

# Appendix A

## CDBG MATRIX CODES

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### CDBG Matrix Codes by Category

Matrix codes are listed here by category so you can quickly review the available choices.

#### Acquisition, Disposition, Clearance, Relocation

01	Acquisition of Real Property	04A	Cleanup of Contaminated Sites
02	Disposition of Real Property	08	Relocation
04	Clearance and Demolition		

#### Administration and Planning

20	Planning	21E	Submission of Applications for Federal Programs
20A	Planning (State-Administered CDBG Grantees)	21H	CDBG Funding of HOME Admin
21A	General Program Administration	21I	CDBG Funding of HOME CHDO Operating Expenses
21B	Indirect Costs	21J	State Administration
21C	Public Information	14H	Rehab: Administration
21D	Fair Housing Activities (subject to Admin cap)		

#### Economic Development

14E	Rehab: Publicly or Privately Owned Commercial/Industrial (CI)	17D	CI: Other Improvements
17A	CI: Acquisition/Disposition	18A	ED: Direct Financial Assistance to For-Profits
17B	CI: Infrastructure Development	18B	ED: Technical Assistance
17C	CI: Building Acquisition, Construction, Rehabilitation	18C	ED: Micro-Enterprise Assistance

#### Housing

12	Construction of Housing	14G	Rehab: Acquisition
13	Direct Homeownership Assistance	14H	Rehab: Administration
14A	Rehab: Single-Unit Residential	14I	Lead-Based Paint/Lead Hazards Testing/Abatement
14B	Rehab: Multi-Unit Residential	14J	Housing Services
14C	Rehab: Public Housing Modernization	16A	Residential Historic Preservation
14D	Rehab: Other Publicly Owned Residential Buildings	19E	Operation/Repair of Foreclosed Property
14F	Rehab: Energy Efficiency Improvements		

#### Public Facilities and Infrastructure Improvements

03A	Senior Centers	03L	Sidewalks
03B	Handicapped Centers	03M	Child Care Centers
03C	Homeless Facilities (not operating costs)	03N	Tree Planting
03D	Youth Centers	03O	Fire Stations/Equipment
03E	Neighborhood Facilities	03P	Health Facilities
03F	Parks, Recreational Facilities	03Q	Facilities for Abused and Neglected Children
03G	Parking Facilities	03R	Asbestos Removal
03H	Solid Waste Disposal Improvements	03S	Facilities for AIDS Patients (not operating costs)
03I	Flood Drainage Improvements	03	Other Public Facilities/Improvements
03J	Water/Sewer Improvements		
03K	Street Improvements		

**Public Services**

05A Senior Services	05N Services for Abused and Neglected
05B Handicapped Services	05O Mental Health Services
05C Legal Services	05P Screening for Lead Poisoning
05D Youth Services	05Q Subsistence Payments
05E Transportation Services	05R Homeownership Assistance (not direct)
05F Substance Abuse Services	05S Rental Housing Subsidies
05G Services for Battered and Abused Spouses	05T Security Deposits
05H Employment Training	05U Housing Counseling
05I Crime Awareness/Prevention	05V Neighborhood Cleanups
05J Fair Housing Activities (subject to Public Services cap)	05W Food Banks
05K Tenant/Landlord Counseling	03T Operating Costs of Homeless/AIDS Patients Programs
05L Child Care Services	05 Other Public Services
05M Health Services	

**Repayment of Section 108 Loans**

19F Planned Repayments of Section 108 Loans	19G Unplanned Repayments of Section Loans
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**Other**

06 Interim Assistance	19C Non-Profit Organization Capacity Building
07 Urban Renewal Completion	22 Unprogrammed Funds
09 Loss of Rental Income	23 Tornado Shelters Serving Private Mobile Home Parks
11 Privately Owned Utilities	
15 Code Enforcement	
16B Non-Residential Historic Preservation	

Definitions of the matrix codes are provided in the table that follows.

## MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 570.201–570.207. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS OnLine chiefly to categorize activities for reporting purposes.

Code	Definition
<b>01</b>	<p><b>Acquisition of Real Property</b></p> <p>Acquisition of real property that will be developed for a public purpose. Use code 01 for the CDBG-funded purchase of real property on which, for example, a public facility or housing will be constructed.</p> <p><i>When CDBG funds are used to:</i></p> <ul style="list-style-type: none"> <li>• <i>acquire a public facility that will be rehabilitated with CDBG funds and continue to be used as a public facility, assign the appropriate 03* code.</i></li> <li>• <i>acquire housing that will be rehabilitated, use code 14G.</i></li> </ul>
<b>02</b>	<p><b>Disposition of Real Property</b></p> <p>Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. These include the costs of temporarily maintaining property pending disposition and costs incidental to disposition of the property.</p>
<b>03A</b>	<p><b>Senior Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.</p> <p>03A may be used for a facility serving both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 03B instead.</p> <p><i>For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03B</b>	<p><b>Handicapped Centers</b></p> <p>Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.</p> <p>03B may be used for a facility serving both the handicapped and the elderly provided it is not intended primarily to serve the elderly. If it is, use 03A instead.</p> <p><i>For the construction of permanent housing for the handicapped, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>
<b>03C</b>	<p><b>Homeless Facilities (not operating costs)</b></p> <p>Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i></p>

Code	Definition
03D	<p><b>Youth Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.</p> <p><i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i></p>
03E	<p><b>Neighborhood Facilities</b></p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>
03F	<p><b>Parks, Recreational Facilities</b></p> <p>Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p><b>Parking Facilities</b></p> <p>Acquisition, construction, or rehabilitation of parking lots and parking garages. Also use 03G if the primary purpose of rehabilitating a public facility or carrying out a street improvement activity is to improve parking.</p> <p><i>If parking improvements are only part of a larger street improvement activity, use 03K.</i></p>
03H	<p><b>Solid Waste Disposal Improvements</b></p> <p>Acquisition, construction or rehabilitation of solid waste disposal facilities.</p>
03I	<p><b>Flood Drainage Improvements</b></p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds or catch basins. Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains.</p> <p><i>Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p><b>Water/Sewer Improvements</b></p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p><i>For water/sewer improvements that are part of:</i></p> <ul style="list-style-type: none"> <li>• <i>more extensive street improvements, use 03K (assign 03K, for example, to an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks).</i></li> <li>• <i>a housing rehabilitation activity, use the appropriate 14* matrix code.</i></li> </ul> <p><i>For construction or rehabilitation of flood drainage facilities, use 03I.</i></p>

Code	Definition
03K	<p><b>Street Improvements</b></p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> <li>• for improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”).</li> <li>• if sidewalk improvements (see code 03L) are part of more extensive street improvements.</li> </ul>
03L	<p><b>Sidewalks</b></p> <p>Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>
03M	<p><b>Child Care Centers</b></p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p><i>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.</i></p>
03N	<p><b>Tree Planting</b></p> <p>Activities limited to tree planting (sometimes referred to as “beautification”).</p> <p><i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i></p>
03O	<p><b>Fire Stations/Equipment</b></p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>
03P	<p><b>Health Facilities</b></p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i></p>
03Q	<p><b>Facilities for Abused and Neglected Children</b></p> <p>Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
03R	<p><b>Asbestos Removal</b></p> <p>Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
03S	<p><b>Facilities for AIDS Patients (not operating costs)</b></p> <p>Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS.</p> <p><i>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</i></p>

Code	Definition
<b>03T</b>	<p><b>Operating Costs of Homeless/AIDS Patients Programs</b></p> <p>Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.</p> <p>Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.</p>
<b>03</b>	<p><b>Other Public Facilities and Improvements</b></p> <p>Do not use this code unless an activity does not fall under a more specific 03* code. Also, do not use one activity for multiple facilities and then assign it an 03 because the types of facilities are different.</p> <p>One legitimate use of 03 is for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</p>
<b>04</b>	<p><b>Clearance and Demolition</b></p> <p>Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
<b>04A</b>	<p><b>Cleanup of Contaminated Sites</b></p> <p>Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
<b>05A</b>	<p><b>Senior Services</b></p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and the handicapped provided it is not intended primarily to serve persons with handicaps. If it is, use 05B instead.</p>
<b>05B</b>	<p><b>Handicapped Services</b></p> <p>Services for the handicapped, regardless of age.</p>
<b>05C</b>	<p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i></p>
<b>05D</b>	<p><b>Youth Services</b></p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p>
<b>05E</b>	<p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>

Code	Definition
05F	<p><b>Substance Abuse Services</b></p> <p>Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.</p>
05G	<p><b>Services for Battered and Abused Spouses</b></p> <p>Services for battered and abused spouses and their families.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>
05H	<p><b>Employment Training</b></p> <p>Assistance to increase self-sufficiency, including literacy, independent living skills, and job training.</p> <p><i>For activities providing training for permanent jobs with specific businesses, use 18A.</i></p>
05I	<p><b>Crime Awareness/Prevention</b></p> <p>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>
05J	<p><b>Fair Housing Activities (subject to Public Services cap)</b></p> <p>Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.</p> <p><i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i></p>
05K	<p><b>Tenant/Landlord Counseling</b></p> <p>Counseling to help prevent or settle disputes between tenants and landlords.</p>
05L	<p><b>Child Care Services</b></p> <p>Services that will benefit children (generally under age 13), including parenting skills classes.</p> <p><i>For services exclusively for abused and neglected children, use 05N.</i></p>
05M	<p><b>Health Services</b></p> <p>Services addressing the physical health needs of residents of the community.</p> <p><i>For mental health services, use 05O.</i></p>
05N	<p><b>Services for Abused and Neglected Children</b></p> <p>Daycare and other services exclusively for abused and neglected children.</p>
05O	<p><b>Mental Health Services</b></p> <p>Services addressing the mental health needs of residents of the community.</p>
05P	<p><b>Screening for Lead Poisoning</b></p> <p>Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>For lead poisoning testing/abatement activities, use 14I.</i></p>

Code	Definition
05Q	<p><b>Subsistence Payments</b></p> <p>One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.</p>
05R	<p><b>Homeownership Assistance (not direct)</b></p> <p>Homeowner downpayment assistance provided as a public service. If housing counseling is provided to those applying for downpayment assistance, the counseling is considered part of the 05R activity.</p> <p>Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).</p> <p><i>For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13.</i></p>
05S	<p><b>Rental Housing Subsidies</b></p> <p>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOS.</p>
05T	<p><b>Security Deposits</b></p> <p>Tenant subsidies exclusively for payment of security deposits.</p>
05U	<p><b>Housing Counseling</b></p> <p>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p><b>Neighborhood Cleanups</b></p> <p>One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p><b>Food Banks</b></p> <p>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05	<p><b>Other Public Services</b></p> <p>Do not use this code for public services activities unless an activity does not fall under a more specific 05* code.</p> <p>An example of a legitimate use of this code is referrals to social services.</p>



Code	Definition
<b>06</b>	<p><b>Interim Assistance</b></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> <li>• Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements.</li> <li>• Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.</li> </ul>
<b>07</b>	<p><b>Urban Renewal Completion</b></p> <p>Completion of urban renewal projects funded under Title I of the Housing Act of 1949.</p> <p>Do not use code 07 for a downtown renewal, downtown development, or urban renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project.</p>
<b>08</b>	<p><b>Relocation</b></p> <p>Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>
<b>09</b>	<p><b>Loss of Rental Income</b></p> <p>Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.</p>
<b>11</b>	<p><b>Privately Owned Utilities</b></p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of federally regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
<b>12</b>	<p><b>Construction of Housing</b></p> <p>Construction of housing with CDBG funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).</p>
<b>13</b>	<p><b>Direct Homeownership Assistance</b></p> <p>Homeownership assistance to LMI households as authorized under 105(a)(24).</p> <p>Forms of assistance include subsidizing interest rates and mortgage principal, paying up to 50% of downpayment costs, paying reasonable closing costs, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by LMI households of the housing they already occupy.</p> <p>If housing counseling is provided to households receiving direct homeownership assistance, the counseling is considered part of the code 13 activity.</p> <p>All recipients of assistance provided under matrix code 13 must be LMI.</p>
<b>14A</b>	<p><b>Rehab: Single-Unit Residential</b></p> <p>Rehabilitation of privately owned, single-unit homes.</p>

Code	Definition
14B	<p><b>Rehab: Multi-Unit Residential</b></p> <p>Rehabilitation of privately owned buildings with two or more permanent residential units.</p> <p><i>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
14C	<p><b>Rehab: Public Housing Modernization</b></p> <p>Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	<p><b>Rehab: Other Publicly Owned Residential Buildings</b></p> <p>Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p><i>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</i></p>
14E	<p><b>Rehab: Publicly or Privately Owned Commercial/Industrial</b></p> <p>Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:</p> <ul style="list-style-type: none"> <li>• Exterior improvements (generally referred to as “facade improvements”).</li> <li>• Correction of code violations</li> </ul> <p><i>For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.</i></p>
14F	<p><b>Rehab: Energy Efficiency Improvements</b></p> <p>Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p><i>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</i></p>
14G	<p><b>Rehab: Acquisition</b></p> <p>Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
14H	<p><b>Rehab: Administration</b></p> <p>All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehab program (e.g., tenant/landlord counseling).</p> <p><i>For housing rehabilitation administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21.</i></p>
14I	<p><b>Lead-Based Paint/Lead Hazards Testing/Abatement</b></p> <p>Housing rehabilitation activities with the primary goal of evaluating and reducing lead-based paint/lead hazards.</p> <p><i>For lead-based paint/lead hazards screening, use 05P.</i></p>

<b>Code</b>	<b>Definition</b>
<b>14J</b>	<b>Housing Services</b> Housing services in support of the HOME Program, eligible under 570.201(k).
<b>15</b>	<b>Code Enforcement</b> Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes. <i>For the correction of code violations, use the appropriate rehabilitation code.</i>
<b>16A</b>	<b>Residential Historic Preservation</b> Rehabilitation of historic buildings for residential use.
<b>16B</b>	<b>Non-Residential Historic Preservation</b> Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.
<b>17A</b>	<b>Commercial/Industrial: Acquisition/Disposition</b> Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by non-profits.
<b>17B</b>	<b>Commercial/Industrial: Infrastructure Development</b> Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by non-profits.
<b>17C</b>	<b>Commercial/Industrial: Building Acquisition, Construction, Rehabilitation</b> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by non-profits.
<b>17D</b>	<b>Commercial/Industrial: Other Improvements</b> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by non-profits.
<b>18A</b>	<b>Economic Development: Direct Financial Assistance to For-Profits</b> Financial assistance to for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants. With one exception, a separate 18A activity must be set up for each business assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.
<b>18B</b>	<b>Economic Development: Technical Assistance</b> Technical assistance to for-profit businesses, including workshops, marketing, and referrals. Also use 18B for activity delivery costs eligible under 570.203(c).

Code	Definition
<b>18C</b>	<p><b>Economic Development: Micro-Enterprise Assistance</b></p> <p>Financial assistance, technical assistance, or general support services to owners and developers of micro-enterprises. A micro-enterprise is a business with five or fewer employees, including the owner(s).</p> <p>With one exception, a separate activity must be set up for each micro-enterprise assisted. The exception is an activity carried out under 570.208(a)(4)(vi), for which job aggregation is allowed.</p>
<b>19A</b>	Obsolete – use code 21H.
<b>19B</b>	Obsolete – use code 21H.
<b>19C</b>	<p><b>CDBG Non-Profit Organization Capacity Building</b></p> <p>Activities specifically designed to increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff.</p>
<b>19D</b>	<p><b>CDBG Assistance to Institutes of Higher Education</b></p> <p>Obsolete. Instead of using this matrix code, set the INSTITUTION OF HIGHER EDUCATION field to “yes” on the Add/Edit Subordinate Organization screen to indicate that the activity will be carried out by an institution of higher education. Then assign the appropriate matrix code based on the nature of the activity to be undertaken by the institution.</p>
<b>19E</b>	<p><b>CDBG Operation and Repair of Foreclosed Property</b></p> <p>Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>
<b>19F</b>	<p><b>Planned Repayments of Section 108 Loans</b></p> <p>Repayments of principal for Section 108 loan guarantees.</p>
<b>19G</b>	<p><b>Unplanned Repayments of Section 108 Loans</b></p> <p>Unplanned repayments of principal for Section 108 loan guarantees.</p>
<b>20</b>	<p><b>Planning</b></p> <p>Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans.</p>
<b>20A</b>	<p>Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as “planning only grants” or “planning-only activities.”</p>

Code	Definition
21A	<p><b>General Program Administration</b></p> <p>Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation.</p> <p>Also use 21A to report the use of CDBG funds to administer federally-designated Empowerment Zones or Enterprise Communities.</p> <p><i>For CDBG funding of HOME admin costs, use 21H; for CDBG funding of HOME CHDO operating expenses, use 21I.</i></p>
21B	<p><b>Indirect Costs</b></p> <p>Costs charged under an indirect cost allocation plan.</p>
21C	<p><b>Public Information</b></p> <p>Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities.</p>
21D	<p><b>Fair Housing Activities (subject to Admin cap)</b></p> <p>Fair housing activities carried out as part of general program administration rather than as a public service. They are subject to the Admin cap, but do not have to meet a national objective.</p> <p><i>For fair housing activities carried out as a public service, use 05J.</i></p>
21E	<p><b>Submission of Applications for Federal Programs</b></p> <p>Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance.</p>
21H	<p><b>CDBG Funding of HOME Admin</b></p> <p>CDBG funding of administrative costs for HOME Program activities eligible under 570.206(i)(2).</p>
21I	<p><b>CDBG Funding of HOME CHDO Operating Expenses</b></p> <p>CDBG funding of CHDO operating expenses for HOME Program activities eligible under 570.206(i)(2).</p>
21J	<p>State Program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. This category includes both the state's costs of administering the CDBG program, as well as units of general local governments' (and their subrecipients') costs of administering grants awarded to them by the state.</p>
22	<p><b>Unprogrammed Funds</b></p> <p>Identification of funds that are not yet programmed for use—e.g., reserve or contingency funds.</p>
23	<p><b>Tornado Shelters Serving Private Mobile Home Parks</b></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing and the provision of assistance (including loans and grants) to nonprofit and for-profit entities, in accordance with Section 105(a)(24). {Note that two pars. 24 have been enacted.}</p>



## Appendix B

### NATIONAL OBJECTIVE CODES

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The national objective codes (NOCs) are listed below with descriptions and applicable CFR citations. The NOCs that may be used with each matrix code are identified in Appendix C.

NOC	Description	24 CFR Citation
LMA	<p><b>Low/mod area benefit</b></p> <p>Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area of an LMA activity is identified by the grantee, and need not coincide with Census tracts or other officially recognized boundaries.</p>	570.208(a)(1)
LMAFI	<p><b>Low/mod area benefit, community development financial institution (CDFI)</b></p> <p>Job creation and retention activities that are carried out by a CDFI and that the grantee elects to consider as meeting the low/mod area benefit criteria.</p>	570.208(d)(6)(i)
LMASA	<p><b>Low/mod area benefit, neighborhood revitalization strategy area (NRSA)</b></p> <p>Job creation and retention activities that are carried out pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) and that the grantee elects to consider as meeting the low/mod area benefit criteria.</p>	570.208(d)(5)(i)
LMC	<p><b>Low/mod limited clientele benefit</b></p> <p>Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents of a particular area.</p>	570.208(a)(2)
LMCMC	<p><b>Low/mod limited clientele, micro-enterprises</b></p> <p>Activities carried out under 24 CFR 570.201(o) that benefit micro-enterprise owners/developers who are low/mod income.</p>	570.208(a)(2)(iii)
LMCSV	<p><b>Low/mod limited clientele, job service benefit</b></p> <p>Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less than 51%, but the proportion of the total cost paid by CDBG does not exceed the proportion of the total number of persons assisted who are low/mod.</p>	570.208(a)(2)(iv)
LMH	<p><b>Low/mod housing benefit</b></p> <p>Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households.</p>	570.208(a)(3)

NOC	Description	24 CFR Citation
LMHSP	<p><b>Low/mod housing benefit, CDFI or NRSA</b></p> <p>Activities carried out by a CDFI or pursuant to a HUD-approved Neighborhood Revitalization Strategy (NRS) to provide or improve permanent residential structures which the grantee elects to consider as a single structure for purposes of determining national objective compliance. For example, two single-unit homes rehabilitated in an NRS may be considered a single structure; at least one of the units must be occupied by a low/mod household. If ten single-unit homes were assisted, at least six (51%) must be occupied by low/mod households.</p>	570.208(d)(5)(ii) and (d)(6)(ii)
LMJ	<p><b>Low/mod job creation and retention</b></p> <p>Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/mod persons.</p>	570.208(a)(4)
LMJFI	<p><b>Low/mod job creation and retention, public facility/improvement benefit</b></p> <p>Public facility/improvement activities that are undertaken principally for the benefit of one or more businesses and that result in the creation/retention of jobs.</p>	570.208(a)(4)(vi)(F)
LMJP	<p><b>Low/mod job creation, location-based</b></p> <p>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.</p>	570.208(a)(4)(iv)
SBA	<p><b>Slum/blight area benefit</b></p> <p>Activities undertaken to prevent or eliminate slums or blight in a designated area.</p>	570.208(b)(1)
SBR	<p><b>Slum/blight, urban renewal areas</b></p> <p>Activities authorized under an Urban Renewal Loan and Grant Agreement that are undertaken to prevent or eliminate slums or blight in an urban renewal area and that are necessary to complete an Urban Renewal Plan.</p>	570.208(b)(3)
SBS	<p><b>Slum/blight, spot basis</b></p> <p>Activities undertaken on a spot basis to address conditions of blight or physical decay not located in designated slum/blight areas.</p>	570.208(b)(2)
URG	<p><b>Urgent need</b></p> <p>Activities that alleviate emergency conditions of recent origin which pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.</p>	570.208(c)



## Appendix C

# MATRIX CODE/NATIONAL OBJECTIVE/ ACCOMPLISHMENT TYPE COMBINATIONS

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The matrix code and national objective that are assigned to an activity determine which accomplishment type may be used.

Allowing only certain accomplishment types for a matrix code and national objective combination enables HUD to obtain more uniform data for reporting and for assessing program performance.

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

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>	
03D Youth Centers	LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03E Neighborhood Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03F Parks, Recreational Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJFI	13	Jobs
03G Parking Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03H Solid Waste Disposal Improvements	LMA, LMC, SB*, URG	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03I Flood Drainage Improvements	LMA, LMC, SB*, URG	11	Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03J Water/Sewer Improvements	LMA, LMC, SB*, URG	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03K Street Improvements	LMA, LMC, SB*, URG	01	People
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03L Sidewalks  When the sole purpose of an activity is to create curb cuts, use the Public Facilities accomplishment type and report the number of curb cuts.  When curb cuts are carried out along with other improvements, report the number of People.	LMA, LMC, SB*, URG	01 11	People Public Facilities
	LMH*	10	Housing Units
	LMJ*, LMAFI, LMASA	13	Jobs
03M Child Care Centers	LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03N Tree Planting	LMA, LMC, SB*, URG	11	Public Facilities
03O Fire Stations/Equipment	LMA, SB*, URG	11	Public Facilities
	LMJFI	13	Jobs
03P Health Facilities	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>	
03Q Facilities for Abused and Neglected Children	LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03R Asbestos Removal	LMA, LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03S Facilities for AIDS Patients (not operating costs)	LMC, SB*, URG	11	Public Facilities
	LMJ*, LMAFI, LMASA	13	Jobs
03T Operating Costs of Homeless/AIDS Patients Programs	LMC, SBA, URG	01	People
04 Clearance and Demolition Use the accomplishment type that most accurately describes what is being cleared or demolished.	LMA, LMC, SB*, URG	08 10 11	Businesses Housing Units Public Facilities
	LMH*	10	Housing Units
	LMJ, LMJP, LMAFI, LMASA	13	Jobs
04A Cleanup of Contaminated Sites Report the number of sites cleaned based on the primary use of the site (not the number of businesses).	LMA, LMC, SB*, URG	08 11	Businesses Public Facilities
	LMH*	10	Housing Units
05 Other Public Services	LMA, LMC, SBA, URG, LMCSV	01	People
05A Senior Services	LMC, SBA, URG, LMCSV	01	People
05B Handicapped Services	LMC, SBA, URG, LMCSV	01	People
05C Legal Services	LMA, LMC, SBA, URG, LMCSV	01	People
05D Youth Services	LMC, SBA, URG, LMCSV	01	People
05E Transportation Services	LMA, LMC, SBA, URG, LMCSV	01	People
05F Substance Abuse Services	LMA, LMC, SBA, URG, LMCSV	01	People
05G Services for Battered and Abused Spouses	LMC, SBA, URG, LMCSV	01	People
05H Employment Training	LMA, LMC, SBA, URG, LMCSV	01	People
05I Crime Awareness/Prevention	LMA, LMC, SBA, URG, LMCSV	01	People
05J Fair Housing Activities (subject to Public Services cap)	LMA, LMC, SBA, URG, LMCSV	01	People
05K Tenant/Landlord Counseling	LMC, SBA, URG, LMCSV	01	People

Matrix Code	National Objective	Accomplishment Type
05L Child Care Services	LMC, SBA, URG, LMCSV	01 People
05M Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05N Services for Abused and Neglected Children	LMC, SBA, URG, LMCSV	01 People
05O Mental Health Services	LMA, LMC, SBA, URG, LMCSV	01 People
05P Screening for Lead Poisoning	LMC, SBA, URG, LMCSV	01 People
05Q Subsistence Payments	LMC, SBA, URG, LMCSV	01 People
05R Homeownership Assistance (not direct)	LMH*, SBA, URG, LMCSV	04 Households
05S Rental Housing Subsidies	LMH*, SBA, URG, LMCSV	04 Households
05T Security Deposits	LMH*, SBA, URG, LMCSV	04 Households
05U Housing Counseling	LMC	04 Households
05V Neighborhood Cleanups	LMA, LMCSV, SBA, URG	01 People
05W Food Banks	LMA, LMC, LMCSV, SBA, URG	01 People
06 Interim Assistance	LMA, SBA, SBS, URG	01 People 08 Businesses 10 Housing Units 11 Public Facilities
07 Urban Renewal Completion	LMA, LMC	08 Businesses 11 Public Facilities
	LMH*	10 Housing Units
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
08 Relocation	LMA, LMC, SB*, URG	01 People 04 Households 08 Businesses 09 Organizations (non-profits)
	LMH*	04 Households
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
09 Loss of Rental Income Report the number of owners to whom payments are made.	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	01 People
11 Privately Owned Utilities Report the number of private	LMA, LMC, LMH*, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses

Matrix Code	National Objective	Accomplishment Type
utilities assisted.		
12 Construction of Housing Construction of new housing with CDBG entitlement funds must be carried out by CBDOs, in accordance with the regulations at 570.204(a).	LMH*, SBA, SBR, URG	10 Housing Units
13 Direct Homeownership Assistance	LMH*	04 Households
14A Rehab: Single-Unit Residential	LMH*, SB*, URG	10 Housing Units
14B Rehab: Multi-Unit Residential	LMH*, SB*, URG	10 Housing Units
14C Rehab: Public Housing Modernization	LMH*, SB*, URG	10 Housing Units
14D Rehab: Other Publicly Owned Residential Buildings	LMH*, SB*, URG	10 Housing Units
14E Rehab: Publicly or Privately Owned Commercial/Industrial	LMA, LMC, SB*, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
14F Rehab: Energy Efficiency Improvements	LMH*, SB*, URG	10 Housing Units
14G Rehab: Acquisition	LMH*, SB*, URG	08 Businesses 09 Organizations 10 Housing Units
14H Rehab: Administration Report accomplishments for a 14H activity if CDBG funds are used to run a rehab program but not to perform the actual rehab.  If CDBG money is also used to perform the rehab (which should be set up as a separate activity), then be sure to enter <b>Y</b> in the Accomplishments Reported at Another Activity field on CDBG Setup Detail (Page 1) for the 14H activity.	LMA, LMC, LMJ, SB*, URG, LMJP, LMAFI, LMASA	08 Businesses 09 Organizations
	LMH*	10 Housing Units
14I Lead-Based Paint/Lead Hazards Testing/Abatement  In proposed and actual units, report the number of housing units tested/abated. When applicable, use the Accomplishment Narrative to report the number of children screened.	LMH*, SB*, URG	10 Housing Units

Matrix Code	National Objective	Accomplishment Type	
14J Housing Services	LMH*	10 Housing Units	
15 Code Enforcement  If the activity consists of inspecting privately owned vacant lots and/or tagging abandoned vehicles, report People.  If it includes inspection of multiple types of property including housing units, report the number of Housing Units inspected in the units fields; report the number of People, Businesses, and/or Organizations, as appropriate, in the Accomplishment Narrative.	LMA, SBA, SBR, URG	01 08 09 10	People Businesses Organizations Housing Units
16A Residential Historic Preservation	LMH*, SB*	10	Housing Units
16B Non-Residential Historic Preservation	LMA, LMC, LMJ, SB*, LMJP, LMAFI, LMASA	08 09	Businesses Organizations
17A Commercial/Industrial: Acquisition/Disposition	LMA, LMC, SB*, URG	08	Businesses
	LMJ, LMJP, LMAFI, LMASA	13	Jobs
17B Commercial/Industrial: Infrastructure Development	LMA, LMC, SBA, SBR, URG	08	Businesses
	LMJ, LMJP, LMAFI, LMASA	13	Jobs
17C Commercial/Industrial: Building Acquisition, Construction, Rehabilitation	LMA, LMC, SB*, URG	08	Businesses
	LMJ, LMJP, LMAFI, LMASA	13	Jobs
17D Commercial/Industrial: Other Improvements	LMA, LMC, SB*, URG	08	Businesses
	LMJ, LMJP, LMAFI, LMASA	13	Jobs

Matrix Code	National Objective	Accomplishment Type
<p>18A Economic Development: Direct Financial Assistance to For-Profits</p> <p>Report accomplishments for an 18* activity if CDBG funds are used to run a loan/grant program but not to make the loans/grants.</p> <p>If CDBG money is also used to make the loans/grants (which should be set up as a separate activity), then be sure to set the Accomplishments Reported at Another Activity field to Yes on CDBG Setup Detail (Page 1) for the 18* activity.</p>	LMA	08 Businesses Report the number of businesses assisted, <u>not</u> the number of persons in the service area.
	LMA	
	SBA, SBR, URG	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
<p>18B Economic Development: Technical Assistance</p> <p>Please see the note for 18A above.</p> <p>Report the number of businesses assisted. When applicable, report the number of people trained and/or support services provided in the Accomplishment Narrative.</p>	LMA, SBA, SBR, URG, LMCSV	08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
<p>18C Economic Development: Micro-Enterprise Assistance</p> <p>Please see the note for 18A above.</p> <p>If the activity provides training to assist people in developing and operating a micro-enterprise, report People.</p> <p>If the activity assists a micro-enterprise (including assistance in creating a micro-enterprise), report Businesses.</p> <p>If the activity undertakes both of these functions, report only the number of Businesses assisted in the units fields. Report the number of People trained in the Accomplishment Narrative.</p>	LMA, LMC, SBA, SBR, URG, LMCMC	01 People 08 Businesses
	LMJ, LMJP, LMAFI, LMASA	13 Jobs
19C CDBG Non-Profit Organization Capacity Building	All	09 Organizations

<b>Matrix Code</b>	<b>National Objective</b>	<b>Accomplishment Type</b>
19D CDBG Assistance to Institutes of Higher Education	N/A – matrix code is obsolete	N/A – matrix code is obsolete
19E CDBG Operation and Repair of Foreclosed Property	LMA, LMH*	10 Housing Units
19F Planned Repayments of Section 108 Loans	None	None
19G Unplanned Repayments of Section 108 Loans	None	None
20 Planning	None	None
20A Planning (State-Administered CDBG Grantees)	LMA*, LMC*, SB*	01 People 04 Households 08 Businesses 09 Organizations 14 Loans
	LMH*	10 Housing Units
	LMJ*	13 Jobs
21C Public Information	None	None
21D Fair Housing Activities (subject to Admin cap)	None	None
21E Submission of Applications for Federal Programs	None	None
21H CDBG Funding of HOME Admin	None	None
21I CDBG Funding of HOME CHDO Operating Expenses	None	None
21J State Administration	None	None
22 Unprogrammed Funds	None	None
23 Tornado Shelters Serving Private Mobile Home Parks	LMA	Housing Units



# Appendix D

## ADDING ORGANIZATIONS

If an activity is not being carried out by grantee employees/contractors, then the name of the organization that is carrying it out must be provided on the first Add CDBG Setup Detail screen (see page 3-5). In most instances, it will already be on the organization selection list:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** CHESTER COUNTY  
[- Logout](#)

**Activity**  
[- Add](#)  
[- Search](#)

**Project**  
[- Add](#)  
[- Search](#)  
[- Copy](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- HUD Home](#)

**Search Criteria**  
**Organization Name:**  **City:**  **DUNS #:**  **EIN/TIN #:**   
(ex: nn-nnn-nnnn) (ex: nn-nnnnnnn)

**Name of Organization Carrying Out Activity**  
**Results Page 1 of 245**

Organization Name	City	DUNS #	EIN/TIN #
<input type="radio"/> 1260 HOUSING DEVELOPMENT CORP	PHILADELPHIA		
<input type="radio"/> 1260 HOUSING DEVELOPMENT CORP.	PHILADELPHIA		
<input type="radio"/> 1260 HOUSING DEVELOPMENT CORPORATION	PHILADELPHIA		
<input type="radio"/> 29TH STREET COMMUNITY DEVELOPMENT CORP 2555 NORTH 29TH STREET	PHILADELPHIA		

If the organization is not listed, a user with the authority to add “subordinate” organizations can click the <Add Organization> button to display this screen:

User ID: C00063 User Role: Grantee Organization: CHESTER COUNTY <a href="#">- Logout</a>		Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports
<b>Organization</b> <b>Add Organization</b>							
<b>Grantee/PJ</b> <a href="#">- View</a>		Save   Cancel					
<b>Subordinate</b> <a href="#">- Add</a> <a href="#">- Search</a>		<b>*Indicates Required Field</b>					
<b>Utilities</b> <a href="#">- Home</a> <a href="#">- Data Downloads</a> <a href="#">- Print Page</a> <a href="#">- Help</a>		<b>Profile</b>		<b>CHDO Eligible: (tip)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
<b>Links</b> <a href="#">- PDF Viewer</a> <a href="#">- Support</a> <a href="#">- CPD Home</a> <a href="#">- HUD Home</a>		*Organization Name: (tip) <input type="text"/>		<b>Non Governmental Information</b>			
		Address Line 1: <input type="text"/> <small>(ex: 1313 Sherman Street)</small>		<b>Faith Based: (tip)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
		Address Line 2: <input type="text"/> <small>(ex: Suite 518)</small>		<b>Institution of Higher Education: (tip)</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
		Address Line 3: <input type="text"/> <small>(ex: Division of Housing)</small>		<b>Non Profit:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
		*City: <input type="text"/>		<b>Contact Information</b>			
		*State/Territory: <input type="text" value="PA"/> Zip Code: <input type="text"/> - <input type="text"/>		First Name: <input type="text"/>			
		*Organization Type: (tip) <input type="text" value="Other"/>		Middle Initial: <input type="text"/>			
		*Organizational DUNS #: (tip) <input type="text"/> <small>(ex: nn-nnn-nnnn)</small>		Last Name: <input type="text"/>			
		EIN/TIN #: (tip) <input type="text"/> <small>(ex: nn-nnnnnn)</small>		Title: <input type="text"/>			
				Email: <input type="text"/>			
				Address: <input type="text"/>			
				City: <input type="text"/>			
				State: <input type="text" value="Select state"/>			
				Zip Code: <input type="text"/> - <input type="text"/>			
				Telephone: <input type="text"/> Ext. <input type="text"/>			
		Save   Cancel					

The only required fields are ORGANIZATION NAME, CITY, STATE (it defaults to the grantee's state), and ORGANIZATIONAL DUNS #.

The user should also make sure that each of the three "Non Governmental Information" fields at the top right contains the correct value, changing it to **Yes** when appropriate.

# **Appendix E**

## **STRATEGY, LOCAL TARGET, AND CDFI AREAS**

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### **Strategy Areas**

CDBG grantees may establish Neighborhood Revitalization Strategy Areas (NRSAs). These are locally designated areas where geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinated manner.

To stimulate the development of NRSAs, HUD offers CDBG grantees incentives such as greater flexibility in program design and reduced recordkeeping requirements.

For more information, grantees should refer to:

- Notice CPD-96-01
- 24 CFR 91.215(g)
- 24 CFR 570.208(d)(5)(i) and (ii)
- 24 CFR 570.209(b)(2)(v)(L) and (M)
- 24 CFR 570.204(b)(2)(ii)

NRSAs require HUD approval.

### **Local Target Areas**

While NRSAs are established through a formal process that requires approval by HUD, many other target areas are locally defined. These local designations may have a variety of names—revitalization areas, target neighborhoods, priority zones, and so on.

### **CDFI Areas**

CDFIs (Community Development Financial Institutions) are specialized financial institutions that work in market niches not adequately served by traditional financial institutions. CDFIs include community development banks, credit unions, loan funds, venture capital funds, and micro-enterprise loan funds.

Grantees have some flexibility within the regulations when CDBG-assisted activities are carried out by a CDFI serving a primarily residential area that is at least 51% LMI [see 24 CFR 570.208 (d)(6)].



# Appendix F

## SELECTING AND ADDING SPECIAL AREAS ON CDBG SETUP DETAIL (PAGE 1)

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When you select **Strategy Area**, **CDFI Area**, or **Local Target Area** from the AREA TYPE dropdown, you must specify the name of the area in the next field. If it is not listed on the AREA NAME dropdown, or if you need to update information about one of the areas that is listed, follow the instructions below.

### STRATEGY AREAS

Select **Strategy Area** from the AREA TYPE dropdown and tab to the AREA NAME field.

The screenshot shows a form titled "Target Area". It contains two dropdown menus: "Area Type: (tip)" with "Strategy area" selected, and "Area Name: (tip)" which is currently empty. Below the "Area Name" dropdown is a button labeled "Add New Area".

Click the <Add New Area> button to display the View All Strategy Area (sic) screen. If your organization has never added any strategy areas, it will look like this:

The screenshot shows a web application interface. At the top, there are navigation tabs: "Projects/Activities", "Funding/Drawdown", "Grant", "Grantee/PJ", "Admin" (highlighted), and "Reports". On the left side, there is a sidebar with user information: "User ID: C00063", "User Role: Grantee", "Organization: CLEVELAND", and a "Logout" link. Below this are sections for "Admin" (with links for "Search User Profiles" and "Table Maintenance"), "Utilities" (with links for "Home", "Data Downloads", "Print Page", and "Help"), and "Links" (with links for "PDF Viewer", "Support", "CPD Home", and "HUD Home"). The main content area is titled "Admin" and "View All Strategy Area". It features a table with the following columns: "ID", "Name", "HUD Approval Date", "% of Low/Mod", "Type of Revitalization Effort", and "Action". Below the table, a message states "No areas were found." and there are two buttons: "Add" and "Back to CDBG".

To add a new strategy area, click the <Add> button to access the Add Strategy Area screen:

Input the strategy NAME and HUD APPROVAL DATE (it cannot be more than a year after today's date), then click the <Save> button. The view screen is redisplayed with the area you just added.

Field	Description
ID	The ID is for use with EDI (Electronic Data Interchange).
Name	The name of the strategy area.
HUD Approval Date	The date HUD approved the strategy area.
% of Low/Mod	Always blank for strategy areas—applies only to CDFI areas.
Type of Revitalization Effort	Always blank for strategy areas which by definition are “comprehensive” revitalization efforts.

To update an area's name or HUD approval date, click its Edit link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

## CDFI AREAS

The steps for adding or editing a CDFI area are the same as for strategy areas. The only difference is the data that you will be asked to input. Here is the Add CDFI Area screen:

Field	Description
Name	Input the name of the CDFI area.
Type of Revitalization Effort	Select the type of revitalization effort being undertaken.
If Other, Specify	Fill this in only if you selected <b>Other</b> in the previous field.
% of Low/Mod	Input the percentage of LMI persons in the CDFI area.

When you have finished, click the <Save> button to save your data and return to the view screen.

To update the data for a CDFI area, click its [Edit](#) link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.

## LOCAL TARGET AREAS

The steps for adding or editing a local target area are the same as for strategy areas. The only difference is the data that you will be asked to input. Here is the Add Local Target Area screen:

Field	Description
Name	Input the name of the local target area.
Type of Revitalization Effort	Select the type of revitalization effort being undertaken: Commercial, Comprehensive, Housing, or Other.
If Other, Specify	Fill this in only if you selected <b>Other</b> in the previous field.

When you have finished, click the <Save> button to save your data and return to the view screen.

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
19414012	Local Target Area 1			Commercial	<a href="#">Edit</a>
19414002	Local Target Area 2			Housing	<a href="#">Edit</a>

To update the data for a local target area, click its [Edit](#) link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.



# Appendix G

## EDA JOB CATEGORY DEFINITIONS

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Definitions of the job types listed on the jobs accomplishment screen are provided below.

- **Officials and Managers**

Administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operation.

Includes: officials, executives, middle management, plant managers, department managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

- **Professional**

Occupations requiring either college graduation or experience of such kind and amount as to provide a background comparable to college education.

Includes: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, surveyors, teachers, and kindred workers.

- **Technicians**

Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training.

Includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

- **Sales**

Occupations engaging wholly or primarily in direct selling.

Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

- **Office and Clerical**

All clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included.

Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

- **Craft Workers (skilled)**

Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. These workers exercise considerable independent judgment and usually receive an extensive period of training.

Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, decorative workers, and kindred workers.

- **Operatives (semi-skilled)**

Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dressmakers and sewers (except factory), dryers, furnace workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, stationary firefighters, truck and tractor drivers, weavers (textile), welders and flamecutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

- **Laborers (unskilled)**

Workers in manual occupations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.

Includes: garage laborers, car washers and greasers, gardeners (except farm) and grounds keepers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

- **Service Workers**

Workers in both protective and non-protective service occupations.

Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, charworkers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection workers, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, servers, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

## Appendix H

# REPORTING RACE/ETHNICITY DATA FOR ACTIVITIES PROVIDING ACCESS FOR PERSONS WITH DISABILITIES

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If you are assisting an eligible activity under the LMC national objective at 570.208(a)(2)(ii) and cannot obtain information on the beneficiaries with disabilities, follow these guidelines for reporting race and ethnicity data on the LMA accomplishment screen.

HUD has a website with Census data on the number of persons with disabilities, by race and ethnicity, at the Census tract level. The web address is:

<http://www.hud.gov/offices/cpd/systems/census/statemap.cfm>

On this website, select a state. On the next page, scroll down to “Disability by Race & Ethnicity” and click on “Download Excel Spreadsheet.”

Select the data you want by using the Place Name filter arrow in Column K. Once you have selected a place, use data from the following columns:

Column L:	Census tract
Column O:	Number of persons with disabilities in the Census tract
Columns P–U:	Number of persons with disabilities by race
Column V:	Number of persons with disabilities of Hispanic ethnicity

If more than one Census tract is served by the activity, total the columns for the appropriate Census tracts and use those totals to complete the accomplishment screen.

Note that the data in Column V on persons of Hispanic ethnicity is not broken down by race, which is how the information must be reported on the accomplishment screen. Grantees may use their own judgment in determining how to break down ethnicity by race.



# Appendix I

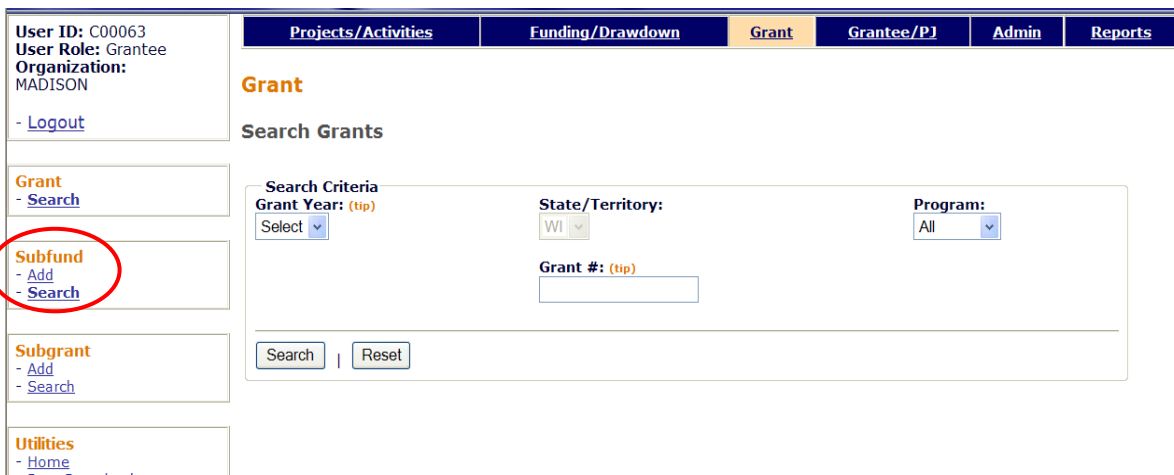
## SUBFUNDS

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A subfund is a portion of a grant that has been earmarked for a specific use, and is identified by a fund type. For CDBG entitlements, the fund types are AD (Administration) and SU (Subgrant).

### ACCESSING THE SUBFUND FUNCTIONS

Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the subfund functions you are authorized to access are listed on the left (and circled on the screen print below).



Instructions for adding and editing subfunds follow.

## ADD SUBFUNDS

The process of adding a subfund consists, confusingly enough, of a search screen and an add screen. The title of the search screen is Add Subfunds and the title of the add screen is Add Subfund.

### ADD SUBFUNDS SCREEN

Click the Subfund [Add](#) link on any Grant screen to display the Add Subfunds search screen. What you “search” for here is the *source* of funding for the subfund you want to add. For CDBG entitlements, it is always EN.



Fill in the search criteria this way:

Field	Description
Program	Select <b>CDBG</b> .
Grant Year	To limit the results to a particular grant year, select it from the dropdown.
Fund Type	Ignore—see explanation above.
Grant #	Limits the results to grant numbers starting with the text string you enter.  Example: Providing no other search criteria are specified, entering <b>bo</b> retrieves all the CDBG grants you have received from 2000 – 2009.

Click the <Search> button. When the results are displayed, click the [Add](#) link in the last column of the grant to be subfunded. The Add Subfund screen is displayed.

## ADD SUBFUND SCREEN

On this screen, you will specify the type of subfund you want to create and a dollar amount for it.

Move the cursor to the FUND TYPE dropdown and choose the type of subfund you want to create: AD (administration) or SU (subgrant). Next click the <Check Balance> button to populate the first three fields in the Source Fund box.

- MINIMUM AUTHORIZED AMOUNT REQUIRED is always \$0.00 on the add screen because there is no regulatory minimum for either the AD or SU subfund type.
- For SU, MAXIMUM AUTHORIZED AMOUNT ALLOWED will equal AVAILABLE TO SUBFUND. For AD, it will be 20% of the authorized amount of the grant, provided that much is AVAILABLE TO SUBFUND. If not, it will equal AVAILABLE TO SUBFUND.
- AVAILABLE TO SUBFUND should always equal MAXIMUM AUTHORIZED AMOUNT ALLOWED on the add screen.

In AUTHORIZED AMOUNT FOR THIS SUBFUND, specify the amount of the new subfund. It must be within the range of the minimum and maximum allowed.

Click the <Save> button to create the subfund or the <Return to Search Subfunds> button to exit without saving. Clicking either button redisplay the Add Subfunds search screen.

## EDIT/VIEW SUBFUNDS

To edit or view a subfund, you must first conduct a search to retrieve it. Click the [Subfund Search](#) link on any Grant screen to access the Search Subfunds screen.

### SEARCH SUBFUNDS SCREEN

Enter as many or few of the following search criteria as you wish to retrieve the subfund(s) you want to update/view:

Field	Description
Program	To limit the search results to a particular program, select it from the dropdown.
Grant Year	To limit the search results to a particular grant year, choose it from the dropdown.
Fund Type	The valid choices for CDBG entitlements are: <b>EN</b> Entitlement (authorized amount of grant minus amount already subfunded) <b>AD</b> Administration Subfund <b>SU</b> Subgrant Subfund
Grant #	Limits the results to grant numbers starting with the text string you enter.

Click the <SEARCH> button to run the search and display the subfunds that meet the criteria you specified:



User ID: C00063 User Role: Grantee Organization: PHOENIX - <a href="#">Logout</a>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																												
<b>Grant</b> - <a href="#">Search</a>  <b>Subfund</b> - <a href="#">Add</a> - <a href="#">Search</a>  <b>Subgrant</b> - <a href="#">Add</a> - <a href="#">Search</a>  <b>Utilities</b> - <a href="#">Home</a> - <a href="#">Data Downloads</a> - <a href="#">Print Page</a> - <a href="#">Help</a>  <b>Links</b> - <a href="#">PDF Viewer</a> - <a href="#">Support</a> - <a href="#">CPD Home</a> - <a href="#">RAMPS</a> - <a href="#">HUD Home</a>	<p align="center"><b>Subfund</b></p> <p><b>Search Subfunds</b></p> <p><b>Search Criteria</b></p> <p>Program: CDBG <input type="text"/> Fund Type: (tip) <input type="text"/> Grant #: (tip) <input type="text"/></p> <p>Grant Year: (tip) 2007 <input type="text"/></p> <p><input type="button" value="Search"/>   <input type="button" value="Reset"/></p> <p><b>Results Page 1 of 1</b></p> <table border="1"> <thead> <tr> <th>Grantee/PJ Name</th> <th>Program</th> <th>Grant Year</th> <th>Grant #</th> <th>Fund Type</th> <th>Authorized Amount</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>PHOENIX</td> <td>CDBG</td> <td>2007</td> <td><a href="#">B-07-MC-04-0502</a></td> <td>AD</td> <td>\$0.00</td> <td><a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a></td> </tr> <tr> <td>PHOENIX</td> <td>CDBG</td> <td>2007</td> <td><a href="#">B-07-MC-04-0502</a></td> <td>EN</td> <td>\$17,383,961.00</td> <td><a href="#">Add</a>   <a href="#">View</a></td> </tr> <tr> <td>PHOENIX</td> <td>CDBG</td> <td>2007</td> <td><a href="#">B-07-MC-04-0502</a></td> <td>SU</td> <td>\$5,000.00</td> <td><a href="#">Edit</a>   <a href="#">View</a></td> </tr> </tbody> </table>						Grantee/PJ Name	Program	Grant Year	Grant #	Fund Type	Authorized Amount	Action	PHOENIX	CDBG	2007	<a href="#">B-07-MC-04-0502</a>	AD	\$0.00	<a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a>	PHOENIX	CDBG	2007	<a href="#">B-07-MC-04-0502</a>	EN	\$17,383,961.00	<a href="#">Add</a>   <a href="#">View</a>	PHOENIX	CDBG	2007	<a href="#">B-07-MC-04-0502</a>	SU	\$5,000.00	<a href="#">Edit</a>   <a href="#">View</a>
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Select the subfund you want to process by clicking one of the links in the Action column. For EN, the links are [Add](#) and [View](#). For AD and SU, they are [Edit](#), [View](#), and [Delete](#).

See page I-2 for the EN Add Subfunds screen. The edit and view screens are explained starting on the next page.

The [Delete](#) link is available only when the subfund's AUTHORIZED AMOUNT is \$0.00. When you click the link, you are asked to confirm the deletion. Click <OK> to delete the subfund. Otherwise click <Cancel>.

## EDIT SUBFUND SCREEN

The only field that can be updated on this screen is AUTHORIZED AMOUNT FOR THIS SUBFUND (circled on the screen print below):

User ID: C00063	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																
<b>User Role:</b> Grantee <b>Organization:</b> PHOENIX <a href="#">Logout</a>	<b>Subfund</b> <b>Edit Subfund</b>																					
<b>Grant</b> <a href="#">Search</a>	<input type="button" value="Save"/>   <input type="button" value="Return to Search Subfunds"/>   <input type="button" value="Review Subfund History"/>																					
<b>Subfund</b> <a href="#">Add</a> <a href="#">Search</a>	<b>*Indicates Required Field</b> <b>Grantee/PJ Name:</b> PHOENIX , AZ <b>Grant #:</b> (tip) B-07-MC-04-0502 <b>Program:</b> (tip) CDBG <b>Grant Status:</b> (tip) Active <b>Grant Year:</b> (tip) 2007 <b>Grant Blocked:</b> (tip) No <b>Fund Type:</b> (tip) SU																					
<b>Subgrant</b> <a href="#">Add</a> <a href="#">Search</a>																						
<b>Utilities</b> <a href="#">Home</a> <a href="#">Data Downloads</a> <a href="#">Print Page</a> <a href="#">Help</a>																						
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<input type="button" value="Save"/>   <input type="button" value="Return to Search Subfunds"/>   <input type="button" value="Review Subfund History"/>																						

Enter the revised amount (not the amount of the increase or decrease) in the AUTHORIZED AMOUNT FOR THIS SUBFUND field. It must be within the range shown for MINIMUM AUTHORIZED AMOUNT REQUIRED and the MAXIMUM AUTHORIZED AMOUNT ALLOWED.

If the authorized amount is changed to \$0.00, the subfund can be deleted when you return to the Search Subfunds screen.

<b>Field</b>	<b>Description</b>
Grantee/PJ Name	Self-explanatory.
Program	The CPD program providing the grant used for the subfund.
Grant Year	The year of the grant the subfund was created from.
Fund Type	For CDBG entitlements:  <b>EN</b> Entitlement (authorized amount of grant minus subfunded) <b>AD</b> Administration Subfund <b>SU</b> Subgrant Subfund
Grant #	The number of the source grant.
Grant Status	Always <b>Active</b> .
Grant Blocked	<b>Yes</b> or <b>No</b> . If the status is <b>Yes</b> , EN funds cannot be drawn down from the grant.
Subfund Amount	
Minimum Authorized Amount Required	The minimum amount that the AUTHORIZED AMOUNT FOR THIS SUBFUND may be changed to. Its calculation is based on the amount already used.
Maximum Authorized Amount Allowed	The maximum amount that the AUTHORIZED AMOUNT FOR THIS SUBFUND may be changed to. Its calculation is based on the amount available from the EN source, the amount of this subfund already used, and program regulations (i.e., the AD subfund cannot be more than 20% of the grant).
Amount Available to Increase Authorized Amount for this Subfund	The maximum the AUTHORIZED AMOUNT FOR THIS SUBFUND may be increased by.
Authorized Amount for this Subfund	The only input field on the screen, this is the total amount available to subgrant, commit, and draw down from this subfund.
Subgranted Amount	The amount of this subfund that has been subgranted to other organizations.
Amount Committed to Activities	The amount of this subfund that has been committed to activities.
Amount Available to Commit to Activities	Equal to (AUTHORIZED AMOUNT FOR THIS SUBFUND) minus (SUBGRANTED AMOUNT) minus (AMOUNT COMMITTED TO ACTIVITIES).
Drawn Amount	
Drawn Amount	The total amount drawn down from this subfund and processed to completion.
Drawdown Pending Amount	The total amount of approved draws awaiting a response from LOCCS.
Returned Amount	The total amount of funds drawn down from this subfund and returned to the Letter of Credit.

<b>Field</b>	<b>Description</b>
Net Drawn Amount	Net Drawn is equal to (DRAWN AMOUNT) + (DRAWDOWN PENDING AMOUNT) minus (RETURNED AMOUNT).
Available to Draw	
Current Authorized Amount for this Subfund	The amount displayed in AUTHORIZED AMOUNT FOR THIS SUBFUND before you update it. Calculation of the amounts below reflect that unchanged amount.
Subgranted Amount	Same as previous SUBGRANTED AMOUNT field.
Net Drawn Amount	Same as previous NET DRAWN AMOUNT field.
Amount Available to Draw	Equal to (CURRENT AUTHORIZED AMOUNT FOR THIS SUBFUND) minus (SUBGRANTED AMOUNT) minus (NET DRAWN AMOUNT).

Click the <Review Subfund History> button at the top/bottom of the page for a record of the changes made to the subfund amount.

Click <Save> to apply the change in the authorized amount, or <Return to Search Subfunds> to exit without saving the change. The Search Subfund screen will be displayed.

## VIEW SUBFUND SCREEN

This screen is very similar to the Edit Subfund screen except, of course, that none of the data can be changed. Turn to page I-7 for definitions of the fields.

	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports										
<b>User ID:</b> C00063 <b>User Role:</b> Grantee <b>Organization:</b> PHOENIX <a href="#">- Logout</a>	<b>Subfund</b> <b>View Subfund</b>															
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Net Drawn Amount	\$0.00															
<table border="1"> <thead> <tr> <th colspan="2">Available to Draw</th> </tr> </thead> <tbody> <tr> <td>Authorized Amount (tip)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Subgranted Amount (tip)(-)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Net Drawn Amount(-)</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Amount Available to Draw</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table>							Available to Draw		Authorized Amount (tip)	\$0.00	Subgranted Amount (tip)(-)	\$0.00	Net Drawn Amount(-)	\$0.00	Amount Available to Draw	\$0.00
Available to Draw																
Authorized Amount (tip)	\$0.00															
Subgranted Amount (tip)(-)	\$0.00															
Net Drawn Amount(-)	\$0.00															
Amount Available to Draw	\$0.00															
<input type="button" value="Return to Search Subfunds"/>		<input type="button" value="Review Subfund History"/>														



# Appendix J

## SUBGRANTS

---

A subgrant is a portion of a grant that has been earmarked for use by a specific organization.

### ACCESSING THE SUBGRANT FUNCTIONS

Click the Grant tab at the top of the page you are on to display the Search Grants screen. Links to the subgrant functions you are authorized to access are listed on the left:

The screenshot displays a web application interface for managing grants. At the top, there is a navigation bar with tabs: Projects/Activities, Funding/Drawdown, Grant (highlighted), Grantee/PJ, Admin, and Reports. On the left side, a sidebar contains user information (User ID: C00063, User Role: Grantee, Organization: MADISON) and a list of navigation links: Grant (Search), Subfund (Add, Search), Subgrant (Add, Search), and Utilities (Home). The 'Subgrant' link is circled in red. The main content area is titled 'Grant' and 'Search Grants'. It features a search criteria form with the following fields: Grant Year (tip) with a dropdown menu showing 'Select', State/Territory with a dropdown menu showing 'WI', Program with a dropdown menu showing 'All', and Grant #: (tip) with a text input field. Below the form are 'Search' and 'Reset' buttons.

Each function is explained below.

## ADD SUBGRANT

The process of creating a subgrant consists of an add screen and a view screen.

### ADD SUBGRANT SCREEN

Click the Subgrant [Add](#) link on any Grant screen to display the Add Subgrant screen:

Field	Description
Program	Select <b>CDBG</b> .
Grant Year	Select the year of the grant that the subgrant is being created from.
Grant #	Select the correct grant number (only one is listed if you filled in the previous two fields).
Fund Type	Select <b>SU</b> . It is currently the only fund type CDBG entitlements can use for subgrants
Subgrant to Organization	<ol style="list-style-type: none"> <li>1. Click the &lt;Select Organization&gt; button.</li> <li>2. On the Select Organization page, enter search criteria if you wish or leave the search fields blank to display a list of all the organizations you can subgrant to.</li> <li>3. Click the &lt;Search&gt; button.</li> <li>4. To select an organization, click first on the radio button next to its name and then on the &lt;Select&gt; button. The Add Subgrant screen is redisplayed.</li> </ol>



Field	Description
Maximum Subgrant Amount	<p>This read-only field shows the maximum amount that may be entered in the next field, NEW SUBGRANT AMOUNT. It is based on the amount available in the source subfund.</p> <p>Note: If you have input all previous fields and MAXIMUM SUBGRANT AMOUNT is blank, click the &lt;Check Balance&gt; button.</p>
New Subgrant Amount	<p>Enter the amount of the subgrant. It cannot exceed the MAXIMUM SUBGRANT AMOUNT.</p>
Banking	<p>Change this field to <b>Yes</b> if the organization receiving the subgrant is authorized to receive drawdown payments directly from LOCCS.</p> <p>If you are able to change this to Yes (it isn't allowed for all organizations) but there is no banking data in LOCCS for the subgrantee, a warning message is displayed and the status of the subgrant is set to <b>Waiting for Banking Info</b>. Until the banking data is received and the subgrant status is changed to <b>Active</b>, the subgrant will not be available for committing funds via the Funding function.</p>
Show Availability	<p>Use this search feature only if you need to identify a funding source for the subgrant you are adding.</p> <p>Input any search criteria and click the &lt;Show&gt; button to run the search. The AMOUNT AVAILABLE TO SUBGRANT will be shown for each subfund in the search results table.</p>

Click the <Save> button to add the subgrant and display the next screen or the <Reset> button to refresh and redisplay the add screen.

## VIEW SUBGRANT SCREEN

Subgrant details are provided on this screen.

User ID: C00063 User Role: Grantee Organization: PHOENIX - <a href="#">Logout</a>	Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																
<b>Grant</b> - <a href="#">Search</a>	<b>Subgrant</b>																					
<b>Subfund</b> - <a href="#">Add</a> - <a href="#">Search</a>	<b>View Subgrant</b>																					
<b>Subgrant</b> - <a href="#">Add</a> - <a href="#">Search</a>	<ul style="list-style-type: none"> <li>• Subgrant added</li> </ul>																					
<b>Utilities</b> - <a href="#">Home</a> - <a href="#">Data Downloads</a> - <a href="#">Print Page</a> - <a href="#">Help</a>	<input type="button" value="Return"/>																					
<b>Links</b> - <a href="#">PDF Viewer</a> - <a href="#">Support</a> - <a href="#">CPD Home</a> - <a href="#">RAMPS</a> - <a href="#">HUD Home</a>	<b>Subgrant Recipient:</b> <a href="#">ARIZONANS FOR CHILDREN</a> no address found PHOENIX, AZ			<b>Subgrant Status:</b> Active																		
	<b>Program: (tip)</b> CDBG			<b>Date Awarded:</b> 09/28/2009																		
	<b>Grant Year: (tip)</b> 2007			<b>Grant #: (tip)</b> B-07-MC-04-0502																		
	<b>SU Fund Type</b> <table border="1"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><b>Authorized Amount (tip)</b></td> <td>\$2,500.50</td> </tr> <tr> <td><b>Suballocated Amount (tip)</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Committed to Activities Amount (tip)</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Net Drawn Amount</b></td> <td>\$0.00</td> </tr> <tr> <td><b>Amount Available to Subgrant</b></td> <td>\$2,500.50</td> </tr> <tr> <td><b>Amount Available to Commit</b></td> <td>\$2,500.50</td> </tr> <tr> <td><b>Amount Available to Drawdown</b></td> <td>\$2,500.50</td> </tr> </tbody> </table>							Amount	<b>Authorized Amount (tip)</b>	\$2,500.50	<b>Suballocated Amount (tip)</b>	\$0.00	<b>Committed to Activities Amount (tip)</b>	\$0.00	<b>Net Drawn Amount</b>	\$0.00	<b>Amount Available to Subgrant</b>	\$2,500.50	<b>Amount Available to Commit</b>	\$2,500.50	<b>Amount Available to Drawdown</b>	\$2,500.50
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<b>Amount Available to Commit</b>	\$2,500.50																					
<b>Amount Available to Drawdown</b>	\$2,500.50																					

All fields are read-only.

Field	Description
Subgrant Recipient	Clicking on the link here displays information about the subgrantee.
Program	The CPD program providing the grant used for the subgrant.
Grant Year	The year of the grant the subgrant was created from.
Grant #	The number of the source grant.
Subgrant Status	Either <b>Active</b> or <b>Waiting for Banking Info</b> (see entry for the BANKING field on the previous page).
Date Awarded	The date the subgrant was created in IDIS OnLine.
SU Fund Type	
Authorized Amount	The total amount of this subgrant available to the subgrantee to subgrant, commit to activities, and draw. Initially it is equal to the last NEW SUBGRANT AMOUNT you specified on the Add or Edit Subgrant screen.
Suballocated Amount	The amount of this subgrant that has been subgranted or

Field	Description
	subfunded (IDIS OnLine does not yet allow for the creation of subfunds from subgrants).
Committed to Activities Amount	The amount of this subgrant that has been committed to activities.
Net Drawn Amount	The net amount of this subgrant that has been drawn down. Net Drawn is equal to the (total amount drawn) plus (sum of all pending draws) minus (total amount of funds drawn that have been returned to the Letter of Credit).
Amount Available to Subgrant	Equal to The amount of this subgrant that is available to subgrant to other organizations.
Amount Available to Commit	Equal to (AUTHORIZED AMOUNT) minus (SUBALLOCATED AMOUNT) minus (COMMITTED TO ACTIVITIES AMOUNT).
Amount Available to Drawdown	Equal to (AUTHORIZED AMOUNT) minus (SUBALLOCATED AMOUNT) minus (NET DRAWN AMOUNT).

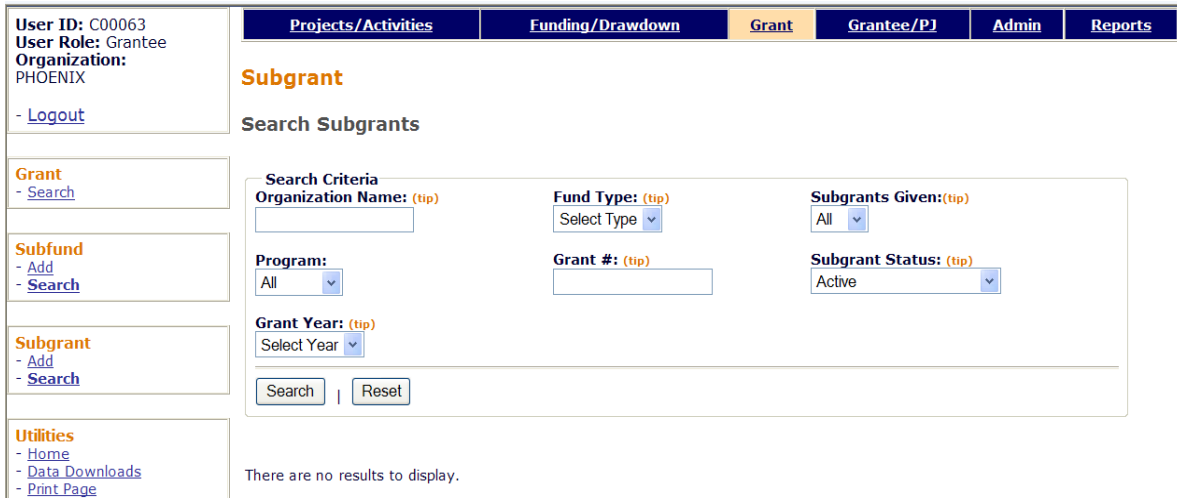
Click the <Return> button to display the previous screen.

## EDIT/VIEW SUBGRANTS

To edit or view a subgrant, you must first conduct a search to retrieve it. Click the Subgrant [Search](#) link on any Grant screen to access the Search Subgrants screen.

### SEARCH SUBGRANTS SCREEN

Enter as many or few of the following search criteria as you wish to retrieve the subgrant(s) you want to update/view:



Field	Description
Organization Name	Limits the search to subgrant recipient names that contain the text string you enter.
Program	To limit the search to a particular program, select it from the dropdown.
Grant Year	To limit the search to a particular grant year, choose it from this dropdown.
Fund Type	Select <b>SU</b> , currently the only fund type CDBG entitlements can use for subgrants.
Grant #	Limits the search to source grants starting with the text string you enter.
Subgrants Given	The choices are:  <b>All</b> – the subgrants that the organization you are logged on as has given to and received from other organizations. <b>No</b> – the subgrants that the organization you are logged on as has received from other organizations. <b>Yes</b> – the subgrants that the organization you are logged on as has given to other organizations.
Subgrant Status	To limit the search to a particular status, select it from the dropdown. (For information about the Waiting for Banking Info status, see the entry for the Banking field on page J-3).

Click the <SEARCH> button to run the search and display the subgrants that meet the criteria you specified.

Select the subgrant you want to process by clicking its [Edit](#) or [View](#) link in the last column of the search results table. Instructions for the edit screen follow on the next page. The view screen, displayed as part of the Add Subgrant process, is shown on page J-4.

Note that for subgrants with an AUTHORIZED AMOUNT of \$0.00 there is also a [Delete](#) link:

<a href="#">Program</a>	<a href="#">Grant #</a>	<a href="#">Fund Type</a>	<a href="#">Subgrant from Organization Name</a>	<a href="#">Subgrant to Organization</a>	<a href="#">Authorized Amount</a>	<a href="#">Available to Subgrant</a>	<a href="#">Committed</a>	<a href="#">Action</a>
CDBG	<a href="#">B-07-MC-04-0502</a>	SU	PHOENIX	ARIZONANS FOR CHILDREN	\$0.00	\$0.00	\$0.00	<a href="#">Delete</a>   <a href="#">Edit</a>   <a href="#">View</a>

When you click it, you are asked to confirm the deletion. Click <OK> to delete the subgrant. Otherwise click <Cancel>.

## EDIT SUBGRANTS SCREEN

Two fields can be updated on this screen: the subgrant amount and the banking flag.

User ID: C00063 User Role: Grantee Organization: PHOENIX <a href="#">- Logout</a>		Projects/Activities	Funding/Drawdown	Grant	Grantee/PJ	Admin	Reports																				
<b>Grant</b> <a href="#">- Search</a>		<b>Subgrant</b>																									
<b>Subfund</b> <a href="#">- Add</a> <a href="#">- Search</a>		<b>Edit Subgrant</b>																									
<b>Subgrant</b> <a href="#">- Add</a> <a href="#">- Search</a>		<b>*Indicates Required Field</b>																									
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		<input type="button" value="Save"/>   <input type="button" value="Return to Subgrants"/>																									

Enter the new amount (not the amount of the increase or decrease) for the subgrant in the NEW SUBGRANT AMOUNT field. It must be within the range shown for MINIMUM SUBGRANT AMOUNT and MAXIMUM SUBGRANT AMOUNT. The calculation of those two values is based on the amount available from the source subfund and the amount of the subgrant that has already been used.

If the NEW SUBGRANT AMOUNT is changed to \$0.00, the subgrant can be deleted when you return to the Search Subgrants screen.

The <Save> button applies your updates and displays the View Subgrant screen (see page J-4). Click the <Return to Subgrants> button to exit without saving your changes and redisplay the Search Subgrants screen.