assistance (CDBG30)	Tenant-Based Rental Assistance (CDBG30)	
Public Services/Public Facilities and Improvements (CDBG17)	Public Services/Public Facilities and Improvements (CDBG17)	
Homeless Prevention (CDBG31)	Homeless Prevention (CDBG31)	

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
Acquisition/Construction New Homeowner (CDBG22)	Acquisition/Construction New Homeowner (CDBG22)	
Acquisition/Construction New Homeowner - Part 2 (CDBG23)	Acquisition/Construction New Homeowner - Part 2 (CDBG23)	
Homeowner Rehab Units (CDBG24)	Homeowner Rehab Units (CDBG24)	
Construction of Rental Units - Part 1 (CDBG18)	Construction of Rental Units - Part 1 (CDBG18)	
Construction of Rental Units - Part 2 (CDBG19)	Construction of Rental Units - Part 2 (CDBG19)	
Rehabilitation of Rental Units - Part 1 (CDBG20)	Rehabilitation of Rental Units - Part 1 (CDBG20)	
Rehabilitation of Rental Units - Part 2 (CDBG21)	Rehabilitation of Rental Units - Part 2 (CDBG21)	
Direct Financial Assistance to Homebuyers (CDBG25)	Direct Financial Assistance to Homebuyers (CDBG25)	
CDBG Displacement (CDBG15)	CDBG Displacement (CDBG15)	
CDBG 1-1 Replacement (CDBG16)	CDBG 1-1 Replacement (CDBG16)	

8.5.4 The CDBG LMJ Path Screens

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)	Objective and Outcome (CDBG00)	CDBG Activity Information (CDBG06)
Funding Sources (CDBG02)	Funding Sources (CDBG02)	CDBG Direct Benefit Data (CDBG08)
Organization Carrying Out Activity (CDBG03)	Organization Carrying Out Activity (CDBG03)	CDBG Beneficiary Income Levels (CDBG13)
CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Job Creation/Retention (CDBG11)
Form of Assistance (CDBG05)	Form of Assistance (CDBG05)	CDBG Displacement (CDBG15)
CDBG Activity Information (CDBG06)	CDBG Activity Information (CDBG06)	CDBG 1-1 Replacement (CDBG16)
CDBG Direct Benefit Data (CDBG08)	CDBG Direct Benefit Data (CDBG08)	

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG Beneficiary Income Levels (CDBG13)	CDBG Beneficiary Income Levels (CDBG13)	
CDBG Job Creation/Retention (CDBG11)	CDBG Job Creation/Retention (CDBG11)	
Job Creation (CDBG26)	Job Creation (CDBG26)	
Job Retention (CDBG27)	Job Retention (CDBG27)	
Assistance to Business (CDBG28)	Assistance to Business (CDBG28)	
Assistance to Businesses - Part 2 (CDBG29)	Assistance to Businesses - Part 2 (CDBG29)	
CDBG Displacement (CDBG15)	CDBG Displacement (CDBG15)	
CDBG 1-1 Replacement (CDBG16)	CDBG 1-1 Replacement (CDBG16)	

8.5.5 The CDBG SBA Path Screens

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)	Objective and Outcome (CDBG00)	CDBG Activity Information (CDBG06)
Funding Sources (CDBG02)	Funding Sources (CDBG02)	Slum/Blight Area Data (CDBG12)
Organization Carrying Out Activity (CDBG03)	Organization Carrying Out Activity (CDBG03)	CDBG Housing Rehabilitation (CDBG09)
CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Direct Benefit Data (CDBG08)
Form of Assistance (CDBG05)	Form of Assistance (CDBG05)	CDBG Beneficiary Income Levels (CDBG13)
CDBG Activity Information (CDBG06)	CDBG Activity Information (CDBG06)	CDBG Job Creation/Retention (CDBG11)
Slum/Blight Area (CDBG12)	Slum/Blight Area (CDBG12)	CDBG Displacement (CDBG15)
CDBG Housing Rehabilitation (CDBG09)	CDBG Housing Rehabilitation (CDBG09)	CDBG 1-1 Replacement (CDBG16)
CDBG Job Creation/Retention (CDBG11)	CDBG Direct Benefit Data (CDBG08)	
Tenant-Based Rental Assistance (CDBG30)	CDBG Beneficiary Income Levels (CDBG13)	

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
Public Services/Public Facilities and Improvements (CDBG17)	CDBG Job Creation/Retention (CDBG11)	
Homeless Prevention (CDBG31)	Tenant-Based Rental Assistance (CDBG30)	
Acquisition/Construction New Homeowner (CDBG22)	Public Services/Public Facilities and Improvements (CDBG17)	
Acquisition/Construction New Homeowner - Part 2 (CDBG23)	Homeless Prevention (CDBG31)	
Homeowner Rehab Units (CDBG24)	Acquisition/Construction New Homeowner (CDBG22)	
Construction of Rental Units - Part 1 (CDBG18)	Acquisition/Construction New Homeowner - Part 2 (CDBG23)	
Construction of Rental Units - Part 2 (CDBG19)	Homeowner Rehab Units (CDBG24)	
Rehabilitation of Rental Units - Part 1 (CDBG20)	Construction of Rental Units - Part 1 (CDBG18)	
Rehabilitation of Rental Units - Part 2 (CDBG21)	Construction of Rental Units - Part 2 (CDBG19)	
Direct Financial Assistance to Homebuyers (CDBG25)	Rehabilitation of Rental Units - Part 1 (CDBG20)	
Assistance to Business (CDBG28)	Rehabilitation of Rental Units - Part 2 (CDBG21)	
Assistance to Businesses - Part 2 (CDBG29)	Direct Financial Assistance to Homebuyers (CDBG25)	
CDBG Displacement (CDBG15)	Assistance to Business (CDBG28)	
CDBG 1-1 Replacement (CDBG16)	Assistance to Businesses - Part 2 (CDBG29)	
	CDBG Displacement (CDBG15)	
	CDBG 1-1 Replacement (CDBG16)	

8.5.6 The CDBG SBS Path Screens

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome	Objective and Outcome	CDBG Activity Information

Entitlement Grantees	State Grantees (Except Matrix Code 20)	State Grantees (Matrix Code 20)
(CDBG00) Funding Sources (CDBG02) Organization Carrying Out Activity (CDBG03) CDBG Activity: Subrecipient Questions (CDBG04) Form of Assistance (CDBG05) CDBG Activity Information (CDBG06) CDBG Housing Rehabilitation (CDBG09) Public Services/Public Facilities and Improvements (CDBG17) Acquisition/Construction New Homeowner (CDBG22) Acquisition/Construction New Homeowner - Part 2 (CDBG23) Homeowner Rehab Units (CDBG24) Construction of Rental Units - Part 1 (CDBG18) Construction of Rental Units - Part 2 (CDBG19) Rehabilitation of Rental Units - Part 1 (CDBG20) Rehabilitation of Rental Units - Part 2 (CDBG21) Assistance to Business (CDBG28) Assistance to Businesses - Part 2 (CDBG29) CDBG Displacement (CDBG15) CDBG 1-1 Replacement (CDBG16)	(CDBG00) Funding Sources (CDBG02) Organization Carrying Out Activity (CDBG03) CDBG Activity: Subrecipient Questions (CDBG04) Form of Assistance (CDBG05) CDBG Activity Information (CDBG06) CDBG Housing Rehabilitation (CDBG09) CDBG Direct Benefit (CDBG08) CDBG Beneficiary Income Levels (CDBG13) Public Services/Public Facilities and Improvements (CDBG17) Acquisition/Construction New Homeowner (CDBG22) Acquisition/Construction New Homeowner - Part 2 (CDBG23) Homeowner Rehab Units (CDBG24) Construction of Rental Units - Part 1 (CDBG18) Construction of Rental Units - Part 2 (CDBG19) Rehabilitation of Rental Units - Part 1 (CDBG20) Rehabilitation of Rental Units - Part 2 (CDBG21) Assistance to Business (CDBG28) Assistance to Businesses - Part 2 (CDBG29) CDBG Displacement (CDBG15) CDBG 1-1 Replacement (CDBG16)	(CDBG06) CDBG Housing Rehabilitation (CDBG09) CDBG Direct Benefit Data (CDBG08) CDBG Beneficiary Income Levels (CDBG13) CDBG Displacement (CDBG15) CDBG 1-1 Replacement (CDBG16)

8.5.7 The CDBG SBR Path Screens

Entitlement Grantees
CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)
Funding Sources (CDBG02)
Organization Carrying Out Activity (CDBG03)
CDBG Activity: Subrecipient Questions (CDBG04)
Form of Assistance (CDBG05)
CDBG Activity Information (CDBG06)
CDBG Housing Rehabilitation (CDBG09)
CDBG Job Creation/Retention (CDBG11)
Public Services/Public Facilities and Improvements (CDBG17)
Acquisition/Construction New Homeowner (CDBG22)
Acquisition/Construction New Homeowner - Part 2 (CDBG23)
Homeowner Rehab Units (CDBG24)
Construction of Rental Units - Part 1 (CDBG18)
Construction of Rental Units - Part 2 (CDBG19)
Rehabilitation of Rental Units - Part 1 (CDBG20)
Rehabilitation of Rental Units - Part 2 (CDBG21)
Assistance to Business (CDBG28)
Assistance to Businesses - Part 2 (CDBG29)
CDBG Displacement (CDBG15)
CDBG 1-1 Replacement (CDBG16)

8.5.8 The CDBG URG Path Screens

Entitlement Grantees	State Grantees (Except Matrix Code 20)
CDBG National Objective (CDBG01)	CDBG National Objective (CDBG01)
Objective and Outcome (CDBG00)	Objective and Outcome (CDBG00)
Funding Sources (CDBG02)	Funding Sources (CDBG02)
Organization Carrying Out Activity (CDBG03)	Organization Carrying Out Activity (CDBG03)
CDBG Activity: Subrecipient Questions (CDBG04)	CDBG Activity: Subrecipient Questions (CDBG04)

Entitlement Grantees	State Grantees (Except Matrix Code 20)
Form of Assistance (CDBG05)	Form of Assistance (CDBG05)
CDBG Activity Information (CDBG06)	CDBG Activity Information (CDBG06)
CDBG Housing Rehabilitation Data (CDBG09)	CDBG Housing Rehabilitation Data (CDBG09)
CDBG Job Creation/Retention (CDBG11)	CDBG Direct Benefit Data (CDBG08)
Tenant-Based Rental Assistance (CDBG30)	CDBG Beneficiary Income Levels (CDBG13)
Public Services/Public Facilities and Improvements (CDBG17)	CDBG Job Creation/Retention (CDBG11)
Homeless Prevention (CDBG31)	Tenant-Based Rental Assistance (CDBG30)
Acquisition/Construction New Homeowner (CDBG22)	Public Services/Public Facilities and Improvements (CDBG17)
Acquisition/Construction New Homeowner - Part 2 (CDBG23)	Acquisition/Construction New Homeowner (CDBG22)
Homeowner Rehab Units (CDBG24)	Acquisition/Construction New Homeowner - Part 2 (CDBG23)
Construction of Rental Units - Part 1 (CDBG18)	Homeowner Rehab Units (CDBG24)
Construction of Rental Units - Part 2 (CDBG19)	Construction of Rental Units - Part 1 (CDBG18)
Rehabilitation of Rental Units - Part 1 (CDBG20)	Construction of Rental Units - Part 2 (CDBG19)
Rehabilitation of Rental Units - Part 2 (CDBG21)	Rehabilitation of Rental Units - Part 1 (CDBG20)
Direct Financial Assistance to Homebuyers (CDBG25)	Rehabilitation of Rental Units - Part 2 (CDBG21)
Assistance to Business (CDBG28)	Direct Financial Assistance to Homebuyers (CDBG25)
Assistance to Businesses - Part 2 (CDBG29)	Assistance to Business (CDBG28)
CDBG Displacement (CDBG15)	Assistance to Businesses - Part 2 (CDBG29)
CDBG 1-1 Replacement (CDBG16)	CDBG Displacement (CDBG15)
	CDBG 1-1 Replacement (CDBG16)

Notes will always be included to describe varying business rules (e.g., Note: States will see different selections than will Entitlements and Insular Areas.)

8.6 CDBG Screen Details

8.6.1 Objective and Outcome (CDBG00)

Purpose: On this screen, you indicate the primary objective and outcome an activity is designed to provide.

How To Complete This Screen:



Where appropriate, type in the requested data. (If the data typed does not fill the field, or you do not need to complete the field, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and display the Funding Sources screen (CDBG02).

OBJECTIVE

1. Type 1, 2, or 3 to select your activity's intended objective.

OUTCOME

2. Type 1, 2, or 3 to select your activity's expected outcome.

04/06/06 10:20	OBJECTIVE AND OUTCOME	CDBG
Grantee Activity ID	CDBG C04PC01	IDIS Activity ID 2162
Activity Name	CDBG CDBG01 PF08	Natl/Obj LMA
Objective	1 1 Create suitable living environments 2 Provide decent affordable housing 3 Create economic opportunities	
Outcome	2 1 Availability/accessibility 2 Affordability 3 Sustainability	
F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE		

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity ID		Carried forward from the Setup Activity Screen (C04MA01)	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01)	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01)	Protected field
Natl/Obj		Carried forward from the CDBG NATIONAL OBJECTIVE Screen (CDBG01)	Protected field
Objective	Y	Enter 1, 2, or 3 to indicate your activity's intended objective.	1, 2, or 3
Outcome	Y	Enter 1, 2, or 3 to indicate your activity's expected outcome.	1, 2, or 3
Press <Enter> to save the information and display the Funding Sources screen (CDBG02).			

8.6.2 Funding Sources (CDBG02)

Purpose: This screen lets you provide information regarding leveraging of funds and the total cost of carrying out this activity.

How To Complete This Screen:



Where appropriate, type in the requested data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.) Amounts should be entered in dollars and cents. (Example: \$1050.50 would be entered 1050.50. \$2000.00 would be entered as 2000.00)

When you have completed the fields on this screen, press <Enter> to go to the next screen in the path.

CDBG Funds

1. This field is for display only. It will show the amount of CDBG money funding the activity based on the amounts specified in the IDIS Funding path. At activity completion, this field will display total CDBG funds disbursed.

Section 108 Loan Guarantee

2. Enter the amount of funding from Section 108 Loan funds to be used for this activity.

(Leave the field blank if not applicable.)

Other Consolidated Plan Funds: HOME

3. Enter the amount of HOME funds to be used for this activity.

(Leave the field blank if not applicable.)

Other Consolidated Plan Funds: ESG

4. Enter the amount of ESG funds to be used for this activity.

(Leave the field blank if not applicable.)

Other Consolidated Plan Funds: HOPWA

5. Enter the amount of HOPWA funds to be used for this activity.

(Leave the field blank if not applicable.)

Subtotal of HUD funds

6. Once you save or validate the data on this screen, the system will calculate the total of all HUD/CPD funds reported on this screen and display the total amount in this field.

Appalachian Regional Commission

7. Enter the amount of Appalachian Regional Commission funds to be used for this activity.

(Leave the field blank if not applicable.)

Other Federal Funds

8. Enter the amount of any other federal funds to be used for this activity.

(Leave the field blank if not applicable.)

State/Local Funds

9. Enter the amount of any state and/or local funds to be used for this activity.

(Leave the field blank if not applicable.)

Private Funds

10. Enter the amount of any private funds to be used for this activity.

(Leave the field blank if not applicable.)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
CDBG Funds		The total amount of CDBG funds funding the activity will be displayed here. NOTE: This amount is the total of all CDBG funds as reported in the IDIS Funding Path including "PI" At completion, the total CDBG funds disbursed will be displayed.	Protected field
Section 108 Loan Guarantee		Enter the amount of Section 108 funds to be used for this activity.	Enter amount or leave blank
Other Consolidated Funds: HOME		Enter the amount of HOME funds to be used for this activity.	Enter amount or leave blank
Other Consolidated Funds: ESG		Enter the amount of ESG funds to be used for this activity.	Enter amount or leave blank
Other Consolidated Funds: HOPWA		Enter the amount of HOPWA funds to be used for this activity.	Enter amount or leave blank
Subtotal of HUD Funds		The system will calculate the total of all HUD/CPD funds reported on this screen and display the total amount in this field.	Protected field
Appalachian Regional Commission		Enter the amount of Appalachian Regional Commission funds to be used for this activity.	Enter amount or leave blank
Other Federal Funds		Enter the amount of any other federal funds to be used for this activity.	Enter amount or leave blank
State/Local Funds		Enter the amount of any state and/or local funds to be used for this activity.	Enter amount or leave blank
Private Funds		Enter the amount of any private funds to be used for this activity.	Enter amount or leave blank
Other		Enter the amount of any other funds to be used for this activity.	Enter amount or leave blank
Total Funds		This field will be calculated by the system. It will reflect the sum of all funds used for the activity as reported on this screen	Protected field
Leveraging Ratio		This field will be calculated by the system. It will reflect the ratio of the total of CDBG + Section 108 funds to the total of all other funds.	Protected field

8.6.3 Organization Carrying Out Activity (CDBG03) and CDBG Activity: Subrecipient Questions (CDBG04)

Purpose: On this screen, you identify the type of organization carrying out the activity. States will see different selections than will Entitlements and Insular Areas. Depending on your response, you may be required to enter subsequent information on the CDBG04 screen to identify additional information about the entity carrying out the activity.

How To Complete This Screen:

When you have completed the fields on this screen, press **<Enter>** to go to the next screen in the path.



For Entitlements and Insular Areas:

Is this activity being carried out by the Grantee (Y/N)?

1. This screen will display with a default of "Y" in this field. Change to "N," if the default does not apply.

If "Y," place an "X" next to the appropriate category: Grantee employees, Contractors, or Grantee employees and contractors.

If Yes: Enter "X" by the appropriate category:

You must select one (and only one) category that applies if you answered "Y" to the first question on the screen.

If No: Enter organization name

- 2.. If you responded "N" to the first question on the screen you must enter the name of the organization carrying out the activity if you responded "N" to the first question on the screen.

If No: Activity is being carried out by

3. You must select one (and only one) category that applies if you answered "N" to the first question on the screen.

If "N", place an "X" next to the appropriate category:

A subrecipient only, Another unit of local government, Another public agency, A CBDO only, A CBDO designated as a subrecipient.

If the activity is carried out by the Entitlement grantee and its employees or by the state grant recipient and its employees, no data entry is required on this screen. In all other cases, you must select the appropriate fields that most accurately describe the type of organization carrying out the activity. When the Entitlement grantee or the state grant recipient is not carrying out the activity, you are required to enter the name of the organization that is doing so. You will not be able to complete the activity unless an organization name is provided for those activities that are not carried out by the Entitlement grantee or the state grant recipient. In future releases of IDIS, you will not be able to draw down funds for those activities that require an organization name and for which the organization name has not been provided.


```

MM/DD/YY  HH:MM          ORGANIZATION CARRYING OUT ACTIVITY          CDBG03

Grantee Activity ID xxxxxxxxxxxxxxxxxxxx          IDIS Activity ID zzzzzzz9
Activity Name          xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 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 organization name and place an "X" by the appropriate category:
Organization Name:
_____
Activity is being carried out by:
  _ A subrecipient only          _ A CBDO only
  _ Another unit of local government  _ 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
    
```

For States:

Is this activity being carried out by a State Grant Recipient (Y/N)?

For new activities, the screen will display a default of "Y" in this field. Change to "N" if the State Grant Recipient is not carrying out the activity.

If Yes: Enter "X" by the appropriate category:

If "Y," place an "X" next to the appropriate category: Grantee employees, Contractors, or Grantee employees and contractors.

If No: Enter organization name

If you responded "N" to the first question on the screen, you must enter the name of the organization carrying out the activity.

If No: Activity is being carried out by

If "N," place an "X" next to the appropriate category: A 105 (a)(15) entity, Another unit of local government, Another public agency.

States:

-
- Enter "X" by the appropriate designation:**
- 105(a)(15) entity is:**
1. Enter "X" by one (and only one) designation:
 Non-profit organization
 For-profit entity
- Enter "X" by all that apply:**
- 105(a)(15) is:**
2. Enter "X" by all that apply:
 A faith-based organization
 An institution of higher education
 (Leave the field blank if not applicable.)
-

```

12/30/05  11:14      CDBG Activity Carried Out by 105(a)(15) Entity  CDBG04

Grantee Activity ID          IDIS Activity ID 1659
Activity Name      TEST STATE REG CIT          Natl/Obj LMA

Enter "X" by the appropriate designation:
  105(a)(15) Entity is:
    X 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

F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE

```

8.6.4 Form of Assistance (CDBG05)

Purpose: On this screen, you identify information on the type of assistance provided by the organization carrying out an activity.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen in the path.

Grants

1. Specify the number of grants provided by the organization carrying out this activity.

(Leave the field blank if not applicable.)

Loans

2. Specify the number of loans provided by the organization carrying out this activity.

(Leave the field blank if not applicable.)

Amortized Loan

3. If assistance is provided in the form of a loan, enter the following information.

INTEREST RATE

Type the interest rate for the loan.

AMORTIZATION PERIOD

Type the amortization period, in months, for repayment of the loan.

AMOUNT

Type the dollar amount of the loan.

Amounts should be entered in whole dollars only with no decimal and/or cents. (Example: \$1050.00 would be entered as 1050). If more than one loan, enter the average interest rate, average amortization period, and the total dollar amount of loans made.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Natl/Obj		Carried forward from the CDBG NATIONAL OBJECTIVE Screen (CDBG01).	Protected field
Grants		Enter the number of grants provided by the organization carrying out this activity.	# or blank
Loans		Enter the number of loans provided by the organization carrying out this activity.	# or blank
Amortized Loans		Enter the Interest Rate, Amortization Period in months, and Amount of Loans. If more than one loan, enter average interest rate, average amortization period (in months), and the total dollar amount of loans made.	Int=4 numeric chars Amort=3 numeric chars Amount=\$nnnnnnnnnn
Deferred Payment/ Forgivable Loans		Enter the Interest Rate, the number of months over which payment is deferred/forgiven, and Amount for any Deferred Payment loan.	Int=4 numeric chars Amort=3 numeric chars Amount=\$nnnnnnnnnn
Press <Enter> to save the information and move to the next screen in the CDBG path.			

8.6.5 CDBG Activity Information (CDBG06)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen in the completion path.

One-for-One Replacement

1. Type **X** if this activity is a One-for-One replacement activity. This means the activity being assisted results in the conversion or demolition of one or more dwelling units that must be replaced.

If you type **X** here, the system will automatically display the One-for-One Replacement Screen (CDBG16).

(Leave the field blank if not applicable.)

Special Assessment

2. Type **X** if this is a public improvement activity for which a special assessment will be levied.

(Leave the field blank if not applicable.)

Displacement

3. Type **X** if this is a displacement activity, i.e., any household, business, farm, or nonprofit organization that moved permanently from real property as a direct result of a CDBG-assisted rehabilitation, demolition, or acquisition activity.

If you type **X** here, the system will automatically display the Displacement Screen (CDBG15).

(Leave the field blank if not applicable.)

Revolving Fund

4. Type **X** if this activity is funded through a revolving loan fund with a set of accounts that are independent of other program accounts.

(You established this account so that you could carry out specific activities that would generate payments to the fund to carry out the same type of activities.)

(Leave the field blank if not applicable.)

- Float Funded**
5. Type **X** if this activity is float funded. Float funding is a financing technique under which an eligible activity is carried out using CDBG funds that were also programmed for one or more other activities at the time the funds were committed to the new activity.
- This technique is based on the premise that some activities do not require funds immediately and that a recipient's unexpended CDBG funds will contain a balance (the *float*) that can be used on a temporary basis to fund other activities. Activities financed with float loans must generate a sufficient level of program income within an established time frame to enable the grantee to carry out the activities that were initially programmed.
- Favored Activity**
4. Type **X** if this activity is a *Favored Activity*, that is, an economic development activity with a matrix code of 18A or 18B that is of important national interest and therefore may be excluded from the aggregate public benefit calculation.
- The Entitlement reg. cite is Ref. 24 CFR 570.209(b)(2).
- The State reg. cite is Ref. 24 CFR 570.482(f)(3).
- Colonia**
7. Type **X** if this activity is located within a community outside a metropolitan area with a population exceeding one million, that is within 150 miles of the U.S. – Mexico border in AZ, CA, NM and TX and lacks adequate infrastructure and decent, safe and sanitary housing.
- Brownfield**
8. Type **X** if this activity is located in an area designated as a brownfield redevelopment area. A brownfield is an abandoned, idled, or underused property where expansion or redevelopment is complicated by the presence or potential presence of environmental contamination.
- Historic preservation area**
9. Type **X** if this activity is located in an area designated as a historic preservation area.
- Presidentially Declared Disaster Area**
10. Type **X** if this activity is located in an area designated as a Presidentially declared disaster area.
- Funds to be Received**
11. If you indicate that this is a Float Funded activity, you must complete the field Funds To Be Received: that is, the date the repayment is expected to be made.
- Float Principal Balance**
12. If this is a Float Funded activity, enter the Float Principal Balance.
- Number of Acres Remediated**
13. If this is a Brownfield activity, enter number of acres remediated.
- Multi-Unit Housing Flag(Y/N)**
14. This question will only appear on the screen for LMH* activities. If the activity involves two or more units per structure, enter Y. For LMH activities with a matrix code of 14a, rehab/single unit residential, the system displays an N in this field and it must

remain N.

For LMH activities with a matrix code of 14b, rehab/multi-unit residential, the system displays a Y in this field and it must remain Y.

For activities with a matrix code of 14B and for other matrix codes for which you enter Y in this field, you must also complete the fields on the Multi-Unit Housing screen (CDBG14) before you can fund the activity.

Rental Housing Flag? (Y/N)

15. This question should only appear on the screen if activity has NOC of LMH*, or SB* or URG with matrix code of 01 or 12 and accomplishment code of 04 or 10. If the question appears, it must be answered Y or N.

Indicate if activity is located in a Strategy, CDFI, or Local Target Area (S/C/L)

16. If the activity is located in a Community Development Financial Institution (CDFI) Area, enter C; if in a Neighborhood or Community Revitalization Strategy Area, enter **S**; or if in a Local Target Area, enter L.

NOTE: If these two fields do not apply to your jurisdiction, leave them blank.

Effective with Version 6.7, the following entries are required.**

For activities with an NOC of LMHSP, you must enter **C** or **S** in this field and an area identifier in the next field.

For activities with an NOC of LMAFI, you must enter **C** in this field and an area identifier in the next field.

For activities with an NOC of LMASA, you must enter **S** in this field and an area identifier in the next field.

Area Identifier

17. If you entered **S**, **C**, or **L** in the previous field, type the Area Identifier for the Neighborhood or Community Revitalization Strategy Area, CDFI Area or Local Target Area in which the activity is located.

NOTE: if you do not know the ID of the Area Identifier for a CDBG CDFI, NRSA/CRSA, or Local Target Area, press F1. If a list of identifiers already exists, IDIS will display it. Otherwise, you will be prompted to add a new identifier. (To use this feature, you must have authorization to use the Table Maintenance features; contact your IDIS administrator for assistance.)

Presumed Benefit? (Y/N)

18. This field only appears on the screen if the activity has a NOC of LMC*. A **Y** answer indicates a Limited Clientele Presumed Benefit activity designed to exclusively serve a category of persons presumed by HUD to be of low/moderate income. (Presumed benefit groups are limited to: abused children, battered spouses, elderly persons, adults meeting the Census definition of severely disabled, illiterate adults, persons living

** These requirements do not apply to: 1) Activities with a status of "Completed" or "Cancelled;" 2) IDIS Act ID=1 through 4.

with AIDS, homeless persons, and migrant farm workers.)

Nature/Location? (Y/N)

19. A **Y** answer indicates a Limited Clientele Nature/Location activity that would be considered low/moderate as a result of the nature of the activity and the place it is being carried out.

MM/DD/YY HH:MM	CDBG ACTIVITY INFORMATION	CDBG06
Grantee Activity ID _____	_____	IDIS Activity ID _____
Activity Name _____	_____	Natl/Obj _____
Enter "X" by all that apply:		
One-for-One Replacement: <input type="checkbox"/>	_____	Special Assessment: <input type="checkbox"/>
Displacement: <input type="checkbox"/>	_____	Revolving Fund: <input type="checkbox"/>
Float Funded: <input type="checkbox"/>	_____	Favored Activity: <input type="checkbox"/>
Colonia: <input type="checkbox"/>	_____	Brownfield Activity: <input type="checkbox"/>
Historic preservation area: <input type="checkbox"/>	_____	Presidentially Declared Disaster Area: <input type="checkbox"/>
For Float Funded activities, indicate the following:		
Funds to be Received: <input type="text"/> / <input type="text"/> / <input type="text"/>	_____	Float Principal Balance: <input type="text"/>
For Brownfield activities, indicate the # of acres remediated: <input type="text"/>		
Activity includes Multi-Unit Housing (2+ units/structure) (Y/N): <input type="checkbox"/>		
Activity involves Rental Housing (Y/N): <input type="checkbox"/>		
Indicate if activity is located in a Strategy, CDFI, or		
Local Target Area (S/C/L): <input type="checkbox"/>	_____	Specify Area Identifier: <input type="text"/>
Presumed Benefit? (Y/N): <input type="checkbox"/>	_____	Nature/Location? (Y/N): <input type="checkbox"/>
F1=HELP	F3=EDIT	F4=MAIN MENU
F5=PROJ INFO	F7=PREV	F8=NEXT
F9=SAVE		

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Natl/Obj		Carried forward from the CDBG NATIONAL OBJECTIVE Screen (CDBG01).	Protected field
CDBG Objective Citation		System generated based on the National Objective Code you entered.	Protected field
One-for-One Replacement		Is this activity a One-for-One replacement activity? The activity being assisted results in the conversion or demolition of one or more dwelling units that must be replaced. NOTE: If you type an X , the system will automatically generate the One-for-One Replacement Screen (CDBG06) as part of the CDBG completion path.	X or blank
Special Assessment		Is this a public improvement activity for which a special assessment will be levied?	X or blank
Displacement		Does this activity involve a displacement activity, i.e., any household, business, farm, or nonprofit organization that moved permanently from real property as a direct result of a CDBG-assisted rehabilitation, demolition, or acquisition activity? NOTE: If you type an X here, the system will automatically generate the Displacement Screen (CDBG15) as part of the CDBG completion path.	X or blank
Revolving Fund		Is this activity funded through a revolving loan fund with a set of accounts that are independent of other program accounts? (You established this account so that you could carry out specific activities that would generate payments to the fund to carry out the same types of activities.)	X or blank
Float Funded		Is this a float-funded activity? Float funding is a financing technique under which an eligible activity is carried out using CDBG funds that were also programmed for one or more other activities at the time the funds were committed to the new activity. This technique is based on the premise that some activities	X or blank

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		do not require funds immediately and that a recipient's unexpended CDBG funds will contain a balance (the <i>float</i>) that can be used on a temporary basis to fund other activities. Activities financed with float loans must generate a sufficient level of program income within an established time frame to enable the grantee to carry out the activities that were initially programmed. NOTE: If you indicate that this is a Float Funded activity, you <i>must</i> enter data into the fields: Funds To Be Received and Float Principal Balance.	
Favored Activity		Type X if this activity a <i>Favored Activity</i> , that is, an economic development activity with a matrix code of 18A or 18B that is of important national interest and therefore may be excluded from the aggregate public benefit calculation. The Entitlement reg. cite is Ref. 24 CFR 570.209(b)(2). The State reg. cite is Ref. 24 CFR 570.482(f)(3).	X or blank
Colonia Activity		Type X if this activity is located within a community outside a metropolitan area with a population exceeding one million, which is within 150 miles of the U.S. – Mexico border in AZ, CA, NM, and TX and lacks adequate infrastructure and decent, safe, and sanitary housing.	X or blank
Brownfield		Type X if this activity is located in an area designated as a Brownfield redevelopment area. A Brownfield is an abandoned, idled, or underused property where expansion or redevelopment is complicated by the presence or potential presence of environmental contamination.	X or blank
Historic preservation area		Type X if this activity is located in an area designated as a historic preservation area.	X or blank
Presidentially Declared Disaster Area		Type X if this activity is located in an area designated as a Presidential declared disaster.	X or blank
Funds to be Received	Only if Float Funded = X	If this is a float-funded activity, type the date you expect the repayment to be made.	mm/dd/yyyy
Float Principal Balance	Only if Float Funded = X	If this is a float funded activity, type the Float Fund Principal Balance.	\$nnnnnnnnnn

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Number of Acres Remediated	Req'd if Brownfield = X	If you entered "X" for "Brownfield Activity, this field must be completed."	6 numeric characters
Multi-Unit Housing (2+ Units/Structure) (Y/N)		<p>For LMH activities, if the activity involves two or more units per structure, enter Y.</p> <p>For LMH activities with a matrix code of 14a, rehab/single unit residential, or for activities with any other national objective, you must enter N in this field.</p> <p>For LMH activities with a matrix code of 14b, rehab/multi-unit residential, you must enter Y in this field.</p> <p>If you enter Y in this field, you must also complete all fields on the CDBG Multi-Unit Housing screen (CDBG14) before you can fund the activity.*</p>	Y, N, or blank
Rental Housing (Y/N)	✓	This question should only appear on the screen if activity has NOC code LMH* or NOC SB* or URG with matrix code of 01 or 12 and accomplishment code of 04 or 10.	
Indicate If The Activity Is Located in a Strategy Area (to cover both NRSAs and CRSAs), CDFI Area, or Local Target Area: (S/C/L)		<p>If the activity is located in a Community Development Financial Institution (CDFI) Area, enter C; for Neighborhood or Community Revitalization Strategy Area, enter S; for a Local Target Area, enter L and then enter the Area Identifier in the next field. If these two fields do not apply to your jurisdiction, leave them blank.</p> <p>Effective with Version 6.7, the following entries are required.*</p> <p>For activities with an NOC of LMHSP, you must enter C or S in this field and an area identifier in the next field.</p> <p>For activities with an NOC of LMAFI, you must enter C in this field and an area identifier in the next field.</p> <p>For activities with an NOC of LMASA, you must enter S in this field and an area identifier in the next field.</p>	<p>S = NRSA or CRSA Area</p> <p>C = CDFI Area</p> <p>L = Local Target Area</p>
Area Identifier	✓	<p>If you entered C, S, or L in the previous field, type the Area Identifier for the CDFI Area, Neighborhood or Community Revitalization Strategy Area, or Local Target Area in which the activity is located.</p> <p>NOTE: if you do not know the ID of the Area Identifier for the area, press <F1>. If a list of identifiers already exists, IDIS will display it. Otherwise, you will be</p>	2 numeric characters

* These requirements do not apply to: 1) Activities being carried out by States; 2) Activities with a status of "Completed" or "Cancelled;" 3) IDIS Act ID=1 through 4.

* These requirements do not apply to: 1) Activities with a status of "Completed" or "Cancelled;" 2) IDIS Act ID=1 through 4.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
		prompted to add a new identifier. (To use this feature, you must have IDIS authorization to use the Table Maintenance features; contact your IDIS administrator for assistance.)	
Presumed Benefit		A Y answer indicates a Limited Clientele Presumed Benefit activity designed to exclusively serve a category of persons presumed by HUD to be of low/moderate income. (Presumed benefit groups are limited to: abused children, battered spouses, elderly persons, adults meeting the Census definition of severely disabled, illiterate adults, persons living with AIDS, homeless persons, and migrant farm workers.)	Y, N or blank
Nature/Location		<p>A Y answer indicates a Limited Clientele Nature/Location activity that would be considered low/moderate as a result of the nature of the activity and the place it is being carried out.</p> <p>If you answer Y that the nature/location of this activity benefits low/mod, you will be required to enter a description on the Nature/Location screen (CDBG10) of how the nature/location qualifies it as benefiting low/mod clientele.*</p> <p>N/N entered into these fields indicates that the beneficiaries are not presumed to be low/moderate income and the nature/location of the activity is not such that it may be concluded to benefit low mod. Therefore, presumed benefit and nature/location do not apply to this activity. (The Y/Y combination is invalid.)</p>	Y, N or blank
<p>Press <Enter> to save the information and move to the next screen in the CDBG path.</p>			

* This requirement does not apply to: 1) Activities with a national objective code of LMC* and a status of "Completed" or "Cancelled;" 2) IDIS Act ID=1 through 4.

8.6.6 CDBG Area Benefit Data (CDBG07)

Purpose: On this screen, you identify the percent of low and moderate-income persons in the service area and the census tracts and/or block groups that are associated with this activity's service area.



Note: You must enter at least one County Code/Census combination before you can save this screen. Go to <http://www.hud.gov/offices/cpd/systems/idis/training/rel9guidance.pdf> for guidance from the CDBG program office on completing this screen.

How To Complete This Screen:



This screen is a revision of the old MX03. It will appear for all LMA* activities.

Census or Survey* Data Used (C/S)

(1) If Census data is being used to determine the low/mod persons residing in the service area, enter "C" and then enter the census tract/block group data for the activity's service area.

(2) If a survey is being used, enter "S."

Total # of Low/Mod in Service Area

2. For data entered prior to Release 9.0 this field is not available. For Entitlement activities where Census data is used, the system will calculate this field. For Survey activities or activities carried out by State grantees, enter the total # of low/mods in the service area.

Total Low/Mod Universe Population in Service Area

3. For data entered prior to Release 9.0 this field is not available. For Entitlement activities where Census data is used, the system will calculate this field. For Survey activities or activities carried out by State grantees, enter the total # of respondents for the survey area.

% of Low/Mod in Service Area

4. For Entitlement activities where Census data is used, the system will calculate this field. For Survey activities or activities carried out by State grantees, type the percentage of low and moderate-income persons residing in the service area.

LMISD Date

5. For display only. The system populates this date for Entitlement activities where Census data (Low/Mod Income Summary Data) is used. A literal is also displayed to show whether capped or uncapped data was used for the calculation.

County Code

6. Enter the FIPS county code corresponding to the service area.

Census Tract

7. Type the corresponding Census tract(s) for the LMA service area. If the service area includes entire Census tracts, *do not* list the individual block groups within such tracts. If the service area contains less than the total Census tract, you must enter the block groups covered by the service area.

Block Groups	8. If the service area contains less than the total Census tract, type the block group(s) within the associated Census tract. ¹
Use Capped or Uncapped data (C/U)?	9. This question will only appear for Entitlement activities where Census data is used, and then, only if the grantee is one that has the option to use "capped" or "uncapped" low/mod data for calculating the % low/mod. At the beginning of the grantee's reporting year, grantees that have this option will be required to make the selection for which set of data to use for calculating % low/mod for area benefit activities for the upcoming year. ²
Recalculate Percentage (Y/N)?	10. This question will only appear for Entitlement activities where Census data is used. The user may enter a 'Y' in this field if recalculation is desired without changing any census tract data. ^{3,4}
Additional Entries (Y/N)? _	11. If you need additional lines to enter the county code/census track/block groups that apply to this activity, enter "Y." The system will display additional lines for entry purposes ⁵ .

¹ Do not enter individual blocks. Only block groups.

² This question shares its space with "Recalculate Percentage (Y/N)?", they are mutually exclusive.

³ This question shares its space with "Use Capped or Uncapped data (C/U)?", they are mutually exclusive.

⁴ Modifying or entering new census tract data automatically triggers a recalculation.

⁵ If additional lines are still available to enter data the program will reposition to the last page otherwise a new page of blank entries will be presented. If the user is already on the last page and there are unused lines on that page, putting a 'Y' in this option has no effect.

```

MM/DD/YY  HH:MM                CDBG AREA BENEFIT DATA                CDBG07

Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID ZZZZZZZ9
Activity Name                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Natl/Obj XXXXX

Census or Survey* Data Used (C/S):  _
*If survey used, enter # Low/Mod and Total Population
Total # of Low/Mod in Service Area: _____
Total Low/Mod Universe Population in Service Area: _____
% of Low/Mod in Service Area:          _____ %
LMISD Date: MM/DD/YYYY  [Uncapped/Uncapped] data was used for the calculation

County Census                               Page: XX of XX
Code   Tract  <. . . . . Block Groups . . . . . >
____  _____  _  _  _  _  _  _  _  _  _  _
____  _____  _  _  _  _  _  _  _  _  _  _
____  _____  _  _  _  _  _  _  _  _  _  _
____  _____  _  _  _  _  _  _  _  _  _  _

[Use Capped or Uncapped data (C/U)? _]
[ Recalculate Percentage (Y/N)? _]
[Additional Entries (Y/N)? _]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
F17=DOWN  F18=UP
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
National Objective Code		Carried forward from the CDBG NATIONAL OBJECTIVE (CDBG01)	Protected field
Census Tract or Survey Determination? (C/S)	✓	Was Census tract or Survey data used to determine the % or number of low/moderate income persons residing in the service area?	C = Census Tract (default) S = Survey
Total # of Low/Mod in Service Area:	✓ ¹	The total number of Low/Mod persons in the Service Area.	999999

¹ When entered, the calculation of “% Of Low/Mod in service Area” depends on this value. The “% Of Low/Mod in service Area” must be 51% or above (or meet or exceed the exception %) to fund the activity.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Low/Mod Universe Population in Service Area	✓ ¹	The total number of Low/Mod universe population in the Service Area.	999999
% Of Low/Mod in Service Area	✓ ²	What is the percentage of low/mod persons in the service area? This percentage will be calculated by the system for data entered after Release 9.0.	999.9
County Code	✓ ³	What is the county code for the area assisted by the activity?	999
Census Tract	✓ ⁴	What are the Census tract(s) for the LMA service area?	9999.99
Block Groups		If the service area contains less than the total Census tract, what are the block group(s) within the associated Census tract?	2 numeric characters ID blocks per Census Tract
8 Press <Enter> to save the information and return to the Setup Activity Screen (C04MA08).			

¹ When entered, the calculation of “% Of Low/Mod in service Area” depends on this value. The “% Of Low/Mod in service Area” must be 51% or above (or meet or exceed the exception %) to fund the activity.

² When entered, must be 51% or above (or meet or exceed the exception %) to fund the activity.

³ For Entitlement activities where Census data is used, the value in this field is validated against the LMISD for the grantee.

⁴ This field must be in the specified format when entered. For Entitlement activities where Census data is used the value entered in this field is validated against the LMISD for the grantee. You must enter at least one census tract/survey line of data. To delete a census tract/survey line, delete the census tract and press F3, F9, or ENTER depending upon the desired action.

8.6.7 CDBG Direct Benefit Data – by Persons (CDBG08) and CDBG Direct Benefit Data – by Households (CDBG08)

Purpose: For LMC* activities, you enter the count of *persons* directly benefiting from the CDBG activity as well as their racial and ethnic breakdown. There are four different variations of this screen for 'LMC*' activities (each variation is shown). It will look different depending on whether the data was entered prior to Release 9.0 or entered "by year" post Release 9.0. Additionally, if the matrix code for the activity is: '04', '08', '05R', '05S', '05T', or '14H,' you will have the option to choose to enter data by persons or households. When this is an option, the selection of households/persons can be made by pressing the F15 key. You will not always have the choice to do so. It depends on what setup data is present. All of the fields are explained here although you may or may not see them depending on whether the data was entered before or after Release 9.0. Go to <http://www.hud.gov/offices/cpd/systems/idis/training/rel9guidance.pdf> for guidance from the CDBG Program Office on completing this screen.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen in the completion path.

Program year:

1. This will only display when you have entered an 'I' in the "Insert/Delete program year (I/D)?" question, or when there is no data present, as in when you first enter an activity. Type the year to be inserted and press enter.

Note: This field, and the next two fields described are mutually exclusive, so they are displayed on the same line, in the same place at different times depending on when they are needed.

Totals for program year:

2. Display only: This will only display for converted or new data. Data entered prior to Release 9.0 that has not been converted will display the field below instead. Beginning with Release 9.0, direct benefit data should be reported on an annual basis. The program year for which data is being reported is displayed here.

Totals as of yyyy/mm/dd

3. Display only: For activities where benefit data was entered prior to Release 9.0, the system will display the total counts previously entered. Those counts will be considered to be cumulative through the date of Release 9.0.

Race

4. Type the race code of the counts to be entered on this line. Report the number of persons/households served by the following groups for all direct benefit activities where you maintain a personal record. If you do not maintain a personal record, provide the information from a spot survey or an estimate of persons using the facility or service.

Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data, which includes five single race

categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data, including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not.

Race, cont'd

Effective with Version 7.0, Hispanic is an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic.

Race Codes are available using the F1 key on this field. Valid race codes are as follows:

- 11. White.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- 12. Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- 13. 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.
- 14. American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.
- 15. Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- 16. American Indian or Alaska Native & White.** A person having these multiple race heritages as defined above.
- 17. Asian & White.** A person having these multiple race heritages as defined above.
- 18. Black or African American & White.** A person having these multiple race heritages as defined above.
- 19. American Indian or Alaska Native & Black or African American.** A person having these multiple race heritages as defined above.
- 20. Other Multi-Racial.** For reporting individual responses that are not included in any of the other categories listed above.

**Totals for "All" and
"Hispanic"/Owner/Renter**

5. These columns will vary in title and numbers depending on whether the data is converted or unconverted. Also, the column headers will look different depending on whether the counts are by Households or by Persons. All of the fields in this group are numeric.

Note: Although these fields are optional, they constitute the total beneficiary count. So some values must be entered or you will not be able to complete the activity.

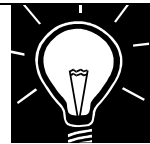
**Insert/Delete program year
(I/D)?**

6. If you need to enter a new year of benefit data, type "I" in this field. A clean screen will be presented where you will enter the new year and appropriate counts.

To delete a previously entered year's data, type "D" in this field. The data for the year displayed on the screen will be deleted.

**Display cumulative
totals(Y/N)?**

7. This will display only when the "by Households" version of the CDBG08 screen is shown and data has been entered "by Year." Type 'Y' in this field and press enter to display the cumulative totals screen.

**NOTE:**

If you answered **Y** to Presumed Benefit on CDBG06 screen, you **do** need to report the number benefiting from the activity and their racial breakout on this screen. For more background, read <http://www.hud.gov/offices/cpd/systems/idis/training/rel9guidance.pdf> for completing the CDBG08 screen.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Program Year:	✓	Only enterable when you have requested an insert or there are entering beneficiary data for the first time. You must type a valid year to be inserted.	4 Digit year
Race	✓	<p>11 White 12 Black/African American 13 Asian 14 American Indian/Alaskan Native 15 Native Hawaiian/Other Pacific Islander 16 American Indian/Alaskan Native & White 17 Asian & White 18 Black/African American & White 19 American Indian/Alaskan Native & Black/African 20 Other Multi-Racial 21 Asian/Pacific Islander (obsolete, for display only) 22 Hispanic (obsolete, for display only)</p> <p>Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data, which includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not.</p>	2 numeric characters.
All (Total, Owner, Renter) counts column by persons or households	✓ ¹	Report the number of households/persons benefiting from this activity by the race categories identified above.	6 numeric characters.
Hisp (Total, Owner, Renter) counts column by persons or households		Report the number of Hispanic households/persons benefiting from this activity. This is a subset of the "All" category above and must be <= that count for each category.	6 numeric characters.
Number of Female-Headed Households		When entered, this number cannot exceed column total with which it is associated.	6 numeric characters.
<p>Note: <F15> toggles between Households and Persons when available. <F15> will not be available when you do not have that choice because of the current National Objective and or matrix code entered for the activity.</p>			

¹ At least one entry must be made for any line entered. Zero is a valid entry.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Press <Enter> to save the information and proceed to the next screen.			

8.6.8 CDBG Housing Rehabilitation (CDBG09)

Purpose: For activities with matrix code **14A, 14B, 14C, 14D, 14F, 14G, or 16A**, the CDBG Housing Rehabilitation screen (CDBG09) will display in the LMH sequence. You will denote if the rehabilitation involved any of the items shown on the screen **only** if the activity was limited to one or more of these items. If the activity provided assistance for items not listed on this screen (e.g., roofs), **do not** enter anything on this screen.

How To Complete This Screen:



Where appropriate, enter an "X" next to any of the items that apply to the activity. (If an individual entry does not apply, press <Tab> to go to the next field.)

If none of the items apply to the activity, press <Enter> to go to the next screen.

Installing Security Devices

1. Enter "X" if the activity included installation of security devices.

Installing smoke detectors

2. Enter "X" if the activity included installation of smoke detectors.

Performing emergency housing repairs

3. Enter "X" if the activity included performing emergency housing repairs.

Providing supplies and equipment for painting houses

4. Enter "X" if the activity provided supplies and equipment for painting houses.

Operating a Tool Lending Library

5. Enter "X" if the activity provided assistance for operating a tool lending library.

```

MM/DD/YY  HH:MM                CDBG HOUSING REHABILITATION                CDBG09

Grantee Activity ID xxxxxxxxxxxxxxxxxxxx          IDIS Activity ID zzzzzzz9
Activity Name      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxx

Indicate if this activity is limited to one or more of the following:
(Enter "X" for all that apply)

    _ Installing security devices
    _ Installing smoke detectors
    _ Performing emergency housing repairs
    _ Providing supplies and equipment for painting houses
    _ Operating a Tool Lending Library

If none apply, press <Enter> to go to the next screen.

F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Ntl/Obj		Carried forward from the CDBG NATIONAL OBJECTIVE Screen (CDBG01).	Protected field
Installing security devices		Enter "X" if the activity included installation of security devices.	X or blank
Installing smoke detectors		Enter "X" if the activity included installation of smoke detectors.	X or blank
Performing emergency housing repairs		Enter "X" if the activity included performing emergency housing repairs.	X or blank
Providing supplies and equipment for painting houses		Enter "X" if the activity provided supplies and equipment for painting houses.	X or blank
Operating a Tool Lending Library		Enter "X" if the activity provided assistance for operating a tool lending library.	X or blank

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Natl/Obj		Carried forward from the CDBG Activity Information Screen (CDBG06)	Protected field
Nature/Location Narrative	✓*	Describe how the nature or location of this activity benefits low/mod persons.	840 alphanumeric characters
Press <Enter> to save the information and display the CDBG Direct Benefit Data screen (CDBG08).			

* This requirement does not apply to: 1) Activities with a national objective code of LMC* and a status of "Completed" or "Cancelled;" 2) IDIS Act ID=1 through 4.

8.6.10 CDBG Job Creation/Retention (CDBG11)

Purpose: On this screen, you provide information on jobs that will be will created or retained by a CDBG assisted activity. The screen lets you enter the number of full time jobs and part-time jobs (by hours) that are expected to be created or retained by the activity. You also enter the number of full time jobs and part-time jobs that are actually created and retained by the activity. There are two different variations of this screen (each variation is shown). It will look different depending on whether the data being displayed was entered prior to Release 9.0 or “by year” post Release 9.0. All of the fields are explained here without respect to whether you will actually see them. You will see different fields depending on whether the data was entered before or after Release 9.0. Go to <http://www.hud.gov/offices/cpd/systems/idis/training/rel9guidance.pdf> for guidance from the CDBG Program Office on completing this screen.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to save the information and display the CDBG Direct Benefit Continued screen (C04MC02).

For EXPECTED values:

- You must enter a value (0 is valid) in either the Total F/T field or the Total P/T field to be able to save data on this screen.
- If you enter a value in the Total F/T field, you must enter a value (0 is valid) in the Total F/T LM field or you will not be able to save data on this screen. If you enter a value in the Total P/T field, you must enter a value (0 is valid) in the Total P/T LM field or you will not be able to save data on this screen.*

Effective with Version 9.0:

- You will enter the “expected” counts at the start of the activity.
- You will enter “actual” counts at the end of each reporting year. If the activity spans only one year, you will only enter one set of actual counts. For activities that take several years to complete, the system will allow an entry for each reporting year.

* These requirements do not apply to: 1) Activities being carried out by States and Insular Areas; 2) Activities with a status of “Completed” or “Cancelled”; 3) IDIS Act ID=1 through 4.

Expect To Create

1. Enter the number of jobs in these categories that the activity is expected to create.

F/T	Total full-time jobs expected to be created.
F/T-LM	Total full-time jobs expected to be created for low and moderate-income persons. (This is a subset of F/T.)
P/T	Part-time job hours expected to be created.
P/T-LM	Part-time job hours expected to be created for low and moderate-income persons. (This is a subset of P/T.)

For all **part-time jobs** expected to be and actually created, enter the total hours to be worked **each week**, and the total of those hours that are expected to be available to and actually taken by low/mods. The system will convert the part-time hours to full-time equivalents (FTEs) on the basis of 1 FTE = 40 hours.

For example, suppose a business plans to create a total of five part-time jobs. Three people will work 20 hours a week/each and two people will work 15 hours a week/each. All jobs are expected to be available to low/mods.

Under "Expect To Create" for both P/T and P/T-LM, enter 90. $[(20 \times 3) + (15 \times 2) = 90]$.

If all five part-time jobs are actually created and low/mod persons take the three 20 hour jobs and one 15 hour job, the entries under Actually Created would be: P/T 90 hours (because the total number of hours did not change); P/T LM, 75 hours (the total hours of the four jobs created that were taken by low/mods).

Expect To Retain

2. Enter the number of jobs in these categories that the activity is expected to retain.

F/T	Total full-time jobs expected to be retained.
F/T-LM	Total full-time jobs expected to be retained by low and moderate-income persons. (This is a subset of F/T.)
P/T	Part-time job hours expected to be retained.
P/T-LM	Part-time job hours expected to be retained by low and moderate-income persons. (This is a subset of P/T.)

Program Year:

3. This will only display when you have entered an 'I' in the "Insert/Delete program year (I/D)?" question, or when there are no years present. Type the year to be inserted and press enter.

Note: The two display only fields described directly below this are mutually exclusive to this one, so they are displayed on the same line, in the same place at different times depending on when they are needed.

Actual Totals for program year: YYYY

4. Display only: The year for which you are entering/viewing data.

Actual Totals as of YYYY/MM/DD

5. Display only: For activities where data was entered prior to Release 9.0, the system will display the total counts previously entered. Those counts will be considered to be cumulative through the date of Release 9.0.

Actually Created

6. Enter the number of jobs in these categories that the activity actually created.

- F/T** Total full-time jobs actually created.
- F/T-LM** Total full-time jobs actually created and taken by low and moderate-income persons. (This is a subset of F/T.)
- P/T** Part-time job hours actually created.
- P/T-LM** Part-time job hours actually created and taken by low and moderate-income persons. (This is a subset of P/T.)

Actually Retained

7. Enter the number of jobs in these categories that the activity actually retained.

- F/T** Total full-time jobs actually retained.
- F/T-LM** Total full-time jobs actually retained by low and moderate income persons. (This is a subset of F/T.)
- P/T** Part-time job hours actually retained.
- P/T-LM** Part-time job hours actually retained by low and moderate income persons. (This is a subset of P/T.)

Insert/Delete Program Year (I/D)?

8. If you need to enter a new year of benefit data, type "I" in this field. A clean screen will be presented where you will enter the new year and appropriate counts.

To delete a previously entered year's data, type "D" in this field. The data for the year displayed on the screen will be deleted.

Note: If you answer 'Y' to this prompt, this action is not reversible and you will not be asked again.

Display cumulative totals(Y/N)?

9. This will display only for the converted version of the CDBG11 screen. Type 'Y' in this field and press enter to display the cumulative totals screen.

The two variations of the CDBG11 screen are shown here:

Format with data entered post – Release 9.0:

```

MM/DD/YY  HH:MM          CDBG JOB CREATION/RETENTION          CDBG11
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Estimates              TOTAL JOB COUNT          TOTAL WEEKLY HRS          PERCENT
                        F/T      F/T-LM          P/T      P/T-LM          LOW/MOD JOBS
Expect to Create:      _____          _____          _____          _____          999.99%
Expect to Retain:      _____          _____          _____          _____          999.99%

Actual Totals for program year: CCYY
                        TOTAL JOB COUNT          TOTAL WEEKLY HRS          PERCENT
                        F/T      F/T-LM          P/T      P/T-LM          LOW/MOD JOBS
Actually Created:      _____          _____          _____          _____          999.99%
Actually Retained:     _____          _____          _____          _____          999.99%

Actual 99,999 FTE Jobs

Insert/Delete program year (I/D)? _          Display cumulative totals(Y/N)?
_

XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
F17=PREV YEAR  F18=NEXT YEAR
    
```

Format with data entered pre – Release 9.0:

```

MM/DD/YY  HH:MM          CDBG JOB CREATION/RETENTION          CDBG11
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Estimates              TOTAL JOB COUNT          TOTAL WEEKLY HRS          PERCENT
                        F/T      F/T-LM          P/T      P/T-LM          LOW/MOD JOBS
Expect to Create:      _____          _____          _____          _____          999.99%
Expect to Retain:      _____          _____          _____          _____          999.99%

Actual Totals as of YYYY / MM / DD
                        TOTAL JOB COUNT          TOTAL WEEKLY HRS          PERCENT
                        F/T      F/T-LM          P/T      P/T-LM          LOW/MOD JOBS
Actually Created:      _____          _____          _____          _____          999.99%
Actually Retained:     _____          _____          _____          _____          999.99%

Actual 99,999 FTE Jobs

Insert/Delete program year (I/D)? _

XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
F17=PREV YEAR  F18=NEXT YEAR
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
<p>Expect To Create</p> <p>Effective with Version 6.7, for entitlement activities, you must enter a number greater than zero in at least one of the following two fields or the expected to retain equivalent to be able to save data on this screen.</p> <p>If you enter a value in the Total F/T field, you must enter a value (0 is okay) in the Total F/T LM field or you will not be able to save data on this screen. If you enter a value in the Total P/T field, you must enter a value (0 is okay) in the Total P/T LM field or you will not be able to save data on this screen.</p>			
Total Job Count F/T/		Enter the number of full-time jobs expected to be created.	4 numeric characters
Total Job Count F/T-LM		Enter the number of full-time jobs expected to be created for low and moderate-income persons. (This is a subset of F/T.)	4 numeric characters
Total Hours P/T/		Enter the number of part-time job hours expected to be created.	4 numeric characters
Total Hours P/T-LM		Enter the number of part-time job hours expected to be created for low and moderate-income persons. (This is a subset of P/T.)	4 numeric characters
Percent Of Low/Mod Jobs		Automatically calculated when you press <F3> or <F9> to update the screen.	Protected field
<p>Expect To Retain</p> <p>Effective with Version 6.7, for entitlement activities, you must enter a number greater than zero in at least one of the following two fields or the expected to create equivalent to be able to save data on this screen.</p> <p>If you enter a value in the Total F/T field, you must enter a value (0 is okay) in the Total F/T LM field or you will not be able to save data on this screen. If you enter a value in the Total P/T field, you must enter a value (0 is okay) in the Total P/T LM field or you will not be able to save data on this screen.</p>			
Total Job Count F/T/ Total Job Count F/T-LM		Enter the number of full-time jobs expected to be retained. Enter the number of full-time jobs expected to be retained for low and moderate-income persons. (This is a subset of F/T.)	4 numeric characters
Total Hours P/T/		Enter the number of part-time job hours expected to be retained.	4 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Hours P/T-LM		Enter the number of part-time job hours expected to be retained for low and moderate-income persons. (This is a subset of P/T.)	4 numeric characters
Percent Of Low/Mod Jobs		Automatically calculated when you press <F3> or <F9> to update the screen.	Protected field
Program Year:	✓	When prompted for this entry, type a valid year for which you would like to store data.	4 numeric characters (year)
Actually Created			
Total Job Count F/T/		Enter the number of full-time jobs actually created.	4 numeric characters
Total Job Count F/T-LM		Enter the number of full-time jobs actually created for low and moderate-income persons. (This is a subset of F/T.)	4 numeric characters
Total Hours P/T/		Enter the number of part-time job hours actually created.	4 numeric characters
Total Hours P/T-LM		Enter the number of part-time job hours actually created for low and moderate-income persons. (This is a subset of P/T.)	4 numeric characters
Percent Of Low/Mod Jobs		Automatically calculated when you press <F3> or <F9> to update the screen.	Protected field
Actually Retained			
Total Job Count F/T		Enter the number of full-time jobs actually retained.	4 numeric characters
Total Job Count F/T-LM		Enter the number of full-time jobs actually retained for low and moderate-income persons. (This is a subset of F/T.)	4 numeric characters
Total Hours P/T		Enter the number of part-time job hours actually retained.	4 numeric characters
Total Hours P/T-LM		Enter the number of part-time job hours actually retained for low and moderate-income persons. (This is a subset of P/T.)	4 numeric characters
Percent Of Low/Mod Jobs		Automatically calculated when you press <F3> or <F9> to update the screen.	Protected field
FTE Jobs		Automatically calculated when you press <F3> or <F9> to update the screen.	Protected field

8.6.11 Slum/Blight Area (CDBG012)

Purpose: For SBA activities, this screen lets you record slum/blight area information.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to save the information and proceed to the next screen.

BOUNDARIES

1. Type a description of the boundaries of the designated area. (This is NOT the Census tract/block group data required for an LMA.)

PERCENTAGE DETERIORATED BUILDINGS

2. Type the percentage of buildings that were deteriorated when the area was designated slum/blight.

PUBLIC IMPROVEMENT TYPE/CONDITION

3. If qualifying on the basis of the condition of public improvements, type a brief description identifying each type of improvement located within the area and its condition at the time the area was designated slum/blight.

SLUM/BLIGHT DESIGNATION YEAR

4. Type the year the area was designated slum/blight.
-

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Boundaries	✓*	Type a description of the boundaries of the Slum/Blight area. NOTE: Do not use this field to document the Census tract/block group data required for an LMA. For SBA, the boundaries of the designated area must be specified.	180 alpha numeric characters
Percentage Deteriorated Buildings	✓*	Type the percentage of buildings that were deteriorated when the area was designated slum/blight.	99.99 (numeric characters)
Public Improvement Type/Condition		If qualifying on the basis of the condition of public improvements, type a brief description identifying each type of improvement located within the area and its condition at the time the area was designated slum/blight.	40 alpha numeric characters
Slum/Blight Designation Year	✓*	Type the year the area was designated slum/blight.	4 numeric characters
Press <Enter> to save the information and return to the Setup Activity Screen (C04MA08).			

* Required for all CDBG Entitlement activities before activity can be funded. This requirement does not apply to: 1) Activities being carried out by States; 2) Activities with a status of "Completed" or "Cancelled;" 3) IDIS Act ID=1 through 4.

* Required for all CDBG Entitlement activities before activity can be funded. This requirement does not apply to: 1) Activities being carried out by States; 2) Activities with a status of "Completed" or "Cancelled;" 3) IDIS Act ID=1 through 4.

8.6.12 CDBG Beneficiary Income Levels – by Households (CDBG13) and CDBG Beneficiary Income Levels – by Persons (CDBG13)

Purpose: For LMC* activities, this screen further describes the number of low/mod persons/households benefiting from this CDBG activity. Beginning with Release 9.0, you will need to enter the total number of extremely low, low, moderate, and non-low/moderate beneficiaries. Some numbers may be 0, depending on the actual clientele. There are four different variations of this screen for 'LMC*' activities (each variation is shown). It will look different depending on whether the data was entered prior to Release 9.0 or entered "by year" post Release 9.0. Additionally, in some cases you can chose whether the data will be entered by persons or by households, i.e., if the matrix code for the activity is '04', '08', '05R', '05S', '05T', or '14H'. When this is an option, press the F15 key to make the selection of households/persons. All of the fields on these screens are explained here although you may or may not see them depending on whether the data was entered before or after Release 9.0. Go to <http://www.hud.gov/offices/cpd/systems/idis/training/rel9guidance.pdf> for guidance from the CDBG Program Office on completing this screen.



NOTE:

If you answered **Y** to **Presumed Benefit** on the CDBG Activity Information screen, report all beneficiaries on this screen based on the following income categories *unless* you have information that would support reporting the beneficiaries under another income category:

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: (a) 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**; or (b) 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, estimate the number under each group and report those numbers under the appropriate income levels.

If you answered **Y** to **Nature/Location** on the CDBG Activity Information Screen, report all beneficiaries as **moderate income** unless information is available that would support reporting such beneficiaries under another income category(ies).

How To Complete This Screen:



Program year:

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen in the completion path.

**Totals For Program Year:
YYYY**

Totals as of YYYY/MM/DD

**Total Extremely Low
Income Beneficiaries**

**Total Low Income
Beneficiaries**

**Total Moderate Income
Beneficiaries**

**Total Non-Low/Moderate
Beneficiaries**

**Insert/Delete program year
(I/D)?**

1. This will only display when you have entered an 'I' in the "Insert/Delete program year (I/D)?" question, or when there are no years present. Type the year to be inserted and press enter.

Note: The two display only fields described directly below this are mutually exclusive to this one, so they are displayed on the same line, in the same place at different times depending on when they are needed.

2. Display only: The year for which you are entering/viewing data.
3. Display only: For activities where benefit data was entered prior to Release 9.0 and the data is unconverted, the system will display the total counts previously entered. Those counts will be considered to be cumulative through the date of Release 9.0.
4. Type the number of persons/households benefiting from this activity whose income does not exceed 30% of the median family income.
5. Type the number of persons/households benefiting from this activity whose income exceeds 30% but does not exceed 50% of the median family income.
6. Type the number of persons/households benefiting from this activity whose income exceeds 50% but does not exceed 80% of the median family income
7. Type the total number of persons/households benefiting from this activity whose income exceeds 80% of the median family income.
8. If you need to enter a new year of benefit data, type "I" in this field. A clean screen will be presented where you will enter the new year and appropriate counts.

To delete a previously entered year's data, type "D" in this field. The data for the year displayed on the screen will be deleted. It will also delete "racial/ethnicity" data associated with the year being deleted.

For data entered "by Households" pre-Release 9.0:

```
MM/DD/YY  HH:MM      CDBG BENEFICIARY INCOME LEVELS - by Households      CDBG13

Grantee Activity ID xxxxxxxxxxxxxxxxxxxxxxxx      IDIS Activity ID zzzzzzz9
Activity Name      xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx  Natl/Obj xxxxxx

Households Benefiting: 99,999

      Totals as of YYYY / MM / DD

      Income Level      Total      Total
                        All Yrs

      Extremely Low      _____      999,999
      Low      _____      999,999
      Moderate      _____      999,999
      Non-Low/Moderate      _____      999,999
      Total 9,999,999      9,999,999

      Percent Low/Mod      999.99%

Insert/Delete program year(I/D)? _

XXXXXXXXXXXXXXXXXX message line XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
F15=SWITCH TO COUNTS BY PERSONS      F17=PREV YEAR  F18=NEXT YEAR
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
IDIS Activity ID		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Natl/Obj		Carried forward from the CDBG NATIONAL OBJECTIVE Screen (CDBG01)	Protected field
Persons Benefiting		Carried forward from the Direct Benefit Screen (CDBG08).	Protected field
Total Extremely Low Income Beneficiaries		Type the number of persons/households benefiting from this activity whose income does not exceed 30% of the median family income.	6 numeric characters
Total Low Income Beneficiaries		Type the number of persons/households benefiting from this activity whose income exceeds 30% but does not exceed 50% of the median family income.	6 numeric characters
Total Moderate Income Beneficiaries		Type the number of persons/households benefiting from this activity whose income exceeds 50% but does not exceed 80% of the median family income.	6 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Non-Low/Moderate Beneficiaries		Type the number of persons/households benefiting from this activity whose income exceeds 80% of the median family income.	6 numeric characters
Percentage of Low/Mod Beneficiaries		This field is calculated for you automatically when you press <F3> or <F9>. It shows the Total Low/Mod Beneficiaries as a percentage of Total Beneficiaries.	Protected field
Note: F15 toggles between Households and Persons when available. F15 will not be available when you do not have that choice because of the current National Objective Code for the activity.			
Press <Enter> to save the information and proceed to the next screen.			

8.6.13 CDBG Multi-Unit Housing Activity (CDBG14)

Purpose: If you answered **Y** to the “Multi-Unit Housing” prompt on the CDBG Activity Information screen (CDBG06), this screen will display in the LMH path. On it you report the current total number of units and number of units occupied by low/mods, and the expected number of units and units occupied by low/mods, at the completion of the activity. (CDBG defines multi-unit housing as two or more units per structure.)



NOTE:

For multi-unit housing activities, you must enter non-blank values in the following fields before the activity can be funded: total units at start, total units occupied at start, total units occupied by low/mod at start, total units expected at completion, total units expected to be occupied at completion, total units expected to be occupied by low/mod at completion. (Zero is an acceptable entry.)

How To Complete This Screen:



Where appropriate, enter the following Multi Unit Activity setup data. If the data entered does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.

After you enter data into fields on this screen, if you press **<F3>** or **<F9>**, the screen will refresh with the Percent Low/Mod.

After you complete the fields on this screen, press **<Enter>** to save the information and display the CDBG Housing Rehabilitation screen (CDBG09).

UNITS AT START

1. Type data into the following three fields.

TOTAL The total number of units at the start of the activity.

OCCUPIED The number of units that were occupied at the start of the activity.

OCCUPIED LOW/MOD

The number of units that were occupied by low and moderate-income households at the start of the activity.

UNITS EXPECTED AT COMPLETION

2. Type data into the following three fields. These are your projected or estimated values at completion.

TOTAL The total number of units that are expected at the completion of the activity.

OCCUPIED The total number of units that are expected to be occupied at the completion of the activity.

OCCUPIED LOW/MOD

The total number of units that are expected to be occupied by low and moderate-income households at the completion of the activity.

8.6.14 CDBG Displacement (CDBG15)

If you indicated on the CDBG Activity Screen (CDBG06) that your activity involves one-for-one replacement or displacement, you will see an additional set of screens for each of these options as the very last screens in the CDBG path before you return to the “CDBG Activity” screen (CDBG01).

Because you may associate these options with *any* National Objective Code, we describe these screens here rather than in the individual NOC sections.

	<p>NOTE:</p> <p>Refer to Reg. 570.606 for a discussion of displacement, relocation, and replacement. These regulations may be viewed at the web site: http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/regulations/570606.cfm</p>
---	---

Purpose: Effective with Version 7.0, CDBG grantees need to complete a separate CDBG Displacement screen for each Census Tract and city that is included in an activity involving displacement, i.e., any household, business, farm, or nonprofit organization that moved permanently from real property as a direct result of rehabilitation, demolition, or acquisition of any CDBG-assisted activity.

(You indicate an activity includes displacement when you X the “Displacement” field on the CDBG Activity screen, CDBG06.)

A displacement activity must contain at least one Census Tract Displacement screen where you indicate the number, by racial category, displaced by the activity and the number that remain in the same Census Tract, by racial category, after relocation. If the relocation was to another Census Tract or city, you will need to complete one or more additional Displacement screens.

If no Displacement data exists for the activity, when you first see the Displacement screen, IDIS prompts for the Census Tract to be added:

MM/DD/YY	HH:MM	CDBG DISPLACEMENT	CDBG15
Grantee Activity ID	XXXXXXXXXXXXXXXXXXXX	IDIS Activity ID	XXXXXXXX
Activity Name	XX	Natl/Obj	XXXXX
Census Tract / City	_____	Tract/City#	___ of ___

If you enter a valid Census Tract in the format 1234.56, IDIS will activate all three columns on the Displacement screen: “Displaced,” “Remain In,” and “Relocated To.” If you enter any other text in this field, for example a city name, unknown, or a Census Tract in an incorrect format, IDIS will activate only the “Relocated To” column. When a displacement activity involves more than one Census Tract or city, complete information for the first Census Tract, press <F9> to save the data, then press <F11> to insert an additional Census Tract or city. On these additional screens, you indicate the number, by race and ethnicity, who were relocated from the initial Census Tract to this Census Tract or city.

If displacement data exists for the activity, IDIS shows the lowest-numbered Census Tract for the activity, followed by any other Census Tracts, followed by city locations in alphabetical order. Press <F18> to scroll up through the list, <F17> to scroll down. Press <F11> to insert an additional Census Tract or city. Press <F13> to delete an incorrect Census Tract or city.

A new field on the top right of the screen displays the number of existing Displacement screens for this activity. Two new columns to the far right of the race/ethnicity data will display the cumulative totals for *all* Displacement screens for this activity. This value will automatically update when you press <F9> to save data on any Displacement screen for the activity.

IDIS performs the following edits on *all* Displacement screens for an activity before users will be able to proceed to the next screen in the CDBG flow:

- By race, across all Displacement screens, the sum of “Remain In” Total + “Relocated To” Total must equal the “Displaced” Total, and the sum of “Remain In” Hispanic + “Relocated To” Hispanic must equal “Displaced From” Hispanic. When these values don’t agree, IDIS will display the Balance Resolution screen (C04MC07) where you can adjust the “Displaced From,” “Remain In,” and “Relocated To” values that are out of balance. (Press <F18> to scroll up through all Balance Resolution screens; <F17> to scroll down.) If you need to create a new Displacement screen to resolve the balance discrepancy, press <F7> to return to the Displacement screen, then press <F11> to insert a new record.
- For a single Displacement screen, the value of “Remain In” Total must never exceed the value of “Displaced From” Total, and the value of “Remain In Hispanic” must never exceed the value of “Displaced From Hispanic.”
- For a single Displacement screen, the Hispanic value for a race must never exceed the Total value for a race within the “Displaced From,” “Remain In,” and “Relocated To” sections.
- For a single Displacement screen, the Total “Relocated To” value for a race must never exceed the sum of Total “Displaced From” values from all other Displacement screens for the activity; and the Hispanic “Relocated To” value for a race must never exceed the sum of Hispanic “Displaced From” values from all other Displacement screens for the activity.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <F9> to save the information. If you need to enter additional Census Tracts, press <F10> to display a blank screen.

CENSUS TRACT OR CITY

1. Enter the Census Tract number, the city name, or unknown.

Every displacement activity must contain at least one Census Tract.

RACE

2. Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data, which includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will

**DISPLACED FROM/
REMAIN IN/**

RELOCATED TO

show any existing counts for race data including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not.

Effective with Version 7.0, Hispanic will be an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic.

Enter the number that fall into the following racial and ethnicity categories.

- For the source Census Tract, indicate the number, by race, who were "Displaced From" this Tract and the number who "Remain In" this tract. If the number "Remain In" is less than the number "Displaced From," you will need to enter one or more additional Census Tracts or cities to indicate where this number "Relocated To."
- If you entered a City name or "Unknown" in the previous field, IDIS lets you complete only the "Relocated To" fields on this screen.

RACE	TOTAL #	# HISPANIC
WHITE		
BLACK/AFRICAN AMERICAN		
ASIAN		
AMERICAN INDIAN/ALASKAN NATIVE		
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER		
AMERICAN INDIAN/ALASKAN NATIVE & WHITE		
ASIAN & WHITE		
BLACK/AFRICAN AMERICAN & WHITE		
AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN		
OTHER MULTI-RACIAL		
ASIAN/PACIFIC ISLANDER*		
HISPANIC*		

3. If you need to enter racial and ethnicity data for additional Census Tracts or cities, press <F9> to save the data on this screen, then press <F11> to insert an additional Census Tract or city.

```

MM/DD/YY  HH:MM                CDBG DISPLACEMENT                CDBG15

Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID XXXXXXXX
Activity Name      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Natl/Obj XXXXX
Census Tract / City XXXXXXXXXXXXXXXXXXXX                Tract/City# ___ of ___

----- R A C E -----
                -DISPLACED-  -REMAIN IN-  -RELCTD TO-  -ACTIVITY--
                TOTL#  #HISP  TOTL#  #HISP  TOTL#  #HISP  TOT#  #HISP
                WHITE:    ___    ___    ___    ___    ___    ___ / ___
BLACK/AFRICAN AMERICAN: ___    ___    ___    ___    ___    ___ / ___
                ASIAN:    ___    ___    ___    ___    ___    ___ / ___
AM INDIAN/ALASKAN NATIVE: ___    ___    ___    ___    ___    ___ / ___
NAT.HAWAIIAN/OTH.PACIFIC ISL: ___    ___    ___    ___    ___    ___ / ___
AM.INDIAN/ALASKAN NAT.&WHITE: ___    ___    ___    ___    ___    ___ / ___
                ASIAN & WHITE: ___    ___    ___    ___    ___    ___ / ___
BLACK/AFRICAN AM. & WHITE: ___    ___    ___    ___    ___    ___ / ___
AM.INDIAN/ALSKN & BLCK/AFRCN: ___    ___    ___    ___    ___    ___ / ___
                OTHER MULTI-RACIAL: ___    ___    ___    ___    ___    ___ / ___
                ASIAN/PACIFIC ISLANDER: ___    ___    ___    ___    ___    ___ / ___
                HISPANIC: ___    ___    ___    ___    ___    ___ / ___

Continue inserting Census Tract / City names (Y/N)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9 = SAVE
F11=INSERT F13=DELETE  F17 = DOWN  F18=UP
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Grantee Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
HUD Activity Number		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Activity Name		Carried forward from the Setup Activity Screen (C04MA01).	Protected field
Census Tract or City		Type the Census tract number, the city name, or unknown. (If you enter a city name or unknown, you only need to complete the Relocated To data fields for this screen.)	Census Tract: 7 numeric characters City: 15 alpha characters
Race Displaced From/ Remain In/ Relocated To Total # #Hispanic		Effective with Version 7.0, IDIS follows the OMB standard for reporting racial and ethnicity data, which includes five single race categories and five multi-race categories. IDIS data entry and display screens for activities created before Version 7.0 will show any existing counts for race data including those in the "Asian/Pacific Islander" and "Hispanic" categories. Activities created after Version 7.0 will not. Effective with Version 7.0, Hispanic will be an ethnicity category within IDIS that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or Other Multi-Racial may also be counted as being Hispanic.	5 numeric characters

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES																																							
		<p>Enter the number who fall into the listed racial and ethnicity categories.</p> <p>For the source Census Tract, indicate the number, by race, who were "Displaced From" this Tract and the number who "Remain In" this tract. If the number "Remain In" for any race is less than the number "Displaced From," you will need to enter one or more additional Census Tracts or cities to indicate where this number "Relocated To."</p> <p>If you entered a City name or "Unknown" in the previous field, IDIS lets you complete only the "Relocated To" fields on this screen.</p>																																								
<p>Race, Cont'd</p> <p>Displaced From/ Remain In/ Relocated To</p> <p>Total # #Hispanic</p>		<table border="0"> <tr> <td style="text-align: left;"><u>Race</u></td> <td style="text-align: center;"><u>Total #</u></td> <td style="text-align: center;"><u># Hispanic</u></td> </tr> <tr> <td>White</td> <td></td> <td></td> </tr> <tr> <td>Black/African American</td> <td></td> <td></td> </tr> <tr> <td>Asian</td> <td></td> <td></td> </tr> <tr> <td>American Indian/Alaskan Native</td> <td></td> <td></td> </tr> <tr> <td>Native Hawaiian/Other Pacific Islander</td> <td></td> <td></td> </tr> <tr> <td>American Indian/Alaskan Native & White</td> <td></td> <td></td> </tr> <tr> <td>Asian & White</td> <td></td> <td></td> </tr> <tr> <td>Black/African American & White</td> <td></td> <td></td> </tr> <tr> <td>American Indian/Alaskan Native & Black/African American</td> <td></td> <td></td> </tr> <tr> <td>Other Multi-Racial</td> <td></td> <td></td> </tr> <tr> <td>Asian/Pacific Islander</td> <td></td> <td></td> </tr> <tr> <td>Hispanic</td> <td></td> <td></td> </tr> </table>	<u>Race</u>	<u>Total #</u>	<u># Hispanic</u>	White			Black/African American			Asian			American Indian/Alaskan Native			Native Hawaiian/Other Pacific Islander			American Indian/Alaskan Native & White			Asian & White			Black/African American & White			American Indian/Alaskan Native & Black/African American			Other Multi-Racial			Asian/Pacific Islander			Hispanic			<p>5 numeric characters</p>
<u>Race</u>	<u>Total #</u>	<u># Hispanic</u>																																								
White																																										
Black/African American																																										
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Native Hawaiian/Other Pacific Islander																																										
American Indian/Alaskan Native & White																																										
Asian & White																																										
Black/African American & White																																										
American Indian/Alaskan Native & Black/African American																																										
Other Multi-Racial																																										
Asian/Pacific Islander																																										
Hispanic																																										
<p>Activity Total#/ Hispanic#</p>		<p>Displays the cumulative totals for all Displacement screens for this activity. This value will automatically update when you press <F9> to save data on any Displacement screen.</p>	<p>Protected field</p>																																							
<p>When you have completed the fields on this screen, press <F9> to save the information. If you need to enter racial and ethnicity data for additional Census Tracts or Cities, press <F9> to save the data on this screen, then press <F11> to insert an additional Census Tract or City.</p>																																										

8.6.14.1 CDBG Displacement Balance Resolution Screen (CDBG-H9)

By race, across all Displacement screens, the sum of "Remain In" Total + "Relocated To" Total must equal the "Displaced" Total, and the sum of "Remain In" Hispanic + "Relocated To" Hispanic must equal "Displaced From" Hispanic. When these values don't agree, IDIS will not let you continue on to the next screen in the CDBG sequence until you adjust the "Displaced From," "Remain In," and "Relocated To" values that are out of balance.

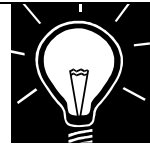
In the example shown, four White households were displaced from Census Tract 0001.00. One White household remained in this census tract, one White household was relocated to "City," and one White household was relocated to "Greece." Since four total White households were displaced, you must indicate the disposition of the fourth White household. You can increase or decrease the "Relocated To" amount for any Census Tract or city *except* the source Census Tract. On the source Census Tract, you can increase or decrease the "Displaced From" and "Remain In" counts.

If the values for more than one race are out of balance, press <F18> to scroll up; <PF17 to scroll down. If you need to create a new Displacement screen to resolve the balance discrepancy, press <F7> to return to the Displacement screen, then press <F11> to insert a new record.

MM/DD/YY HH:MM		CDBG DISPLACEMENT				CDBG-H9	
BALANCE RESOLUTION SCREEN							
Grantee Activity ID	XXXXXXXXXXXXXXXXXXXX	IDIS Activity ID	XXXXXXXXXX				
Activity Name	XX					Natl/Obj	XXXXX
Race	XX						
Census Tract Or City	-Displacd Fr- Total# #Hisp	- Remain In - Total# #Hisp	- Relctd To - Total# #Hisp				
-----	-----	-----	-----				
_____	_____	_____	_____				
_____	_____	_____	_____				
_____	_____	_____	_____				
_____	_____	_____	_____				
_____	_____	_____	_____				
_____	_____	_____	_____				
_____	_____	_____	_____				
_____	_____	_____	_____				
Totals:	999999 999999	999999 999999	999999 999999				
F7=PREV F17=DOWN F18=UP							

8.6.15 CDBG 1-1 Replacement (CDBG16)

Purpose: You only see this screen if you X'd the One-for-One Replacement field on the CDBG Activity screen (CDBG06). Use this screen to record and track housing units that must be replaced because of the conversion or demolition of one or more occupied or vacant occupiable lower-income dwelling units. One-for-one replacement is also commonly called the *Barney Frank* provision. As a CDBG grantee, you must list all units that have converted or demolished, as well as identify the replacement units.



NOTE:

Under the one-for-one replacement rule, you must provide replacement dwelling units whenever occupied and vacant occupiable low/moderate dwelling units are demolished or converted to another use. Conversion to another use occurs when an activity (typically rehabilitation of a low/moderate income dwelling unit) results in that unit no longer being a low/mod income unit because either:

- As a result of the activity, the rent exceeds the Section 8 fair market rent (FMR); or
- The unit has been converted to a use other than housing.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

When you have completed the fields on this screen, press **<Enter>** to go to the next screen.

Enter data on converted/demolished units on the lines beginning with a **D**; and the replacement information into the lines beginning with an **R**.

**DEMOLISHED-
CONVERTED
ADDRESS (D)/
REPLACEMENT ADDRESS
(R)**

1. Type the street address of the structure in which the housing units were converted/demolished (**D**) and replaced (**R**), as appropriate.

If you leave the Replacement Address field blank, enter the Agreement Exception Date in the Agreement Executed field.

BEDROOMS

2. Type the number that corresponds to the number of bedroom units converted/demolished and replaced in each category.

0/1 Zero or one bedroom units

2 Two bedroom units

3 Three bedroom units

4 Four bedroom units

5+ Five or more bedroom units

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
D Demolished-Converted Address		Type the street address of the structure where housing units were demolished or converted.	38 alpha numeric characters
R Replacement Address		Type the Replacement address for the above housing units. If you leave this field blank, enter the Agreement Exception Date in the Agreement Executed field.	38 alpha numeric characters
--# Bedrooms--			
0/1		Type the number of 0 (could be a SRO or studio/efficiency type unit) and 1-bedroom units for the address.	2 numeric characters
2		Type the number of 2 bedroom units for the address.	2 numeric characters
3		Type the number of 3 bedroom units for the address.	2 numeric characters
4		Type the number of 4 bedroom units for the address.	2 numeric characters
5+		Type the number of 5 bedroom units for the address.	2 numeric characters
Total		Automatically calculated when you press <F3> or <F9> to update the screen.	Protected field
Agreement Executed		For housing that is privately owned, type the date the grant or loan agreement for CDBG assistance between the grantee and the person owning or controlling the property was executed. For housing that is owned by the grantee or subrecipient, type the date that the contract for demolition or conversion between the grantee or subrecipient and the contractor was executed. If the Replacement Address field is blank, type the Agreement Exception Date.	mm/dd/yyyy
Available		If you did not type an Exception Date, type the date the replacement units will be available.	mm/dd/yyyy
Description		Type any additional information on the units being demolished/converted/replaced.	
Additional Entries		Type a <Y> to indicate if more lines are needed to add additional address entries.	Y or blank
Press <Enter> to save the information.			

8.6.16 Public Services/Public Facilities and Improvements (CDBG17)

Purpose: To enter, maintain and view performance measurement data for a Public Services/Public Facilities and Improvements activity.

Criteria for Display: (for both Entitlements and States): This screen is displayed for matrix codes '03*' and '05*' combined with National Objective codes 'LMA*', 'LMC*', 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG'.

Source of display of the Total Benefiting for Program Year YYYY:

For Entitlements:

- IF National Objective code = 'URG' or 'SB*'

The Total Benefiting comes from the MA04 screen and is editable
- IF National Objective code = 'LMA'

The Total Benefiting comes from the CDBG07 screen and is not editable
- IF National Objective code = 'LMC*' OR 'LMH*'

The Total Benefiting comes from the CDBG08 screen and is not editable

For States:

The Total Benefiting comes from the CDBG08 screen and is not editable

How To Complete This Screen:



Total Benefiting for program year YYYY :

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Must be numeric when editable.

Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.

Of the households assisted, enter the number that:

Header (no entry required).

Start of mutually exclusive fields. Only three of the next six fields will be displayed at any one time (either the first three or the second three). The following describes the conditions that must exist for each set of 3 fields to display.

If the Matrix code is '05*' or '03T' then the first set of three fields will be displayed for data entry:

The combined total of the first set of three fields must equal the 'Total Benefiting for program year YYYY:' field.

Now have new access to this service or benefit: Must be numeric when entered.

Now have improved access to this service or benefit: Must be numeric when entered.

Now receive a service or benefit that is no longer substandard: Must be numeric when entered.

Otherwise, the second set of three fields will be displayed for data entry:

The combined total of the second set of three fields must equal the 'Total Benefiting for program year YYYY:' field.

Now have new access to this type of public facility or infrastructure improvement: Must be numeric when entered.

Now have improved access to this type of public facility or infrastructure improvement: Must be numeric when entered.

That are served by public facility or infrastructure that is no longer substandard: Must be numeric when entered.

End of mutually exclusive fields.

Homeless persons given overnight shelter: Must be numeric when entered.
Cannot exceed the 'Total Benefiting for program year YYYY:' field.

of beds created in overnight shelter or other emergency housing: Must be numeric when entered.
Cannot exceed the 'Total Benefiting for program year YYYY:' field.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM  Public Services/Public Facilities and Improvements  CDBG17
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX  IDIS Activity ID XXXXXXXX
Activity Name  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Benefiting for program year YYYY : 999,999,999
Of the households assisted, enter the number that:
  Now have new access to this service or benefit: 9,999,999
  Now have improved access to this service or benefit: 9,999,999
  Now receive a service or benefit that is no longer substandard: 9,999,999
                                                    Total: 99,999,999

  Now have new access to this type of public facility or
  infrastructure improvement: 9,999,999
  Now have improved access to this type of public facility or
  infrastructure improvement: 9,999,999
  That are served by public facility or infrastructure that is no
  longer substandard: 9,999,999
                                                    Total: 99,999,999

  Homeless persons given overnight shelter: 9,999,999
  # of beds created in overnight shelter or other emergency housing: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO
F7 = PREV  F8 = NEXT  F9 = SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Benefiting for program year YYYY :	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Now have new access to this service or benefit:	N	The number of persons or households assisted that now have new access to this service or benefit.	Must be numeric when entered. (Max 7 digits)
Now have improved access to this service or benefit:	N	The number of persons or households assisted that now have improved access to this service or benefit.	Must be numeric when entered. (Max 7 digits)
Now receive a service or benefit that is no longer substandard:	N	The number of persons or households assisted that now receive a service or benefit that is no longer substandard.	Must be numeric when entered. (Max 7 digits)
Now have new access to this type of public facility or infrastructure improvement:	N	The number of persons or households assisted that now have new access to this type of public facility or infrastructure improvement.	Must be numeric when entered. (Max 7 digits)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Now have improved access to this type of public facility or infrastructure improvement:	N	The number of persons or households assisted that now have improved access to this type of public facility or infrastructure improvement.	Must be numeric when entered. (Max 7 digits)
That are served by public facility or infrastructure that is no longer substandard:	N	The number of persons or households assisted that are served by public facility or infrastructure that is no longer substandard.	Must be numeric when entered. (Max 7 digits)
Homeless persons given overnight shelter:	N	The number of Homeless persons given overnight shelter.	Must be numeric when entered. (Max 7 digits)
# of beds created in overnight shelter or other emergency housing:	N	The number of beds created in overnight shelter or other emergency housing.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.17 Construction of Rental Units - Part 1 (CDBG18)

Purpose: To enter, maintain and view performance measurement information on an activity that involves the CONSTRUCTION OF RENTAL UNITS.

Criteria for Display:

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed when the "Activity Involves Rental Housing" question on the CDBG06 screen is 'Y'.

This screen is displayed if the activity's matrix code is '01*' or '12*' (for both Entitlements and States).

For Entitlement grantees, when the National Objective is SBA, SBS, SBR or URG, this screen is displayed when the accomplishment code on the MA04 is '04' or '10,' and at least one actual accomplishment is reported on the MA04.

This screen is displayed when the 'Total Rental Units for program year YYYY:' field for all years combined (see below for source) is greater than zero.

Source of display of the Total Rental Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The Total Rental Units comes from the CDBG08 screen and is not editable

ELSE

The Total Rental Units comes from the MA04 screen and is not editable

For States:

The Total Rental Units comes from the CDBG08 screen and is not editable

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the total Rental Units, the number:

Header (no entry required).

Affordable units:

Must be numeric when entered.

Cannot be greater than the count in the 'Total Rental Units for program year YYYY:' field.

Section 504 accessible units: Must be numeric when entered.
 Cannot be greater than the count in the 'Total Rental Units for program year YYYY:' field.

Units qualified as Energy Star Standards: Must be numeric when entered.
 Cannot be greater than the count in the 'Total Rental Units for program year YYYY:' field.

Of the total number of affordable units: Header (no entry required).

Units occupied by elderly: Must be numeric when entered.
 Cannot be greater than the count in the 'Affordable units' field.

Years of affordability: Must be numeric when entered.

Units subsidized with project-based rental assistance by another Federal, state or local Program: Must be numeric when entered.
 Cannot be greater than the count in the 'Affordable units' field.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```
MM/DD/YY  HH:MM      CONSTRUCTION OF RENTAL UNITS - PART 1                      CDBG18
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Rental Units for program year YYYY : 999,999,999

Of the total Rental Units, the number:

  Affordable units:                               9,999,999
  Section 504 accessible units:                   9,999,999
  Units qualified as Energy Star Standards:       9,999,999

Of the total number of affordable units:

  Units occupied by elderly:                       9,999,999
  Years of affordability: 99
  Units subsidized with project-based rental assistance
    by another Federal, state or local Program: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Rental Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Affordable units:	N	Of the total Rental Units, the number of affordable units.	Must be numeric when entered. (Max 7 digits)
Section 504 accessible units	N	Of the total Rental Units, the number of section 504 accessible units.	Must be numeric when entered. (Max 7 digits)
Units qualified as Energy Star Standards	N	Of the total Rental Units, the number of units qualified as Energy Star Standards.	Must be numeric when entered. (Max 7 digits)
Units occupied by elderly:	N	Of the total number of affordable units, the number of units occupied by elderly.	Must be numeric when entered. (Max 7 digits)
Years of affordability:	N	Of the total number of affordable units, the number of years of affordability:	Must be numeric when entered. (Max 2 digits)
Units subsidized with project-based rental assistance by another Federal, state or local Program:	N	Of the total number of affordable units, the number of units subsidized with project-based rental assistance by another Federal, state or local Program.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.18 Construction of Rental Units - Part 2 (CDBG19)

Purpose: To enter, maintain and view performance measurement information on an activity that involves the CONSTRUCTION OF RENTAL UNITS

Criteria for Display:

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed when the "Activity Involves Rental Housing" question on the CDBG06 screen is 'Y'.

This screen is displayed for matrix codes '01*' and '12*' (for both Entitlements and States).

For Entitlement grantees, when the National Objective is SBA, SBS, SBR or URG, this screen is displayed when the accomplishment code on the MA04 is '04' or '10,' and at least one actual accomplishment is reported on the MA04.

This screen is displayed when the 'Total Rental Units for program year YYYY:' field for all years combined (see below for source) is greater than zero.

Source of display of the Total Rental Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The Total Rental units comes from the CDBG08 (and is not editable)

ELSE

The Total Rental units comes from the MA04 (and is not editable)

For States:

The Total Rental units comes from the CDBG08 (and is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the total Rental Units, the number:

Header (no entry required).

Units designated for persons with HIV/AIDS including units receiving assistance for operations:

Must be numeric when entered.

Cannot be greater than the 'Total Rental Units for program year YYYY:' field.

Of those, the number for the chronically homeless: Must be numeric when entered.
 Cannot be greater than the 'Units designated for persons with HIV/AIDS including units receiving assistance for operations:' field.

Permanent housing units designated for homeless persons and families, including units receiving assistance for operations: Must be numeric when entered.
 Cannot be greater than the 'Total Rental Units for program year YYYY:' field.

Of those, the number for the chronically homeless: Must be numeric when entered.
 Cannot be greater than the 'Permanent housing units designated for homeless persons and families, including units receiving assistance for operations:' field.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```
MM/DD/YY  HH:MM      CONSTRUCTION OF RENTAL UNITS - PART 2                      CDBG19
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Rental Units for program year YYYY : 999,999,999

Of the total Rental Units, the number:

Units designated for persons with HIV/AIDS including
units receiving assistance for operations: 9,999,999
Of those, the number for the chronically homeless: 9,999,999

Permanent housing units designated for homeless persons and families,
including units receiving assistance for operations: 9,999,999
Of those, the number for the chronically homeless: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Rental Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Units designated for persons with HIV/AIDS including units receiving assistance for operations:	N	Of the total Rental Units, the number of Units designated for persons with HIV/AIDS including units receiving assistance for operations.	Must be numeric when entered. (Max 7 digits)
Of those, the number for the chronically homeless:	N	Of the Units designated for persons with HIV/AIDS including units receiving assistance for operations, the number of chronically homeless.	Must be numeric when entered. (Max 7 digits)
Permanent housing units designated for homeless persons and families, including units receiving assistance for operations:	N	Of the total Rental Units, the number of Permanent housing units designated for homeless persons and families, including units receiving assistance for operations.	Must be numeric when entered. (Max 7 digits)
Of those, the number for the chronically homeless:	N	Of the Permanent housing units designated for homeless persons and families, including units receiving assistance for operations, the number of chronically homeless.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.19 Rehabilitation of Rental Units - Part 1 (CDBG20)

Purpose: To enter, maintain and view performance measurement information on an activity that involves the REHABILITATION OF RENTAL UNITS.

Exceptions for Display:

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed when the "Activity Involves Rental Housing" question on the CDBG06 screen is 'Y'.

This screen is displayed for matrix codes '14A' through '14D' and '14F' through '14I.'

For Entitlement grantees, when the National Objective is SBA, SBS, SBR or URG, this screen is displayed when the accomplishment code on the MA04 is '04' or '10,' and at least one actual accomplishment unit is reported on the MA04.

This screen is displayed when the 'Total Rental Units for program year YYYY:' field for all years combined (see below for source) is greater than zero.

Source of display of the Total Rental Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The Total Rental units comes from the CDBG08 (and is not editable)

ELSE

The Total Rental units comes from the MA04 (and is not editable)

For States:

The Total Rental units comes from the CDBG08 (and is not editable)

How To Complete This Screen:



Of the total Rental Units, the number:

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Header (no entry required).

Note: None of the values entered below can be greater than the "Total Rental Units for Program Year xxxx" field.

Affordable units: Must be numeric when entered.

Section 504 accessible units: Must be numeric when entered.

Brought from substandard to standard condition (HQS or local code): Must be numeric when entered.

Number qualified as Energy Star: Must be numeric when entered.

Brought into compliance with lead safety rules (24 CFR Part 35): Must be numeric when entered.

Number of units created through conversion of non-residential to residential buildings: Must be numeric when entered.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM      REHABILITATION OF RENTAL UNITS PART - 1                      CDBG20
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX
Total Rental Units for program year YYYY : 999,999,999
Of the total Rental Units, the number:
Affordable units:                                     9,999,999
Section 504 accessible units:                         9,999,999
Brought from substandard to standard condition
(HQS or local code):                                9,999,999
Number qualified as Energy Star:                     9,999,999
Brought into compliance with lead safety rules (24 CFR Part 35): 9,999,999
Number of units created through conversion of non-residential
to residential buildings:                             9,999,999
Insert/Delete program year(I/D)? _
XXXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Rental Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Affordable units:	N	Of the Total Rental Units, the number of affordable units.	Must be numeric when entered. (Max 7 digits)
Section 504 accessible units:	N	Of the Total Rental Units, the number of section 504 accessible units.	Must be numeric when entered. (Max 7 digits)
Brought from substandard to standard condition (HQS or local code):	N	Of the Total Rental Units, the number brought from substandard to standard condition (HQS or local code).	Must be numeric when entered. (Max 7 digits)
Number qualified as Energy Star:	N	Of the Total Rental Units, the number qualified as Energy Star.	Must be numeric when entered. (Max 7 digits)
Brought into compliance with lead safety rules (24 CFR Part 35):	N	Of the Total Rental Units, the number brought into compliance with lead safety rules (24 CFR Part 35).	Must be numeric when entered. (Max 7 digits)
Number of units created through conversion of non-residential to residential buildings:	N	Of the Total Rental Units, the number of units created through conversion of non-residential to residential buildings.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.20 Rehabilitation of Rental Units - Part 2 (CDBG21)

Purpose: To enter, maintain and view performance measurement information on an activity that involves the REHABILITATION OF RENTAL UNITS.

Criteria for Display :

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed when the "Activity Involves Rental Housing" question on the CDBG06 screen is 'Y'.

This screen is displayed for matrix codes '14A' through '14D' and '14F' through '14I.'

For Entitlement grantees, this screen is displayed when the accomplishment code on the MA04 is '04' or '10,' and at least one actual accomplishment is reported on the MA04.

This screen is displayed when the 'Total Affordable Units for program year YYYY:' field for all years combined (See below for source) is greater than zero.

Source of display of the Total Affordable Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The 'Total Affordable Units for program year YYYY :' comes from the CDBG08 (and is

not editable)

ELSE

The 'Total Affordable Units for program year YYYY :' comes from the MA04 (and is not editable)

For States:

The 'Total Affordable Units for program year YYYY :' comes from the CDBG08 (and is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the number of Affordable Units, the number:

Header (no entry required).

Units occupied by elderly:	<p>Must be numeric when entered.</p> <p>Cannot be greater than the 'Total Affordable Units for program year YYYY :' field.</p>
Number of years of affordability:	<p>Must be numeric when entered.</p>
Units subsidized with project-based rental assistance by another Federal, state or local Program:	<p>Must be numeric when entered.</p> <p>Cannot be greater than the 'Total Affordable Units for program year YYYY :' field.</p>
Units designated for persons with HIV/AIDS including units receiving assistance for operations:	<p>Must be numeric when entered.</p> <p>Cannot be greater than the 'Total Affordable Units for program year YYYY :' field.</p>
Of those, the number for the chronically homeless:	<p>Must be numeric when entered.</p> <p>Cannot be greater than the 'Units designated for persons with HIV/AIDS including units receiving assistance for operations:' field.</p>
Permanent housing units for homeless persons and families, including units receiving assistance for operations:	<p>Must be numeric when entered.</p> <p>Cannot be greater than the 'Total Affordable Units for program year YYYY :' field.</p>
Of those, the number for the chronically homeless:	<p>Must be numeric when entered.</p> <p>Cannot be greater than the 'Permanent housing units for homeless persons and families, including units receiving assistance for operations:' field.</p>
Insert/Delete program year(I/D)?	<p>Enter an 'I' or 'D' in this field to either Insert or Delete a year.</p>

```

MM/DD/YY  HH:MM  REHABILITATION OF RENTAL UNITS PART - 2  CDBG21
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX  IDIS Activity ID XXXXXXXX
Activity Name  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Affordable Units for program year YYYY : 999,999,999

Of the number of Affordable Units, the number:
Units occupied by elderly: 9,999,999
Number of years of affordability: 99
Units subsidized with project-based rental assistance
by another Federal, state or local Program: 9,999,999

Units designated for persons with HIV/AIDS including
units receiving assistance for operations: 9,999,999
Of those, the number for the chronically homeless: 9,999,999

Permanent housing units for homeless persons and families,
including units receiving assistance for operations: 9,999,999
Of those, the number for the chronically homeless: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP F3 = VALDT F4 = MAIN MENU F5 = PROJ INFO
F7 = PREV F8 = NEXT F9 = SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Rental Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Units occupied by elderly:	N	Of the number of Affordable Units, the number of units occupied by elderly.	Must be numeric when entered. (Max 7 digits)
Number of years of affordability:	N	Of the number of Affordable Units, the number of years of affordability.	Must be numeric when entered. (Max 2 digits)
Units subsidized with project-based rental assistance by another Federal, state or local Program:	N	Of the number of Affordable Units, the number of units subsidized with project-based rental assistance by another Federal, state or local Program.	Must be numeric when entered. (Max 7 digits)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Units designated for persons with HIV/AIDS including units receiving assistance for operations:	N	Of the number of Affordable Units, the number of units designated for persons with HIV/AIDS including units receiving assistance for operations.	Must be numeric when entered. (Max 7 digits)
Of those, the number for the chronically homeless:	N	Of the units designated for persons with HIV/AIDS, including units receiving assistance for operations, the number for the chronically homeless.	Must be numeric when entered. (Max 7 digits)
Permanent housing units for homeless persons and families, including units receiving assistance for operations:	N	Of the number of Affordable Units, the number of Permanent housing units for homeless persons and families, including units receiving assistance for operations	Must be numeric when entered. (Max 7 digits)
Of those, the number for the chronically homeless:	N	Of the number of permanent housing units for homeless persons and families, including units receiving assistance for operations, the number for the chronically homeless.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.21 Acquisition/Construction New Homeowner (CDBG22)

Purpose: To enter, maintain and view performance measurement information on an activity that involves ACQUISITION/CONSTRUCTION of NEW HOMEOWNER units.

Exceptions for Display:

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed for matrix codes '01*' and '12*' (for both Entitlements and States).

For Entitlement grantees, when the National Objective is SBA, SBS, SBR or URG, this screen is displayed when the accomplishment type on the MA04 is '04' or '10,' and at least one actual accomplishment is reported on the MA04.

This screen is displayed when the 'Total Owner Units for program year YYYY : ' field for all years combined (see below for source) is greater than zero.

Source of display of the Total Owner Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The 'Total Owner Units for program year YYYY : ' field comes from the CDBG08 (it is not editable)

ELSE

The 'Total Owner Units for program year YYYY : ' field comes from the MA04 (it is not editable)

For States:

The 'Total Owner Units for program year YYYY : ' field comes from the CDBG08 (it is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the total Owner Units, the number:

Header (no entry required)

Affordable units:

Must be numeric when entered.

Cannot be greater than the 'Total Owner Units for program year YYYY : ' field.

Years of affordability guaranteed: Must be numeric when entered.

Units qualified as Energy Star: Must be numeric when entered.
Cannot be greater than the 'Total Owner Units for program year YYYY :' field.

Section 504 accessible: Must be numeric when entered.
Cannot be greater than the 'Total Owner Units for program year YYYY :' field.

Households previously living in subsidized housing: Must be numeric when entered.
Cannot be greater than the 'Total Owner Units for program year YYYY :' field.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```
MM/DD/YY  HH:MM      ACQUISITION/CONSTRUCTION NEW HOMEOWNER      CDBG22
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX      IDIS Activity ID XXXXXXXX
Activity Name      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Owner Units for program year YYYY : 9,999,999,9

Of the total Owner Units, the number:

    Affordable units:                9,999,999
    Years of affordability guaranteed:  ___
    Units qualified as Energy Star:    9,999,999
    Section 504 accessible:           9,999,999
    Households previously living in subsidized housing: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Owner Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Affordable units:	N	Of the total Owner Units, the number of Affordable units.	Must be numeric when entered. (Max 7 digits)
Years of affordability guaranteed:	N	Of the total Owner Units, the number of Years of affordability guaranteed.	Must be numeric when entered. (Max 2 digits)
Units qualified as Energy Star:	N	Of the total Owner Units, the number of Units qualified as Energy Star.	Must be numeric when entered. (Max 7 digits)
Section 504 accessible:	N	Of the total Owner Units, the number of Section 504 accessible units.	Must be numeric when entered. (Max 7 digits)
Households previously living in subsidized housing:	N	Of the total Owner Units, the number of Households previously living in subsidized housing.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.22 Acquisition/Construction New Homeowner - Part 2 (CDBG23)

Purpose: To enter, maintain and view performance measurement information on an activity that involves the ACQUISITION/CONSTRUCTION of NEW HOMEOWNER units.

Exceptions for Display:

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed for matrix codes '01*' and '12*' (for both Entitlements and States).

For Entitlement grantees, when the National Objective is SBA, SBS, SBR or URG, this screen is displayed when the accomplishment type on the MA04 is '04' or '10,' and at least one actual accomplishment is reported on the MA04.

This screen is displayed when the 'Total Owner Units for program year YYYY : ' field for all years combined (see below for source) is greater than zero.

Source of display of the Total Owner Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The 'Total Owner Units for program year YYYY : ' field comes from the CDBG08 (it is not editable)

ELSE

The 'Total Owner Units for program year YYYY : ' field comes from the MA04 (it is not editable)

For States:

The 'Total Owner Units for program year YYYY : ' field comes from the CDBG08 (it is not editable)

How To Complete This Screen:



Of the number of Affordable Units, the number:

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Header (no entry required)

Occupied by elderly: Must be numeric when entered.
 Cannot be greater than the 'Total Owner Units for program year YYYY :' field.

Units specifically designated for persons with HIV/AIDS: Must be numeric when entered.
 Cannot be greater than the 'Total Owner Units for program year YYYY :' field.

Of those, the # specifically for chronically homeless: Must be numeric when entered.
 Cannot be greater than the 'Units specifically designated for persons with HIV/AIDS:' field.

Units specifically designated for homeless: Must be numeric when entered.
 Cannot be greater than the 'Total Owner Units for program year YYYY :' field.

Of those, the # specifically for chronically homeless: Must be numeric when entered.
 Cannot be greater than the 'Units specifically designated for homeless:' field.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```
MM/DD/YY  HH:MM ACQUISITION/CONSTRUCTION NEW HOMEOWNER - PART 2          CDBG23
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX
Total Owner Units for program year YYYY : 999,999,999
Of the number of Affordable Units, the number:
  Occupied by elderly:                               9,999,999
  Units specifically designated for persons with HIV/AIDS: 9,999,999
  Of those, the # specifically for chronically homeless: 9,999,999
  Units specifically designated for homeless:           9,999,999
  Of those, the # specifically for chronically homeless: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Owner Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Occupied by elderly:	N	Of the number of Affordable Units, the number Occupied by elderly.	Must be numeric when entered. (Max 7 digits)
Units specifically designated for persons with HIV/AIDS:	N	Of the number of Affordable Units, the number of Units specifically designated for persons with HIV/AIDS.	Must be numeric when entered. (Max 7 digits)
Of those, the # specifically for chronically homeless:	N	Of the Units specifically designated for persons with HIV/AIDS, the number for chronically homeless.	Must be numeric when entered. (Max 7 digits)
Units specifically designated for homeless:	N	Of the number of Affordable Units, the number of Units specifically designated for homeless.	Must be numeric when entered. (Max 7 digits)
Of those, the # specifically for chronically homeless:	N	Of the Units specifically designated for homeless, the number for chronically homeless.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.23 Homeowner Rehab Units (CDBG24)

Purpose: To enter, maintain and view performance measurement information on an activity that involves HOMEOWNER REHAB UNITS.

Exceptions for Display:

This screen is displayed for National Objective codes 'LMH*', 'SBA', 'SBR', 'SBS' and 'URG' (for both Entitlements and States).

This screen is displayed for matrix codes '01*', '14A' through '14D' and '14F' through '14I.'

For Entitlement grantees, when the National Objective is SBA, SBS, SBR or URG, this screen is displayed when the accomplishment type on the MA04 is '04' or '10,' and at least one actual accomplishment is reported on the MA04.

This screen is displayed when the 'Total number Owner Units for program year YYYY :' field for all years combined (see below for source) is greater than zero.

Source of display of the Total number Owner Units for program year YYYY:

For Entitlements:

IF National Objective code = 'LMH*'

The 'Total number Owner Units for program year YYYY:' field comes from the CDBG08 (it is not editable)

ELSE

The 'Total number Owner Units for program year YYYY:' field comes from the MA04 (it is not editable)

For States:

The 'Total number Owner Units for program year YYYY:' field comes from the CDBG08 (it is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the total Owner Units, the number:

Header (no entry required)

Occupied by elderly:

Must be numeric when entered.

Cannot be greater than the 'Total number Owner Units for program year YYYY :' field.

Units moved from substandard to standard (HQS or local code):	Must be numeric when entered. Cannot be greater than the 'Total number Owner Units for program year YYYY : ' field.
Units qualified as Energy Star:	Must be numeric when entered. Cannot be greater than the 'Total number Owner Units for program year YYYY : ' field.
Units made accessible:	Must be numeric when entered. Cannot be greater than the 'Total number Owner Units for program year YYYY : ' field.
Brought into compliance with lead safety rules (24 CFR Part 35):	Must be numeric when entered. Cannot be greater than the 'Total number Owner Units for program year YYYY : ' field.
Insert/Delete program year(I/D)?	Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM                HOMEOWNER REHAB UNITS                CDBG24
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID XXXXXXXX
Activity Name          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX
Total number Owner Units for program year YYYY : 999,999,999

Of the total Owner Units, the number:

  Occupied by elderly:                                9,999,999
  Units moved from substandard to standard (HQS or local code): 9,999,999

  Units qualified as Energy Star:                       9,999,999
  Units made accessible:                                9,999,999

  Brought into compliance with lead safety rules (24 CFR Part 35): 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE

```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total number Owner Units for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Occupied by elderly:	N	Of the total Owner Units, the number Occupied by elderly.	Must be numeric when entered. (Max 7 digits)
Units moved from substandard to standard (HQS or local code):	N	Of the total Owner Units, the number of Units moved from substandard to standard (HQS or local code).	Must be numeric when entered. (Max 7 digits)
Units qualified as Energy Star:	N	Of the total Owner Units, the number of Units qualified as Energy Star.	Must be numeric when entered. (Max 7 digits)
Units made accessible:	N	Of the total Owner Units, the number of Units made accessible.	Must be numeric when entered. (Max 7 digits)
Brought into compliance with lead safety rules (24 CFR Part 35):	N	Of the total Owner Units, the number brought into compliance with lead safety rules (24 CFR Part 35).	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.24 Direct Financial Assistance to Homebuyers (CDBG25)

Purpose: To enter, maintain and view performance measurement information on an activity that involves DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS.

Exceptions for Display:

This screen is displayed for matrix codes '05R' and '13*' (for both Entitlements and States).

This screen is displayed when the 'Total number homebuyer households for program year YYYY:' field for all years combined (see below for source) is greater than zero.

Source of Display of the Total number homebuyer households for program year YYYY :

For Entitlements:

IF National Objective code = 'SBA' or 'URG'

The 'Total number homebuyer households for program year YYYY :' comes from the MA04 (it is not editable)

ELSE

The 'Total number homebuyer households for program year YYYY :' comes from the CDBG08 (it is not editable)

For States:

The 'Total number homebuyer households for program year YYYY :' comes from the CDBG08 (it is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the total, specify the following:

Header (no entry required)

First-time homebuyer:

Must be numeric when entered.

Cannot be greater than the 'Total number homebuyer households for program year YYYY :' field.

Of those, number receiving housing counseling:

Must be numeric when entered.

Cannot be greater than the 'First-time homebuyer:' field.

Downpayment Must be numeric when entered.
 Assistance/Closing Costs: Cannot be greater than the 'Total number homebuyer households for program year YYYY:' field.
 Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```
MM/DD/YY  HH:MM  DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS  CDBG25
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX  IDIS Activity ID XXXXXXXX
Activity Name  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX
Total number homebuyer households for program year YYYY : 999,999,999

Of the total, specify the following:

First-time homebuyer: 9,999,999
  Of those, number receiving housing counseling: 9,999,999

Downpayment Assistance/Closing Costs: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP  F3 = VALDT  F4 = MAIN MENU  F5 = PROJ INFO
F7 = PREV  F8 = NEXT  F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total number homebuyer households for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
First-time homebuyer:	N	Of the Total number homebuyer households, the number of First-time homebuyers.	Must be numeric when entered. (Max 7 digits)
Of those, number receiving housing counseling:	N	Of the number of First-time homebuyers the number receiving housing counseling.	Must be numeric when entered. (Max 7 digits)
Downpayment Assistance/Closing Costs:	N	Of the Total number homebuyer households, the number receiving Downpayment Assistance/Closing Costs.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.25 Job Creation (CDBG26)

Purpose: To enter, maintain and view performance measurement information on an activity that involves JOB CREATION.

Exceptions for Display :

This screen is displayed for National Objective codes 'LMJ*' and the 'Total Jobs Created for program year YYYY:' field for all years (on the CDBG11) is greater than zero.

OR

The National Objective is 'LMASA', 'LMAFI' and 'LMCMC' and the accomplishment type on the MA04 is '13.'

Source of display of the Total Jobs Created for program year YYYY:

For Entitlements and States:

IF National Objective code = 'LMJ*'

The Total Jobs Created for program year YYYY comes from the CDBG11 (it is not editable)

ELSE

The Total Jobs Created for program year YYYY from the MA04 (it is editable)

How To Complete This Screen:



Total Jobs Created for program year YYYY :

Jobs Created:

Number of jobs with employer sponsored health care benefits:

Number unemployed prior to taking jobs created under this activity:

Type of Jobs Created:

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Must be numeric when editable.

Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.

Header (no entry required)

Must be numeric when entered.

Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.

Must be numeric when entered.

Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.

Header (no entry required)

Officials and Managers	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Professional	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Technicians	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Sales	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Office and Clerical	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Craft Workers (skilled)	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Operatives(semi-skilled)	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Laborers (unskilled)	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Service Workers	Must be numeric when entered. Cannot be greater than the 'Total Jobs Created for program year YYYY :' field.
Insert/Delete program year(I/D)?	Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM                JOB CREATION                CDBG26
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID XXXXXXXX
Activity Name                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Jobs Created for program year YYYY : 999,999,999
Jobs Created:
  Number of jobs with employer sponsored health care benefits:          9,999,999
  Number unemployed prior to taking jobs created under this activity:    9,999,999

Type of Jobs Created:                # Jobs
  Officials and Managers              9,999,999
  Professional                        9,999,999
  Technicians                         9,999,999
  Sales                              9,999,999
  Office and Clerical                 9,999,999
  Craft Workers (skilled)             9,999,999
  Operatives(semi-skilled)           9,999,999
  Laborers (unskilled)               9,999,999
  Service Workers                     9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
  
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Jobs Created for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Number of jobs with employer sponsored health care benefits:	N	Of the Jobs Created, the number of jobs with employer sponsored health care benefits.	Must be numeric when entered. (Max 7 digits)
Number unemployed prior to taking jobs created under this activity:		Of the Jobs Created, the Number unemployed prior to taking jobs created under this activity.	Must be numeric when entered. (Max 7 digits)
Officials and Managers	N	Of the Jobs Created, the number of Officials and Managers.	Must be numeric when entered. (Max 7 digits)
Professional	N	Of the Jobs Created, the number of Professionals.	Must be numeric when entered. (Max 7 digits)
Technicians	N	Of the Jobs Created, the number of Technicians.	Must be numeric when entered. (Max 7 digits)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Sales	N	Of the Jobs Created, the number of Sales workers.	Must be numeric when entered. (Max 7 digits)
Office and Clerical	N	Of the Jobs Created, the number of Office and Clerical workers.	Must be numeric when entered. (Max 7 digits)
Craft Workers (skilled)	N	Of the Jobs Created, the number of Craft Workers (skilled).	Must be numeric when entered. (Max 7 digits)
Operatives(semi-skilled)	N	Of the Jobs Created, the number of Operatives(semi-skilled).	Must be numeric when entered. (Max 7 digits)
Laborers (unskilled)	N	Of the Jobs Created, the number of Laborers (unskilled).	Must be numeric when entered. (Max 7 digits)
Service Workers	N	Of the Jobs Created, the number of Service Workers.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.26 Job Retention (CDBG27)

Purpose: To enter, maintain and view performance measurement information on an activity that involves JOB RETENTION.

Exceptions for Display:

This screen is displayed for National Objective codes 'LMJ*' and the 'Total Jobs Retained for program year YYY:' field for all years (on the CDBG11) is greater than zero.

OR

The National Objective is 'LMASA', 'LMAFI' or 'LMCMC' and the accomplishment type on the MA04 is '13.'

Source of display of the Total Jobs Retained for program year YYYY:

For Entitlements and States:

IF National Objective code = 'LMJ*'

The 'Total Jobs Retained for program year YYYY:' comes from the CDBG11 (it is not editable)

ELSE

The 'Total Jobs Retained for program year YYYY:' comes from the MA04 (it is editable)

How To Complete This Screen:



Total Jobs Retained for program year YYYY :

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Header (no entry required)

Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.

Jobs Retained:

Header (no entry required)

Number of jobs with employer sponsored health care benefits:

Must be numeric when entered.

Type of Jobs Retained:

Header (no entry required)

Officials and Managers	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Professional	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Technicians	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Sales	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Office and Clerical	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Craft Workers (skilled)	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Operatives(semi-skilled)	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Laborers (unskilled)	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Service Workers	Must be numeric when entered. Cannot be greater than the 'Total Jobs Retained for program year YYYY:' field.
Insert/Delete program year(I/D)?	Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM                JOB RETENTION                CDBG27
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID XXXXXXXX
Activity Name                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total Jobs Retained for program year YYYY : 999,999,999

Jobs Retained:
    Number of jobs with employer sponsored health care benefits: 9,999,999

Type of Jobs Retained:                # Jobs
    Officials and Managers                9,999,999
    Professional                9,999,999
    Technicians                9,999,999
    Sales                9,999,999
    Office and Clerical                9,999,999
    Craft Workers (skilled)                9,999,999
    Operatives(semi-skilled)                9,999,999
    Laborers (unskilled)                9,999,999
    Service Workers                9,999,999

Insert/Delete program year(I/D)? _
XXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP    F3 = VALDT    F4 = MAIN MENU    F5 = PROJ INFO
F7 = PREV    F8 = NEXT    F9 = SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total Jobs Retained for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Number of jobs with employer sponsored health care benefits:	N	Of the Jobs Retained, the number of jobs with employer sponsored health care benefits.	Must be numeric when entered. (Max 7 digits)
Officials and Managers	N	Of the Jobs Retained, the number of Officials and Managers.	Must be numeric when entered. (Max 7 digits)
Professional	N	Of the Jobs Retained, the number of Professionals.	Must be numeric when entered. (Max 7 digits)
Technicians	N	Of the Jobs Retained, the number of Technicians.	Must be numeric when entered. (Max 7 digits)
Sales	N	Of the Jobs Retained, the number of Sales workers.	Must be numeric when entered. (Max 7 digits)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Office and Clerical	N	Of the Jobs Retained, the number of Office and Clerical workers.	Must be numeric when entered. (Max 7 digits)
Craft Workers (skilled)	N	Of the Jobs Retained, the number of Craft Workers (skilled).	Must be numeric when entered. (Max 7 digits)
Operatives(semi-skilled)	N	Of the Jobs Retained, the number of Operatives(semi-skilled).	Must be numeric when entered. (Max 7 digits)
Laborers (unskilled)	N	Of the Jobs Retained, the number of Laborers (unskilled).	Must be numeric when entered. (Max 7 digits)
Service Workers	N	Of the Jobs Retained, the number of Service Workers.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.27 Assistance to Businesses (CDBG28)

Purpose: To enter, maintain and view performance measurement information for an activity that involves ASSISTANCE TO BUSINESSES.

Exceptions for Display:

This screen is displayed for matrix codes '14E', '17*' and '18*' (for both Entitlements and States).

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Note: If the activity is economic development direct financial assistance to a for-profit business (Matrix code 18A), you should report each business assisted as a separate activity.

Businesses assisted:	Header (no entry required)
New:	Must be numeric when entered.
Existing:	Must be numeric when entered.
Number expanding:	Must be numeric when entered. Cannot be greater than the 'Existing:' field.
Number relocating:	Must be numeric when entered. Cannot be greater than the 'Existing:' field.
# of businesses assisted with commercial facade treatment/business building rehab:	Must be numeric when entered.
# of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community:	Must be numeric when entered.
Insert/Delete program year(I/D)?	Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM                ASSISTANCE TO BUSINESSES                CDBG28
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID XXXXXXXX
Activity Name                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

For program year YYYY
  Businesses assisted:
    New:                        9,999,999
    Existing:                   9,999,999
    Total:                      99,999,999

  Of the EXISTING Businesses assisted:
    Number expanding:          9,999,999
    Number relocating:        9,999,999

# of businesses assisted with commercial facade treatment/
                                business building rehab: 9,999,999
# of businesses assisted that provide goods or services to meet the
  needs of a service area, neighborhood, or community: 9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
  
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
For program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
New:	N	The number of New Businesses assisted.	Must be numeric when entered. (Max 7 digits)
Existing:	N	The number of Existing Businesses assisted.	Must be numeric when entered. (Max 7 digits)
Number expanding:	N	Of the EXISTING Businesses assisted, the Number expanding.	Must be numeric when entered. (Max 7 digits)
Number relocating:	N	Of the EXISTING Businesses assisted, the Number relocating.	Must be numeric when entered. (Max 7 digits)
# of businesses assisted with commercial facade treatment/ business building rehab:	N	The number of businesses assisted with commercial facade treatment/ business building rehab.	Must be numeric when entered. (Max 7 digits)

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
# of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community:	N	The number of businesses assisted that provide goods or services to meet the needs of a service area, neighborhood, or community.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
DUNS #	N	DUNS number of each business assisted.	Must be numeric when entered. (Must be exactly 9 or 13 digits when entered)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.29 Tenant-Based Rental Assistance (CDBG30)

Purpose: To enter, maintain and view performance measurement information for an activity that involves TENANT-BASED RENTAL ASSISTANCE.

Exceptions for Display:

This screen is displayed for matrix code '05S' (for both Entitlements and States).

This screen is displayed when the 'Total # Households assisted for program year YYYY:' field for all years combined (see below for source) is greater than zero.

Source of display of the Total # Households assisted for program year YYYY:

For Entitlements:

IF National Objective code = 'SBA' or 'URG'

The 'Total # Households assisted for program year YYYY:' field comes from the MA04 (it is not editable)

ELSE

The 'Total # Households assisted for program year YYYY:' field comes from the CDBG08 (it is not editable)

For States:

The 'Total # Households assisted for program year YYYY:' field comes from the CDBG08 (it is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the total Households assisted, the number:

Header (no entry required)

Short-term rental assistance (not more than 3 months):

Must be numeric when entered.

Cannot be greater than the 'Total # Households assisted for program year YYYY:' field.

of households assisted previously homeless:

Must be numeric when entered.

Cannot be greater than the 'Total # Households assisted for program year YYYY:' field.

Of those, the # of chronically homeless households: Must be numeric when entered.
 Cannot be greater than the '# of households assisted previously homeless: ' field.

Insert/Delete program year(I/D)? Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```
MM/DD/YY  HH:MM          Tenant-Based Rental Assistance          CDBG30
Grantee Activity ID XXXXXXXXXXXXXXXXXXXX          IDIS Activity ID XXXXXXXX
Activity Name          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Natl/Obj XXXXX

Total # Households assisted for program year YYYY : 999,999,999

Of the total Households assisted, the number:

    Short-term rental assistance (not more than 3 months): 9,999,999

    # of households assisted previously homeless:          9,999,999
    Of those, the # of chronically homeless households:    9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP   F3 = VALDT   F4 = MAIN MENU   F5 = PROJ INFO
F7 = PREV   F8 = NEXT    F9 = SAVE
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total # Households assisted for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Short-term rental assistance (not more than 3 months):	N	Of the total Households assisted, the number that received Short-term rental assistance (for not more than 3 months).	Must be numeric when entered. (Max 7 digits)
# of households assisted previously homeless:	N	Of the total Households assisted, the number of households assisted that were previously homeless.	Must be numeric when entered. (Max 7 digits)
Of those, the # of chronically homeless households:	N	Of the number of households assisted that were previously homeless, the number of chronically homeless households.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	A code that initiates an insert or delete of a specific year of data.	Must be I OR D when entered.

8.6.30 Homeless Prevention (CDBG31)

Purpose: To enter, maintain and view performance measurement information for an activity that involves HOMELESS PREVENTION.

Exceptions for Display:

This screen is displayed when the "Prevent Homelessness" question on the MA03 screen is 'Y'.

This screen is displayed for matrix codes '05C', '05Q', and '05T' (for both Entitlements and States).

This screen is displayed when the 'Total benefiting for program year YYYY:' field for all years combined (see below for source) is greater than zero.

Source of display of the Total benefiting for program year YYYY:

For Entitlements:

IF National Objective code = 'LMA', 'SBA' or 'URG'

The 'Total benefiting for program year YYYY:' field comes from the MA04 (it is not editable)

ELSE

The 'Total benefiting for program year YYYY:' field comes from the CDBG08 (it is not editable)

For States:

The 'Total benefiting for program year YYYY:' field comes from the CDBG08 (it is not editable)

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

Of the persons assisted, enter the number that:

Header (no entry required)

Received emergency financial assistance to prevent homelessness:

Must be numeric when entered.

Cannot be greater than the 'Total Benefiting for program year YYYY:' field.

Received emergency legal assistance to prevent homelessness:

Must be numeric when entered.

Cannot be greater than the 'Total Benefiting for program year YYYY:' field.

Insert/Delete program
year(I/D)?

Enter an 'I' or 'D' in this field to either Insert or Delete a year.

```

MM/DD/YY  HH:MM                HOMELESS PREVENTION                CDBG31

Grantee Activity ID XXXXXXXXXXXXXXXXXXXX                IDIS Activity ID XXXXXXXX
Activity Name                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  Natl/Obj XXXXX

Total benefiting for program year YYYY : 999,999,999

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness:    9,999,999
    Received emergency legal assistance to prevent homelessness:    9,999,999

Insert/Delete program year(I/D)? _
XXXXXXXX (THIS IS THE MESSAGE LINE) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1 = HELP    F3 = VALDT    F4 = MAIN MENU    F5 = PROJ INFO
F7 = PREV    F8 = NEXT    F9 = SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Total benefiting for program year YYYY:	N	The program year that you are editing/viewing data for. Note: YYYY will be replaced by the year you are editing/viewing data for when you are actually online. Its value is 0000 when no yearly data exists.	Must be numeric when entered. (4 digits)
Received emergency financial assistance to prevent homelessness:	N	Of the persons assisted, the number that received emergency financial assistance to prevent homelessness.	Must be numeric when entered. (Max 7 digits)
Received emergency legal assistance to prevent homelessness:	N	Of the persons assisted, the number that received emergency legal assistance to prevent homelessness.	Must be numeric when entered. (Max 7 digits)
Insert/Delete program year(I/D)?	N	Code that initiates an insert or delete of a specific year of data.	Must be I or D when entered.

8.7 Maintaining CDFI, Strategy Area, and Local Target Area Tables

Before you can specify a Community Development Financial Institution (CDFI) Area or Neighborhood Revitalization (for an Entitlement grantee) or Community Revitalization Strategy Area (for a state grant recipient) on the CDBG Activity Information (CDBG06) screen, the area must normally already have been defined and assigned an ID in IDIS. You use the Table Maintenance module on the Utilities Menu to both add new CDFI, NRSA/CRSA and local target areas, and to modify the information on existing areas. Be aware that you can create a new area when at the CDBG06 screen.



REMINDER:

Not everyone has access to Table Maintenance under the IDIS Utilities Menu. In order to have access to this area of IDIS, your Grantee Local Administrator must grant you Table Maintenance rights.

8.7.1 Selecting Table Maintenance from the Utilities Menu

Purpose: On this screen, you choose the Table Maintenance submenu.

How To Complete This Screen:



**TYPE SELECTION AND
PRESS ENTER**

Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press **<Tab>** to go to the next field.)

1. On the IDIS Main Menu, select **Option F**, Table Maintenance, and press **<Enter>**. The system displays the Utilities Menu.
2. On the Utilities Menu, type **04** and press **<Enter>**. The system displays the Table Maintenance Menu.

12/12/02 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM C04MM01
07:06:08

UTILITIES MENU

- 01 GRANTEE ID/EXCEPTIONS
- 02 PROGRAM CONTACTS
- 03 USER INFORMATION/PROFILE
- 04 TABLE MAINTENANCE
- 05 CONVERSION REQUEST
- 06 CONVERSION STATUS
- 07 BLOCK/UNBLOCK GRANTEES
- 08 BLOCK/UNBLOCK GRANTS
- 09 CPDTS DATA UPLOAD STATUS
- 10 RUN SPUFI
- 11 IDIS NEWS
- 12 LOCCS INTERFACE
- 13 MATCH LIABILITY
- 14 REPORTS PERIOD DATES

TYPE SELECTION AND PRESS ENTER F @@

F4 = MAIN MENU F7 = PREV

8.7.2 Choices on the Grantee Table Maintenance Menu (C04MU10)

Purpose: Use this screen to choose either CDFI, Strategy, or Local Target Areas.



NOTE:

The two CDFI Screens C04MU12 and C04MU11 work in tandem, as do the two Strategy Area Screens, C04MU14 and C04MU13 and the Local Target Areas Screens, C04MX02 and C04MX03.

If your organization has never added a CDFI Area before, your first screen will be the C04MU12. Similarly, if your organization has never added a Strategy Area before, your first screen will be C04MU14, or if you have never added a Local Target Area, your first screen will be C04MX03.

Once you have at least one record in a table, your first screen will always be the selection screen - the reverse of the sequence shown here.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the field on this screen, press <Enter> to go to the next screen.

- Select 01 CDFI Areas, 02 for Strategy Areas, or 03 for Local Target Areas then press <Enter>.

```
02/16/07 16:42 THE INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM C04MU10
GRANTEE TABLE MAINTENANCE MENU
```

```
TYPE A SELECTION AND PRESS ENTER: 00
```

```
01 CDFI AREAS
02 STRATEGY AREAS
03 LOCAL TARGET AREAS
```

```
F4=MAIN MENU PF7=PREV
```

8.7.2.1 Adding CDFI Areas (C04MU12)

Purpose: Use this screen to establish or modify a CDFI area and identify its Low/Mod percentage.

How To Complete This Screen:



Where appropriate, enter the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to save the information.

CDFI AREA NAME

1. Type the name of the community development financial institution area.

PERCENTAGE OF LOW/MOD IN CDFI AREA

2. Type the percentage (using a decimal point) of low/mod residents in the CDFI area.

06/17/98 16:29	CDFI AREAS	C04MU12
<p>CDFI NAME: THE COMMONWEALTH REDEVELOPMENT BANK OF THE SHENANDOAH</p> <p>PERCENTAGE OF LOW/MOD IN CDFI AREA: 70.50 %</p>		
<p>DATA PROCESSED AND UPDATED TO DATABASE</p> <p>F1 = HELP F3 = VALDT F4 = MAIN MENU</p> <p>F7 = PREV F8 = NEXT F9 = SAVE</p>		

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
CDFI Name		Type the descriptive name for this CDFI area.	30 alpha numeric characters
Percentage of Low/Mod in CDFI Area		Type the percentage (using a decimal point) of low/mod residents in the CDFI area.	5 numeric characters
Press <Enter> to save the information.			

8.7.2.2 Choosing a CDFI Area to Revise (C04MU11)

Purpose: This screen identifies your existing CDFI Areas. From this screen you can select a CDFI to be revised or indicate that you want to add another one to the system.



NOTE:

The CDFI ID is automatically generated after you create a CDFI on the CDFI Area Screen.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to save the information.

1. To modify an existing record, enter an **X** into the **SELECT ONE** field corresponding to the CDFI record to be updated.
2. To add a new record, enter a **Y** next to the "Do you want to add a new record" prompt.
3. Press <Enter> to display the CDFI Area Screen (C04MU12).

```

06/17/98  16:32                REVISE CDFI                C04MU11

SELECT      CDFI ID              CDFI NAME
ONE
  x         01          THE COMMONWEALTH REDEVELOPMENT BANK OF TH
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -
  -         -

DO YOU WANT TO ADD A NEW CDFI RECORD? (Y/N):  N

ENTER X TO MAKE YOUR SELECTION
F1 = HELP   F2 = FHELP  F3 = VALDT  F4 = MAIN MENU  F7 = PREU
F9 = SAVE
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Select One		Type an <X> and press <Enter> to select a CDFI Area to revise.	X
CDFI ID		Automatically calculated. IDIS automatically generates a CDFI identifier based on the sequence of entry of CDFI Areas.	Protected field
CDFI Name		Carried forward from the CDFI Areas Screen (C04MU12).	Protected field
Do You Want To Add A New CDFI Record? (Y/N):		Type a <Y> and press <Enter> to add a new CDFI entity in the system. This will take you to the CDFI Areas Screen (C04MU12).	Y / N
Press <Enter> to save the information.			

8.7.2.3 Adding Strategy Areas (C04MU14)

Purpose: Use this screen to establish or modify a CDBG Neighborhood Revitalization Strategy Area for an entitlement grantee or a Community Revitalization Strategy Area for a state grant recipient, and identify the approval date for the area.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to go to the next screen.

STRATEGY NAME

1. Type the Strategy Area name.

HUD APPROVAL DATE

2. Type the HUD approval date for the Neighborhood Revitalization Strategy Area, or the date approved by the State if a Community Revitalization Strategy Area.

06/17/98 16:33	STRATEGY AREAS	C04MU14
<p>STRATEGY NAME: LEIGH VALLEY REDEVELOPMENT TARGET ZONE</p> <p>HUD APPROVAL DATE: 07 / 01 / 1998</p>		
<p>DATA PROCESSED AND UPDATED TO DATABASE F3 = VALDT F4 = MAIN MENU F7 = PREV F8 = NEXT F9 = SAVE</p>		

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Strategy Name		Type the Strategy Name.	30 alpha numeric characters
HUD Approval Date		Type the date HUD approved this strategy or the date approved by the State if a Community Revitalization Strategy Area.	mm/dd/yyyy

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Press <Enter> to save the information and move to the next screen.			

8.7.2.4 Choosing a Strategy Area to Revise (C04MU13)

Purpose: This screen identifies your existing Strategy Areas. From this screen you can select a Strategy Area to be revised or indicate that you want to add another one to the system.

How To Complete This Screen:



1. To modify an existing record, enter an **X** into the **SELECT ONE** field corresponding to the Strategy Area record to be updated.
2. To add a new record, enter a **Y** next to the "Do you want to add a new record" prompt.
3. Press <Enter> to display the Strategy Area Screen (C04MU14).

06/17/98	16:34	STRATEGY SELECTION SCREEN	C04MU13
SELECT ONE	STRATEGY ID	STRATEGY NAME	
=	01	LEIGH VALLEY REDEVELOPMENT TARGET ZONE	
-	-	_____	
-	-	_____	
-	-	_____	
-	-	_____	
-	-	_____	
-	-	_____	
-	-	_____	
-	-	_____	
-	-	_____	
DO YOU WANT TO ADD A NEW STRATEGY RECORD? (Y/N) N			
ENTER X TO MAKE YOUR SELECTION			
F1 = HELP F3 = VALDT F4 = MAIN MENU F7 = PREV			
F9 = SAVE			

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Select One		Type an <X> and press <Enter> to select an existing Strategy Area to revise.	X
Strategy ID		Automatically calculated. IDIS automatically generates a Strategy Area identifier based on the sequence of entry of Strategy Areas.	Protected field
Strategy Name		Carried forward from the C04MU14 Screen.	Protected field
Do You Want To Add A New Strategy Record? (Y/N)		Type a <Y> and press <Enter> to add a new Strategy Area in the system. This will take you to the C04MU14 screen.	Y / N
Press <Enter> to save the information.			

8.7.3 Choosing Local Target Areas (C04MX02)

Purpose: This screen identifies your existing Local Target Areas. From this screen, you can select a Local Target Area to be revised or indicate that you want to add another one to the system.

How To Complete This Screen:



Where appropriate, type in the following data. (If the data typed does not fill the field, or if no data is appropriate, press <Tab> to go to the next field.)

When you have completed the fields on this screen, press <Enter> to save the information.

1. To modify an existing record, enter an **X** into the **SELECT ONE** field corresponding to the Local Target Area record to be updated.
2. To add a new record, enter a **Y** next to the "Do you want to add a new record" prompt.
3. Press <Enter> to display the Local Target Area Screen (C04MX03).

```

12/27/05   11:05                               REVISE TARGET AREA                               C04MX02

SELECT  TARGET AREA                               TARGET AREA NAME
ONE      ID
-        01          TARGET AREA 1
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----
-        --          -----

DO YOU WANT TO ADD A NEW TARGET AREA RECORD? (Y/N):  N

ENTER X TO MAKE YOUR SELECTION
F3 = VALDT  F4 = MAIN MENU  F7 = PREV
    
```

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Select One		Type an <X> and press <Enter> to select an existing Local Target Area to revise.	X
Local target Area ID		Automatically calculated. IDIS automatically generates a Local Target Area identifier based on the sequence of entry of Local Target Areas.	Protected field
Local Target Area Name		Carried forward from the C04MX03 screen.	Protected field
Do You Want To Add A New Local target Area Record? (Y/N)		Type a <Y> and press <Enter> to add a new Local Target Area in the system. This will take you to the C04MX03 screen.	Y / N
Press <Enter> to save the information.			

8.7.4 Add a Local Target Area (C04MX03)

Purpose: This screen is used to add a new Local Target Area.

10/27/06	09:27	LOCAL TARGET AREAS	C04MX03
<p>Local Target Area Name:</p> <p>_____</p> <p>Place an "X" to indicate general type of revitalization effort:</p> <p> - Comprehensive</p> <p> - Commercial</p> <p> - Housing</p> <p> - Other Specify: _____</p> <p style="text-align: center;">_____</p>			
<p>F3=VALDT F4=MAIN MENU F7=PREV F8=NEXT F9=SAVE</p>			

DATA FIELD	REQ'D	DESCRIPTION	VALID ENTRIES
Local Target Area Name		Type the name of the Local Target Area.	
General type of revitalization effort: <ul style="list-style-type: none"> • Comprehensive • Commercial • Housing • Other 		Type an <X> to select the type.	X
Specify		Detailed description entered when "Other" general type of revitalization effort is selected.	
<p>Press <F9> to save the information.</p>			