Guidance for New CDBG Screens IDIS Release 9.0

Release 9.0 changes 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. Every effort has been made to minimize data entry for grantees.

The CDBG screens have been renamed and numbered as follows. These screens will appear only when applicable to the type of activity being carried out. In addition to these screens, users may want to review new reports that have been added to IDIS. These include grantee expenditure and accomplishment reports by program year, reports summarizing the types of organizations carrying out grantee activities, and housing rehabilitation reports providing information on average costs for each grantee.

CDBG01-CDBG National Objective CDBG02-Funding Sources CDBG03-Organization Carrying Out Activity CDBG04 for entitlement activities carried out by subrecipients-Subrecipient Ouestions CDBG04 for entitlement activities carried out by CBDOs-CBDO Questions CDBG04 for state activities carried out by non-governmental organizations-Organization Carrying Out Activity Cont. CDBG05-Form of Assistance CDBG06-CDBG Activity Information (formerly the MC01 screen) CDBG07-CDBG Area Benefit Data (formerly the MX03 screen) CDBG08-CDBG Direct Benefit Data (formerly the MA05 screen) CDBG09-CDBG Housing Rehabilitation CDBG10-CDBG Nature/Location (same as the current MA06 screen) CDBG11-CDBG Job Creation/Retention (formerly the MA07 screen) CDBG12-Slum/Blight Area (same as the current MX02 screen) CDBG13-CDBG Beneficiary Income Levels-by Household (formerly the MC02 screen) CDBG14-CDBG Multi-Unit Housing Activity (formerly the MC04 screen) CDBG15-CDBG Displacement (same as the current MC03 screen) CDBG16-1-1 Replacement (formerly the MC06 screen)

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

CDBG51-Beneficiary Summary CDBG52-Income Category Summary CDBG53-Job Creation/Retention Summary

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

CDBG-H1-Revise CDFI CDBG-H2-CDFI Areas CDBG-H3-Strategy Selection Screen CDBG-H4-Strategy Areas CDBG-H5-CDBG Error Resolution CDBG-H6-Matrix Code Help Screen CDBG-H7-National Objective Code Help Screen CDBG-H8-Accomplishment Code Help Screen CDBG-H9-CDBG Displacement Balance Resolution Screen CDBG-H10-Race Code Help Screen

Guidance for entering data on the new screens follows. More detailed guidance will be provided as soon as possible.

CDBG National Objective

3 4 5 6 2 7 8 1 CDBG NATIONAL OBJECTIVE MM/DD/YY HH:MM CDBG01 Grantee Activity ID xxxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Matrix Code: CDBG Regulation Citation: National Objective Code: Enter the National Objective Code that applies: National Objective Citation: xxxxxxxxxxxxxxxxxxxx (Admin and planning matrix codes do not require a National Objective Code) Unliquidated Obligations: _____ Change to Activity ID (This line reserved for messages) F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F10=REVISE ACTIVITY

1 2 3 4 5 6 7 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

DESCRIPTION: This new screen appears at the start of the CDBG path. The matrix code will be brought forward from the common path and the grantee will enter the national objective code; these two codes will dictate the remaining screens that will appear for a given activity. Users will also have ability on this screen to switch to a different IDIS activity ID within the same grantee rather than having to return to the common path to do so.

For administration and planning activities (unless it is a State grantee using matrix code 20 and a national objective code), this will be the only screen the user will see in the CDBG path. The Unliquidated Obligations field has been moved to this screen because it is the only field out of the current CDBG path that may apply to administration and planning activities. Unliquidated Obligations is an optional field.

JUSTIFICATION: This screen eases navigation for grantees. It contains no new data elements.

CDBG Funding Sources

1 2 12345678901234567890123456	3 789012345678	4 39012345678	5 3901234	6 156789012345	7 6789012	8 34567890
MM/DD/YY HH:MM	FUNDING	G SOURCES				CDBG02
Grantee Activity ID xxxxx Activity Name xxxxx	***************************************	<x <xxxxxxxxxxxx< td=""><td>XXXXXXX</td><td>IDIS Activ xxxxxxx Na</td><td>ity ID tl/Obj</td><td>zzzzzz9 xxxxx</td></xxxxxxxxxxxx<></x 	XXXXXXX	IDIS Activ xxxxxxx Na	ity ID tl/Obj	zzzzzz9 xxxxx
1. CDBG Funds 2. Section 108 Loan Guara	ntee			\$999,999,99	9.99	
3. Other Consolidated Plan Funds	HOME ESG HOPWA			\$999,999,99	9.99	
 Appalachian Regional C Other Federal Funds State/Local Funds Private Funds 	ommission					
8. Other						
			Total	\$999,999,99	9.99	
Leveraging Ratio (CDBG+10	8: all other	r funds): 9	999:999)		
(This line reserved for m F3=VALDT F4=MAIN MENU	essages) F5=PROJ_INI	FO F7=PREV	7 F8=N	iext f9=sav	Έ	
1 2 12345678901234567890123456	3 789012345678	4 39012345678	5 3901234	6 156789012345	7 6789012	8 34567890

DESCRIPTION: This screen appears for all activities except planning and administration. The amount for CDBG Funds is brought forward from Activity Funding. At activity completion, this amount will reflect the actual amount of CDBG funds drawn down for an activity. The amounts of funds from other sources used for this activity must be entered by the grantee. Leveraging Ratio and subtotals and total are calculated fields.

JUSTIFICATION: In its PART review, OMB rated the CDBG program "Ineffective," citing that insufficient information exists regarding the leveraging of funds and the cost effectiveness of program activities. The information on funding sources from this screen will enable CDBG to address these issues by providing comprehensive information on leveraging and enabling the CDBG program to more accurately measure costs and cost efficiency. This screen will also satisfy the performance measurement requirement for leveraging information.

For use on Entitlement/Insular Areas activities:

Organization Carrying Out Activity

3 5 7 1 2 4 6 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890 ORGANIZATION CARRYING OUT ACTIVITY MM/DD/YY HH:MM CDBG03 Grantee Activity ID xxxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 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 1 2 3 4 5 6 12345678901234567890123456789012345678901234567890123456789012345678901234567890

DESCRIPTION: This version of the CDBG03 screen is for activities carried out by entitlement grantees and Insular Areas. Feedback from grantees since this screen was released into IDIS in July 2005 has resulted in two changes. For activities not carried out by the grantee, there is now a field to enter Organization Name. An additional selection-Another unit of local government-has also been added primarily to accommodate urban counties that distribute funds to other localities within their jurisdiction.

JUSTIFICATION: CDBG program legislation and regulations require that CDBG-funded activities be carried out by specific types of organizations. The information is needed to ensure that grantees are in compliance with those requirements. In addition, the CDBG program receives requests from the Office of Management and Budget, the White House, the Office of the Inspector General, and Congress regarding the amount of expenditures by subrecipients and other specific types of organizations. In the past, the CDBG program has responded by providing estimates. Collecting information on the types of organizations carrying out CDBG activities will enable the program to respond to these requests more accurately and in a more timely and cost efficient manner.

For use on **State Grantee** activities:

Organization Carrying Out Activity

3 5 7 1 2 4 6 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890 ORGANIZATION CARRYING OUT ACTIVITY MM/DD/YY HH:MM CDBG03 Grantee Activity ID xxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Activity Name Is this activity being carried out by a State Grant Recipient (Y/N)? (Either directly and/or through contractors) If Yes: Enter "X" by the appropriate category: Activity is being carried out by the grantee through: _ Grantee employees _ Contractors _ Grantee employees and contractors If No: Enter organization name and place an "X" by the appropriate category: Organization Name: Activity is being carried out by: A 105(a)(15) entity _ Another unit of local government _ Another public agency (This line reserved for messages) F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE 2 3 4 5 6 8 1 12345678901234567890123456789012345678901234567890123456789012345678901234567890

DESCRIPTION: This version of the CDBG03 screen is for activities carried out by State grantees. Feedback from grantees since this screen was released into IDIS in July 2005 has resulted in two changes. For activities not carried out by the grantee, there is now a field to enter Organization Name. An additional selection-Another unit of local government-has also been added to accommodate state grant recipients that make funds available to other units of general local government to carry-out eligible activities.

JUSTIFICATION: CDBG program legislation and regulations require that CDBG-funded activities be carried out by specific types of organizations. The information is needed to ensure that grantees are in compliance with those requirements. In addition, the CDBG program receives requests from the Office of Management and Budget, the White House, the Office of the Inspector General, and Congress regarding the amount of expenditures by surecipients and other specific types of organizations. In the past, the CDBG program has responded by providing estimates. Collecting information on the types of organizations carrying out CDBG activities will enable the program to respond to these requests more accurately and in a more timely and cost efficient manner.

For use on Entitlement/Insular Areas activities

Activity Carried Out By Subrecipient Screen

3 4 5 7 1 2 6 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 CDBG ACTIVITY: SUBRECIPIENT QUESTIONS MM/DD/YY HH:MM CDBG04 Grantee Activity ID xxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Activity Name Enter "X" by the appropriate designation: Subrecipient is: Non-profit organization OR For-profit authorized under 570.201(o) Enter "X" by all that apply: Subrecipient is: A faith-based organization An institution of higher education (This line reserved for messages) F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE 2 3 4 5 6 8 1

DESCRIPTION: This version of the CDBG04 screen appears for entitlement and Insular Area grantees that checked subrecipient on the CDBG03 screen. On this screen, grantees enter information about the subrecipient carrying out this activity. No changes have been made to this screen since its introduction in July 2005.

JUSTIFICATION: CDBG program legislation and regulations require that CDBG-funded activities be carried out by specific types of organizations. The information is needed to ensure that grantees are in compliance with those requirements. In addition, the CDBG program receives requests from the Office of Management and Budget, the White House, the Office of the Inspector General, and Congress regarding the amount of expenditures by subrecipients and other specific types of organizations. In the past, the CDBG program has responded by providing estimates. Collecting information on the types of organizations carrying out CDBG activities will enable more timely and cost efficient manner.

For use on Entitlement/Insular Areas activities:

Activity Carried Out By CBDO Screen

3 5 7 1 2 4 6 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 CDBG ACTIVITY: CBDO OUESTIONS MM/DD/YY HH:MM CDBG04 Grantee Activity ID xxxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Activity Name Enter "X" by the appropriate designation: CBDO is: Non-profit organization OR For-profit entity Enter "X" by all that apply: CBDO is: _ A faith-based organization An institution of higher education (This line reserved for messages) F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE 2 3 5 6 1 4 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890

DESCRIPTION: This version of the CDBG04 screen appears for entitlement and Insular Area grantees that checked CBDO on the CDBG03 screen. On this screen, grantees enter information about the CBDO carrying out this activity. No changes have been made to this screen since its introduction in July 2005.

JUSTIFICATION: CDBG program legislation and regulations require that CDBG-funded activities be carried out by specific types of organizations. The information is needed to ensure that grantees are in compliance with those requirements. In addition, the CDBG program receives requests from the Office of Management and Budget, the White House, the Office of the Inspector General, and Congress regarding the amount of expenditures by subrecipients and other specific types of organizations. In the past, the CDBG program has responded by providing estimates. Collecting information on the types of organizations carrying out CDBG activities will enable more timely and cost efficient manner.

For use on **State Grantee** activities:

Organization Carrying Out Activity Continued

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3
                                        5
                                                        7
       1
               2
                                4
                                                6
                                                                 8
123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890
                    CDBG ACTIVITY CARRIED OUT BY CONT.
MM/DD/YY HH:MM
                                                            CDBG04
Grantee Activity ID xxxxxxxxxxxxxxxxxx
                                             IDIS Activity ID zzzzzz9
                Activity Name
Enter "X" by the appropriate designation:
  105(a)(15) entity is:
     _ Non-profit organization
       OR
     For-profit entity
Enter "X" by all that apply:
  105(a)(15) entity is:
     _ A faith-based organization
     An institution of higher education
 (This line reserved for messages)
F3=VALDT
         F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT
                                                F9=SAVE
               2
                       3
                                4
                                        5
                                                6
                                                                 8
       1
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DESCRIPTION: This version of the CDBG04 screen appears for State grantees that checked 105(a)(15) entity on the CDBG03 screen. On this screen, grantees enter information about the entity carrying out this activity. No changes have been made to this screen since its introduction in July 2005.

JUSTIFICATION: CDBG program legislation and regulations require that CDBG-funded activities be carried out by specific types of organizations. The information is needed to ensure that grantees are in compliance with those requirements. In addition, the CDBG program receives requests from the Office of Management and Budget, the White House, the Office of the Inspector General, and Congress regarding the amount of expenditures by subrecipients and other specific types of organizations. In the past, the CDBG program has responded by providing estimates. Collecting information on the types of organizations carrying out CDBG activities will enable more timely and cost efficient manner.

Loan Information

1234567890123456789012345678901234	5678901234567890123456789012345678901234567890
MM/DD/YY HH:MM FOR	M OF ASSISTANCE CDBG05
Grantee Activity ID xxxxxxxxxxx	XXXXX IDIS Activity ID zzzzzz9
Activity Name xxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxx Natl/Obj: xxxxx
The organization carrying out thi	s activity is providing the assistance in the
form of (Enter the number of gran	ts, loans, or other forms of assistance
provided under this activity)	
Grant(s):	
Loan(s):	
If the assistance is a $loan(s)$	nter the appropriate information below
	neer the appropriate information below.
	Interest Amortization
	Rate Period (in Months) Amount
Amortized Loan:	8
Deferred Payment/Forgivable Loan:	
(This line reserved for messages)	
F3=VALDT F4=MAIN MENU F5=PROJ	INFO F7=PREV F8=NEXT F9=SAVE
1 2 3	4 5 6 7 8
1234567890123456789012345678901234	5678901234567890123456789012345678901234567890

DESCRIPTION: This screen appears for all activities except planning and administration. If the organization carrying out the activity is providing assistance in the form of loans or grants, provide the number of grants or loans issued. If the organization carrying out the activity does not provide loans or grants, no entry is required on this screen. If the organization carrying out the activity provides a loan, enter the interest rate, amortization period and loan amount. For multiple loans, enter the average interest rate and amortization period and the total dollar amount of all loans.

JUSTIFICATION; This screen will provide information on potential program income and enable the CDBG program to more accurately respond to inquiries from various government oversight agencies.

CDBG Activity Information

2 3 4 5 6 7 8 1 MM/DD/YY HH:MM CDBG ACTIVITY INFORMATION CDBG06 Grantee Activity ID xxxxxxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Enter "X" by all that apply: One-for-One Replacement: _ Special Assessment: _ For Float Funded activities, indicate the following: Funds to be Received: __ / __ / ___ Float Principal Balance: __ Does activity include Multi-Unit Housing (2+ units/structure) (Y/N): Indicate if activity is located in a Strategy, CDFI, or Local Target Area (S/C/L): Specify Area Identifier for Strategy or CDFI: Presumed Benefit? (Y/N): ____ Nature/Location? (Y/N): ___ (This line reserved for messages) F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE 1 2 3 4 5 6 7 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

DESCRIPTION: This is a revision of the current MC01 screen.

Presumed Benefit and **Nature/Location** have been moved to this screen from the old MA05 screen. These fields would only be displayed for LMC* activities.

Multi-Unit Housing question will only be displayed for LMH* activities.

Colonia and Brownfield Activity designations have been added.

Local Target Area has been added. Users will not need to specify an area identifier for Local Target Area activities until phase I of the IDIS re-engineering. Indicate local target area only when an area is not a Strategy or CDFI area.

JUSTIFICATION: Colonia and Brownfield Activity have been added to more efficiently track assistance to activities in such areas. Local Target Area was added in response to OMB's PART review of the CDBG program which questions the extent to which the CDBG program effectively targets distressed areas. This new data element will enable HUD to show targeting by grantees, even when they are not using designated Strategy and CDFI areas.

Area Benefit/Census Tract Screen

1 2 3 4 5 6 7 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 MM/DD/YY HH:MM CDBG AREA BENEFIT DATA CDBG07 IDIS Activity ID ZZZZZZ9 Activity Name 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: 9 LMISD Date: MM/DD/YYYY Uncapped data was used for the calculation County Census Page: XX of XX Code Tract <. Block Groups . . . > [Use Capped or Uncapped data (C/U)?] Additional Entries/Recalculate % low mod (A/R)?: F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE F18=DOWN F17=UP 3 5 7 1 2 4 6 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

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

(1) If Census data is being used, enter "C" and then enter the census tract/block group data for the activity's service area. IDIS will then:

show the Total # of Low/Mod in Service Area; show the Total Low/Mod Universe Population in Service Area; and calculate and display % of Low/Mod in Service Area.

(2) If a survey is being used, enter "S" and then enter: Total # of Low/Mod in Service Area and Total + or (Mod hereine Paralation in Constant)

Total Low/Mod Universe Population in Service Area*. IDIS will then calculate the percent low/mod.

(*Low/Mod Universe Population: When reporting the use of survey data, enter the total number of respondents in this field; it will be used as the denominator in calculating the percent low/mod. When "C" is used and this field is automatically populated by IDIS, this represents the number of persons in the area with the potential to be low/mod and is used as the denominator in calculating the percent low/mods in a census tract(s)/block group(s).)

"LMISD Date" applies only to entitlement grantees and is automatically populated, but will be seen only if "C" is selected. This field represents the effective date of the data being used by IDIS to calculate the percent low/mod in the identified service area.

The LMISD (low/mod income summary data) is the census data HUD provides to grantees for use in making determinations of activity compliance with the low/mod area benefit national objective, as required by the CDBG

statute and regulations. A grantee's LMISD will change when there are: (1) changes in the configuration of its geography or (2) changes to income data. Changes to a grantee's geography may increase/decrease the number of census tracts and/or blocks groups within its boundaries, but the values associated with the data will change only when there are changes to income data. When there are changes to a grantee's geography, the LMISD available for that grantee will reflect those changes in census tracts/ block groups included within the grantee's boundaries.

Message: "Capped data was used for the calculation" will show for almost 95% of entitlement grantees. The remaining grantees have the option to use uncapped data and will record that election in IDIS, as briefly described below. The LMISD is prepared by HUD using the Section 8 income limits, which are calculated using fair market rent area definitions. The income limits are based on HUD estimates of median family income, with adjustments for areas that have unusually high or low income to housing cost relationships. Based on this, the Section 8 income limits are considered "capped." A 1998 legislative change allowed HUD to grant an exception to 10 jurisdictions (metropolitan areas) from the cap on low/mod income levels; based on this change, the entitlement grantees in these 10 jurisdictions (metropolitan areas) may elect to use either the capped or uncapped LMISD.

The message shown for a grantee that may choose to use the capped or uncapped data will be dependent on the choice it has recorded in IDIS. (For the December 2005 release, HUD will load the capped/uncapped selection based on input from the HUD field offices; for subsequent program years, these grantees may change this selection, as appropriate.)

JUSTIFICATION: Grantees have been required to enter the census tracts/block groups for the service area of LMA activities, and calculate and enter the low/mod percent as well. The changes to this screen will result in IDIS calculating the low/mod percent based on the census tracts/ block groups entered, allowing HUD to report on CDBG beneficiaries, including the number low/mod, for all activities. It will ensure that the correct data is being used and will enable HUD to provide more complete and accurate data to Congress and other stakeholders.

Direct Benefit Screen

MM/DD/YY	Y HH:MM CDBG DIRECT H	BENEFIT DATA - by Households CDBG08
Grantee	Activity ID XXXXXXXXXXXX	XXXXXXXX IDIS Activity ID XXXXXXXX
Activit	ty Name XXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
[Program Year:]
[Totals	for program year: $\overline{\text{CCYY}}$]
	O W N E R	R E N T E RTotals (All Years)-
Race	AllHisp-	AllHisp- AllHisp
	l	99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
		99,999,999 99,999,999
Totals	: 9,999,999 9,999,999	9,999,999 9,999,999 99,999,999 99,999,9
Fem-HH:	;	
Insert,	/Delete program year(I/I	D)? _ Display cumulative totals(Y/N)? _
XXXXXXX	XXXXXXXX message line XX	*****
F1=HELI	P F3=VALDT F4=MAIN N	MENU F5=PROJ INFO F'/=PREV F8=NEXT F9=SAVE
F15=SWI	ITCH TO COUNTS BY PERSO	NS F1/=PREV YEAR F18=NEXT YEAR

DESCRIPTION: This screen is a revision of the current MA05 screen. This new version allows for information on race/ethnicity to be reported for housing activities by owner or renter and allows grantees to report this data on a program year basis; cumulative data will be available for display.

For entitlement grantees: This screen will appear for all housing and homeownership assistance activities with an LMH national objective.

For State grantees: This screen will appear for all housing and homeownership activities with an LMH national objective, as well as those meeting the slum blight or urgent need national objectives.

The following new functions are associated with this screen:

- (1) Race: grantees will enter the appropriate race code for the beneficiaries being reported. Information on the race codes is provided in a "Help" screen.
- (2) "Insert/Delete program year (I/D)": this is a feature similar to that used on the MA04 to add a new program year, i.e., selecting "I" will bring up a blank screen for a new program year.

JUSTIFICATION: The CDBG program has been unable to respond to numerous requests both from within and outside the Department to provide information on housing assistance activities by tenure type. For example, over the past three years, OMB, HUD's Chief Financial Officer, the Secretary's Office, and others have requested such information for inclusion in various housing performance reports, including CDBG's goals for homeownership and housing assistance as part of the Department's annual performance report. CPD has provided estimates based on the matrix codes used to identify the eligibility of CDBG activities, but has otherwise been unable to provide complete and accurate data. This information will correct this serious deficiency in determining CDBG performance when used for housing activities, strengthen the program's contributions to the Department's housing strategies, and help to resolve OMB concerns reflected in the PART,

which gave the program a rating of "Ineffective." Housing is one of the largest categories of expenditures in the CDBG program and it is important that information be collected to validate performance in this area.

Currently, grantees are required to enter cumulative data concerning beneficiaries on the MA05 and MC02 screens and, on the MA04 screen, are required to enter annual data. This inconsistency in how grantees are asked to report accomplishments has resulted in a significant number of errors in CDBG data in IDIS. This change will reduce the number of errors and result in more accurate CDBG accomplishment data.

These changes will also enable HUD to produce annual performance data in a more cost efficient, less timeconsuming manner. The changes will negate the need for manipulation of IDIS data by HUD and/or contractor staff to obtain annual beneficiary information and will enable HUD to respond more rapidly to stakeholder requests regarding CDBG beneficiaries.

Non-housing Direct Benefit Screen

	Z UU•MM	CDBC DIDECT		- by Dorgong	CDBC09
		CDDG DIRECI	DENEFII DAIA	- by reisons	
Grantee	e Activity	ID XXXXXXXXX	XXXXXXXXX	IDIS AC	tivity ID XXXXXXX
Activit	cy Name	XXXXXXXXX	XXXXXXXXXXXXX	*******	X Natl/Obj XXXXX
[Progra	m Year:]		
[Totals	for progra	m year: CCYY]		
	Tc	tals	-Totals	(All Years)-	
Race	All	Hisp-	All	Hisp-	
			999,999	999,999	
			999,999	999,999	
	·		1 999,999	999,999	
	·		i 999,999	999,999	
	·		1 999,999	999,999	
	' <u> </u>		1 999,999	999,999	
	' <u></u>			999 999	
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	l		000 000	999,999	
	 		999,999	999,999	
	l		999,999	999,999	
			999,999	999,999	
			999,999	999,999	
Totals	: 9,999,999	9,999,999	9,999,999	9,999,999	
Insert,	/Delete pro	gram year(I/	D)?		
XXXXXXX	XXXXXXXX me	ssage line X	xxxxxxxxxxx	******	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
F1=HELI	P F3=VALD	T F4=MAIN	MENU F5=PR	OJ INFO F7=PREV	F8=NEXT F9=SAVE
F15=SW	ГТСН ТО СОЦ	INTS BY HOUSE	HOLDS F17=P	REV YEAR F18=NEXT	YEAR
110 011		DI 1000D			

DESCRIPTION: This screen is a revision of the current MA05 screen for non-housing activities. This new version allows grantees to report this data on a program year basis; cumulative data will be available for display.

For entitlement grantees: This screen will appear for all activities with an LMC* or LMJ* national objective.

For State grantees: This screen will appear for all non-housing and homeownership activities.

The following new functions are associated with this screen:

- (1) Race: grantees will enter the appropriate race code for the beneficiaries being reported. Information on the race codes is provided in a "Help" screen.
- (2) "Insert/Delete program year (I/D)": this is a feature similar to that used on the MA04 to add a new program year, i.e., selecting "I" will bring up a blank screen for a new program year.

JUSTIFICATION: Currently, grantees are required to enter cumulative data concerning beneficiaries on the MA05 and MC02 screens and, on the MA04 screen, are required to enter annual data. This inconsistency in how grantees are asked to report accomplishments has resulted in a significant number of errors in CDBG data in IDIS. This change will reduce the number of errors and result in more accurate CDBG accomplishment data.

These changes will also enable HUD to produce annual performance data in a more cost efficient, less timeconsuming manner. The changes will negate the need for manipulation of IDIS data by HUD and/or contractor staff to obtain annual beneficiary information and will enable HUD to respond more rapidly to stakeholder requests regarding CDBG beneficiaries.

Housing Flags Screen

1	2	3	4	5	6	7	8
12345678901234	567890123450	57890123450	5789012345	5678901234	15678901234	456789012	34567890
MM/DD/YY HH:	MM	CDBG HOUS	SING REHAD	BILITATION	1		CDBG09
Grantee Activ Activity Name	ity ID xxxxx xxxxx	************	(XXX (XXXXXXXXXXXX	****	IDIS Act: xxxxxxx 1	ivity ID Natl/Obj	zzzzzz9 xxxxx
Indicate if t (Enter ``X″ fo	his activity r all that a	y is limite apply)	ed to one	or more c	of the fol:	lowing:	
_ Ins _ Ins _ Per _ Pro _ Ope	talling secu talling smol forming emen viding supp rating a Too	arity devices and the detector and the second second bies and econd the second big the second second second big the second second second second big the second second second big the second sec	ces rs sing repa: quipment r Library	lrs For painti	.ng houses		
If none appl	y, press <en< td=""><td>nter> to go</td><td>o to the r</td><td>Next scree</td><td>en.</td><td></td><td></td></en<>	nter> to go	o to the r	Next scree	en.		
(This line re	served for 1	nessages)					
F3=VALDT F4	=MAIN MENU	F5=PROJ I	INFO F7=	=PREV F8	B=NEXT F	9=save	
1	2	3	4	5	6	7	8
12345678901234	56789012345	57890123450	5789012345	5678901234	15678901234	456789012	34567890

DESCRIPTION: This screen will only appear for housing rehabilitation matrix codes and is to be used ONLY when the activity is limited to one or more of the types of assistance listed. Examples:

- if a rehabilitation activity involves installation of security devices and roof replacement, do not use this screen. F8 forward.
- if the activity is limited to installing security devices and emergency housing repairs, this screen should be completed.
- if a grantee reports the rehabilitation of more than one property in a single activity and only one property is limited to installation of smoke detectors, do not complete this screen. F8 forward.

JUSTIFCATION: This change request addresses deficiencies identified in CDBG's PART review, which gave the CDBG program a rating of "Ineffective." Housing rehabilitation under the CDBG program may encompass a wide range of activities, from replacement of major systems to installing smoke detectors. The disparity among these activities leads to average per unit costs that are skewed and that cannot be compared among grantees. In sections 3.4 and 4.3 of its PART review, OMB concluded that the CDBG program did not have efficiency measures and was not able to compare cost per units in a systematic way. This new housing rehabilitation screen will enable HUD to more accurately report on the use of CDBG for activities eligible under housing rehabilitation. This screen also responds to comments to grantee requests to be able to report on the use of funds for emergency housing repairs.

Nature/Location Screen

1 12345678901	2 234567890	3 12345678901	4 2345678901	5 12345678901	6 23456789012	7 23456789012	8 234567890
MM/DD/YY	HH:MM	С	DBG NATURE	E/LOCATION			CDBG10
Grantee Ac Activity N	tivity ID ame	xxxxxxxxxx xxxxxxxxxx	xxxxxxxx xxxxxxxxxx	*****	IDIS Ad	ctivity ID Natl/Obj	zzzzzzy xxxxx
Nature/Loc 	ation Nar:	rative:					
(This line F3=VALDT	reserved F4=MAIN I	for messag MENU F5=P	es) ROJ INFO	f7=prev	F8=NEXT	F9=SAVE	
1 12345678901	2 234567890	3 12345678901	4 2345678901	5 12345678901	6 .23456789012	7 23456789012	8 234567890

DESCRIPTION: This screen has been renamed; it was formerly the MA06 screen. No information on this screen has been changed. This screen only appears on LMC* activities where the user enter "Y" to the Nature/Location question on the CDBG06 screen.

Job Creation/Retention Screen

MM/DD/YY HH:MM	CDBG JOB CREATIO	ON/RETENTION	CDBG11		
Grantee Activity ID XXX Activity Name XXX	<pre></pre>	IDIS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Activity ID XXXXXXX XX Natl/Obj XXXXX		
Estimates Expect to Create: Expect to Retain:	TOTAL JOB COUNT F/T F/T-LM 	TOTAL WEEKLY HRS P/T P/T-LM 	PERCENT LOW/MOD JOBS 999.99% 999.99%		
Actual Totals for progr Actually Created: Actually Retained:	ram year: CCYY TOTAL JOB COUNT F/T F/T-LM 	TOTAL WEEKLY HRS P/T P/T-LM Actual	PERCENT LOW/MOD JOBS 999.99% 999.99% 99,999 FTE Jobs		
Insert/Delete program year(I/D)? _ Display cumulative totals(Y/N)? _					
XXXXXXX (THIS IS THE M F3=VALDT F4=MAIN MENU F17=PREV YEAR F18=N	MESSAGE LINE) XXXX J F5=PROJ INFO NEXT YEAR	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		

DESCRIPTION: This is a revision of current MA07 screen. Information on funding and loans are now collected on other screens. This screen collects actual jobs created and retained on a program year basis. This screen will only be displayed for LMJ activities or activities with matrix code of 18A or 18B.

The following new functions are associated with this screen:

(1) "Insert/Delete program year (I/D)": this is a feature similar to that used on the MA04 to add a new program year, i.e., selecting "I" will bring up a blank screen for a new program year.

JUSTIFICATION: Currently, grantees are required to enter cumulative data concerning beneficiaries on the MA07, MA05 and MC02 screens and, on the MA04 screen, are required to enter annual data. This inconsistency in how grantees are asked to report accomplishments has resulted in a significant number of errors in CDBG data in IDIS. This change will reduce the number of errors and result in more accurate CDBG accomplishment data.

These changes will also enable HUD to produce annual performance data in a more cost efficient, less timeconsuming manner. The changes will negate the need for manipulation of IDIS data by HUD and/or contractor staff to obtain annual beneficiary information and will enable HUD to respond more rapidly to stakeholder requests regarding CDBG beneficiaries.

Slum/Blight Area

1 2 3 4 5 6 7 12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678	8 90
MM/DD/YY HH:MM SLUM/BLIGHT AREA CDBG	12
Grantee Activity ID xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	z 9
Boundaries:	
Percentage Deteriorated Buildings/Qualified Properties: %	
Slum/Blight Designation Year:	
(This line reserved for messages) F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE	
1 2 3 4 5 6 7 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901	8 90

DESCRIPTION: Same as current MX02 screen. This screen appears only for activities with a SBA national objective.

Low Mod Information for housing activities

MM/DD/YY HH:MM CDBG BENEFICIARY INCOME LEVELS - by Households CDBG13 IDIS Activity ID zzzzzz9 Grantee Activity ID xxxxxxxxxxxxxxxxx Activitv Name Households Benefiting: 99,999 Program year: YYYY] ſ [Totals for pgm year: YYYY] Total Income Level Owner Renter All Yrs 999,999 Extremely Low 999,999 Low 999,999 Moderate 999,999 Non-Low Moderate Total 9, 999, 999 9, 999, 999 99, 999, 999 Percent Low/Mod 0.00% 0.00% 0.00% Insert/Delete program year(I/D)? Display cumulative totals(Y/N)? 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

DESCRIPTION: This screen is a revision of the current MC02 screen. Grantees will now report beneficiary data by specific income level, by renter or owner and by program year. IDIS will calculate Percent Low/Mod and Total.

For entitlement grantees: This screen will appear for all housing and homeownership assistance activities with an LMH national objective.

For State grantees: This screen will appear for all housing and homeownership activities with an LMH national objective, as well as those meeting the slum blight or urgent need national objectives.

The following new functions are associated with this screen:

(1) "Insert/Delete program year (I/D)": this is a feature similar to that used on the MA04 to add a new program year, i.e., selecting "I" will bring up a blank screen for a new program year. When a new program year is inserted on the CDBG08 screen, it will automatically be inserted on this screen. If a new program year is inserted on this screen first, it will automatically be inserted on the CDBG08 screen.

JUSTIFICATION: Both Congress and OMB are examining the extent to which the CDBG program targets funds to assist low- and moderate-income persons. Congress directed HUD to prepare a report on this issue, and OMB, in Section 1.5 of the PART, states that the CDBG program does not effectively target beneficiaries and address the purpose of the program. The current design of the MC02 screen allows grantees to enter aggregate information regarding the income status of beneficiaries, a significant number of grantees are entering data only in the TOTAL LOW/MOD BENEFICIARIES field rather than in more specific income categories. This results in the loss of critical information on the number of low- and extremely low-income persons assisted by the CDBG program and the erroneous appearance that the CDBG program is not targeting funds to our most needy citizens. A prime example of the extent of this problem is a Public Housing

Modernization activity in which the grantee reported thousands of beneficiaries under total low/mod with no beneficiaries reported under the low- or extremely low-income categories. This, of course, is highly unlikely considering that it was rehabilitation of a public housing complex. Redesigning the MC02 screen so that it allows grantees to enter data only for specific income categories and so that the total is automatically calculated will reduce the undercounting of low- and extremely low-beneficiaries and provide HUD and its stakeholders with more accurate information on the program's targeting.

Low Mod Information for non-housing activities

MM/DD/YY HH:MM CDBG BENEFICIARY INCOME LEVELS - by Persons CDBG13 Grantee Activity ID xxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Persons Benefiting: 99,999 ſ Program year: YYYY] ſ Totals for pqm year: YYYY] Total Income Level Total All Yrs 999,999 Extremely Low 999,999 Low 999,999 Moderate 999,999 Non-Low/Moderate Total 9,999,999 9,999,999 Percent Low/Mod 999.99% 999.99% Insert/Delete program year(I/D)? 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

DESCRIPTION: This screen is a revision of the current MC02 screen. Grantees will now report beneficiary data by specific income level and by program year. IDIS will calculate Percent Low/Mod and Total.

For entitlement grantees: This screen will appear for all activities with a LMC* or LMJ* national objective.

For State grantees: This screen will appear for all non-housing and homeownership activities.

The following new functions are associated with this screen:

(1) "Insert/Delete program year (I/D)": this is a feature similar to that used on the MA04 to add a new program year, i.e., selecting "I" will bring up a blank screen for a new program year. When a new program year is inserted on the CDBG08 screen, it will automatically be inserted on this screen. If a new program year is inserted on this screen first, it will automatically be inserted on the CDBG08 screen.

PRESUMED BENEFIT ACTIVITIES: If a CDBG assisted LMC activity is limited to assisting one or more of the groups of persons that are presumed to be low- and moderate-income, the number of persons benefiting should be reported under the following income categories unless a grantee has information that would support reporting such beneficiaries under another income category(ies):

Abused children:		extremely low income
Battered spouses	S:	low income
Severely disabled adults: low income		
Homeless persor	ns:	extremely low income
Illiterate adults:		low income
Persons with AID	DS:	low income
Migrant farm wor	kers:	low income
Elderly: ((a) if assistance	e is to acquire, construct, convert and/or rehabilitate a senior center or to pay for
k	providing center	r-based senior services, report the beneficiaries as moderate income ;

(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.

NATURE/LOCATION: If the nature/location option is used for a CDBG assisted LMC activity, report all beneficiaries as **moderate income** *unless* information is available that would support reporting such beneficiaries under another income category(ies).

JUSTIFICATION: Congress and OMB are examining the extent to which the CDBG program targets funds to assist low- and moderate-income persons. Congress directed HUD to prepare a report on this issue, and OMB, in Section 1.5 of the PART, states that the CDBG program does not effectively target beneficiaries and address the purpose of the program. The current design of the MC02 screen allows grantees to enter aggregate information regarding the income status of beneficiaries, a significant number of grantees are entering data only in the TOTAL LOW/MOD BENEFICIARIES field rather than in more specific income categories. This results in the loss of critical information on the number of low- and extremely low-income persons assisted by the CDBG program and the erroneous appearance that the CDBG program is not targeting funds to our most needy citizens. A prime example of the extent of this problem is a Public Housing Modernization activity in which the grantee reported thousands of beneficiaries under total low/mod with no beneficiaries reported under the low- or extremely low-income categories. This, of course, is highly unlikely considering that it was rehabilitation of a public housing complex. Redesigning the MC02 screen so that it allows grantees to enter data only for specific income categories and so that the total is automatically calculated will reduce the undercounting of low- and extremely low-beneficiaries and provide HUD and its stakeholders with more accurate information on the program's targeting.

Multi-Unit Housing Activities

1 2 3 4 5 6 7 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

MM/DD/YY HH:MM CDBG MULTI-UNIT HOUSING ACTIVITY	CDBG14
Grantee Activity ID xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	zzzzzz9 xxxxx
Occupied Percent Total Occupied Low/Mod Low/Mod Units at Start: 999.99% Units Expected at Completion: 999.99%	
(This line reserved for messages) F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE	
L 2 3 4 5 6789012345678900123456789000000000000000000000000000000000000	34567890

DESCRIPTION: Revision of current MC04 screen. Authorized Costs information, formerly on the MC04 screen, will be covered by on the new Funding Sources screen. The MC05, the Multi-Unit Activity Completion screen, has been eliminated.

Dsplacement

1 2 3 4 5 6 7 8 12345678901234567890123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

MM/DD/YY HH:MM	CDBG DISPLACEMENT	CDBG15
Grantee Activity ID xxxxxxxxx Activity Name xxxxxxxxx Census Tract / City xxxxxxxxx	xxxxxxxxx IDIS Activity xxxxxxxxxxxxxxxxxxxxxx Natl/C xxxxxx Tract/City#	ID zzzzzz9 bj xxxxx 999 of 999
	-DISPLACEDREMAIN INRELCTD TO-	-ACTIVITY-
R A C E	TOTL# #HISP TOTL# #HISP TOTL# #HISP	TOT# #HISP
WHITE	:	9999/ 9999
BLACK/AFRICAN AMERICAN	:	9999/ 9999
ASIAN	:	9999/ 9999
AM INDIAN/ALASKAN NATIVE	:	9999/ 9999
NAT.HAWAIIAN/OTH.PACFIC ISL	:	9999/ 9999
AM.INDIAN/ALASKAN NAT.&WHITE	:	9999/ 9999
ASIAN & WHITE	:	9999/ 9999
BLACK/AFRICAN AM. & WHITE	:	9999/ 9999
AM.INDIAN/ALSKN & BLCK/AFRCN	:	9999/ 9999
OTHER MULTI-RACIAL	:	9999/ 9999
ASIAN/PACIFIC ISLANDER	:	9999/ 9999
HISPANIC	:	9999/ 9999
Continue inserting Census Trac	ct / City names (Y/N)?	
(This line reserved for message	ges)	
F3=VALDT F4=MAIN MENU F5=1	PROJ INFO F7=PREV F8=NEXT F9=SAVE	
F11=INSERT F13=DELETE F17=	=UP F18=DOWN	
1 2 3	4 5 6	7 8
1234567890123456789012345678901	123456789012345678901234567890123456789	01234567890

DESCRIPTION: Same as current MC03 screen. No changes except to be renamed CDBG15.

CDBG 1 for 1 Replacement

1 2	3 4	5 6	7 8
1234567890123456789012345678	901234567890123456	78901234567890	12345678901234567890
MM/DD/YY HH:MM	CDBG 1-1 REPLACEM	IENT	CDBG16
Grantee Activity ID xxxxxx Activity Name xxxxxxx	xxxxxxxxxxx xxxxxxxxxxxxxxxxxx	IDIS A	Activity ID zzzzzz29 x Natl/Obj xxxxx
D DEMOLISHED-CONVERTED ADDR R REPLACEMENT ADDR	# BEDROOMS TC 0/1 2 3 4 5+	T AGREEMENT EXECUTED	AVAILABLE
D R		//	//
Description:		//	//
Additional Entries (Y/N)? _ (This line reserved for mess F3=VALDT F4=MAIN MENU F F17=UP F18=DOWN	ages) 5=PROJ INFO F7=F	REV F8=NEXT	F9=SAVE
1 2	3 4	5 6	7 8
1234567890123456789012345678	901234567890123456	78901234567890	12345678901234567890

DESCRIPTION: Revision to current MC06 screen. We have added ability to provide a Description field for each address.

THE FOLLOWING NEW SCREENS ARE FOR DISPLAY ONLY:

CDBG Beneficiary Summary Totals by Race 5 6 2 3 4 7 1 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 MM/DD/YY HH:MM BENEFICIARY SUMMARY CDBG51 Grantee Activity ID xxxxxxxxxxxxxxxxx IDIS Activity ID zzzzzz9 Totals for all program years Total # Benefitting (from MA04): 999,999 Total # Female-Headed Households: 999,999 ----OWNER----- ----RENTER----- ----TOTALS-----Total Hispanic Total Hispanic Total Hispanic White (11): 99,999 99,999 99,999 99,999 99,999 99,999 99,999 Black/African Amer (12): 99,999 99,999 99,999 99,999 99,999 99,999 Asian (13): 99,999 99,999 99,999 99,999 99,999 99,999 Am.Indian/AK Native (14): 99,999 99,999 99,999 99,999 99,999 99,999 Native HI/Oth PacIs (15): 99,999 99,999 99,999 99,999 99,999 99,999 Ind/AK Native&Whi (16): 99,999 99,999 99,999 99,999 99,999 99,999 Asian & White (17): 99,999 99,999 99,999 99,999 99,999 99,999 Black/Afric Am&Whi (18): 99,999 99,999 99,999 99,999 99,999 99,999 Am Ind/Alaska Native & Black/African Am. (19): 99,999 99,999 99,999 99,999 99,999 99,999 Other Multi-Racial (20): 99,999 99,999 99,999 99,999 99,999 99,999 Asian/Pac Island (21): 99,999 99,999 99,999 99,999 99,999 99,999 Hispanic (22): 99,999 99,999 99,999 99,999 99,999 99,999 Totals: 999,999 999,999 999,999 999,999 999,999 999,999 (This line reserved for messages) F4=MAIN MENU F7=PREV F8=NEXT 2 1 3 5 4 6 8

123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

New screen. For display only.

CDBG Summary by Income Category

1 2	3	4	5	6	7	8	
12345678901234567890	12345678901234	456789012345	67890123456	5789012	3456789012	34567890	
MM/DD/YY HH:MM	INCOM	E CATEGORY S	SUMMARY			CDBG52	
Grantee Activity ID Activity Name) XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	xxxxxx xxxxxxxxxxxx		IDIS Ac [.] Xxxxxx	tivity ID Natl/Obj	zzzzzzz9 xxxxx	
Totals for all program years							
Total # Benefitting	(from all MA	04): 999,99	99				
Income Level	Owner	Renter	Totals				
Extremely Low:	99,999	99,999	999,999				
Low:	99,999	99,999	999,999				
Moderate:	99,999	99,999	999,999				
Non-Low/Moderate:	99,999	99,999	999,999				
Totals:	999,999	999,999	9,999,999				
Percent Low/Mod:	999.99 %	999.99 %	999.99	00			
(This line reserved for messages) F4=MAIN MENU F7=PREV F8=NEXT							
1 2	3	4	5	6	7	8	
12345678901234567890	12345678901234	456789012345	567890123450	5789012:	3456789012	34567890	

New screen. For display only.

CDBG Jobs Summary

1 2	3	4	5	6	7	8	
123456789012345678901	234567890123456	57890123456	7890123456	78901234567	890123	4567890	
MM/DD/YY HH:MM	JOB CREATION	V/RETENTION	SUMMARY			CDBG53	
Grantee Activity ID Activity Name	xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx	(XXX (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	I	DIS Activit xxxxx Natl	y ID z /Obj x	zzzzzz9 xxxxx	
Totals for all progr	am years						
Total # Benefitting	(from all MA04)	: 999,999					
Expect to Create: Expect to Retain: Actually Created: Actually Retained:	TOTAL JOB COUN F/T F/T-LN 9,999 9,999 9,999 9,999 9,999 9,999 9,999 9,999	T TOTAL W 4 P/T 9 9,999 9 9,999 9 9,999 9 9,999	EEKLY HRS P/T-LM 9,999 9,999 9,999 9,999 Actua	PERCENT LOW/MOD JO 999.99 999.99 999.99 999.99 1 9,9999.9	BS % % % FTE J	lobs	
(This line reserved for messages) F4=MAIN MENU F7=PREV F8=NEXT							
1 2	3	4	5	6	7	8	
123430/090123450/0901	23430/090123450	0/090123456	/090123436	/890123456/	090123	430/890	

New screen. For display only.

The following are included for informational purposes only. For the most part, these were pre-existing screens that had modifications made to them so that they would conform to the newer screen naming convention and fit within the new environment model. They include CDFI and Strategy area screens, error resolution screens, and help screens.



12345678901234567890123456789012345678901234567890123456789012345678901234567890

		CDFI AREAS	CDBG-HZ
CDFI NAME:	:		
PERCENTAGE	E OF LOW/MOD IN (CDFI AREA: %	
F3 = VAL.D	р	T = PREV E8 = NEXT E9 = SAVE	
1	2	3 4 5 6	7 8
123456789012	23456789012345678	8901234567890123456789012345678901234567	78901234567890
123456789012	23456789012345678	8901234567890123456789012345678901234567	78901234567890
123456789012	23456789012345678	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012	23456789012345678	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012	23456789012345678	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012	23456789012345678	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012	23456789012345678	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012	23456789012345678	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012 SELECT	23456789012345678 STRATEGY ID	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE	23456789012345678 STRATEGY ID	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE -	23456789012345678 STRATEGY ID 	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - -	23456789012345678 STRATEGY ID 	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE – – –	23456789012345678 STRATEGY ID 	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE – – – –	23456789012345678 STRATEGY ID —— —— —— ——	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - -	23456789012345678 STRATEGY ID —— —— —— —— —— ——	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - -	23456789012345678 STRATEGY ID 	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - - - -	23456789012345678 STRATEGY ID —– —– —– —– —– —– —– —– —–	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - - - - - - - - - -	23456789012345678 STRATEGY ID —– —– —– —– —– —– —– —– —– —– —– —– —–	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - - - - - - - - - -	23456789012345678 STRATEGY ID —– —– —– —– —– —– —– —– —– —– —– —– —–	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - - - - - - - - - -	23456789012345678 STRATEGY ID —— —— —— —— —— —— —— —— —— —— —— —— ——	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - - - - - - - - - -	23456789012345678 STRATEGY ID — — — — — — — — — — — — — — — — — — —	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME 	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - - - - - - - - - -	23456789012345678 STRATEGY ID —— —— —— —— —— —— —— —— —— —— —— —— ——	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - - - - - DO YOU W	23456789012345678 STRATEGY ID —– —– —– —– —– —– —– —– —– —– —– —– —–	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME	78901234567890 CDBG-H3
123456789012 SELECT ONE - - - - - - DO YOU W F3 = VALD	23456789012345678 STRATEGY ID — — — — — — — — — — — — — — — — — — —	8901234567890123456789012345678901234567 STRATEGY SELECTION SCREEN STRATEGY NAME 	78901234567890 CDBG-H3

1 2 3 4 5 6 7 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

			STE	RATEGY AREAS		CDBG-H4
CUDADECV NA	ME •					
SIRALEGI NAL	MC •					
HUD APPROVA	L DATE:	/ /				
F3 = VALDT	F4 = MA	IN MENU	F7 = PREV	F8 = NEXT	F9 = SAVE	
1	0	2	4		6	
1234567890123	ے 456789012	3 345678901	4 234567890123	с 245678901234	5678901234567	/ 8 8901234567890
1201007090120	100,00012	010070901	201007090120	100,0001201	00,000120100,	0001201007000
1234567890123	456789012	345678901	234567890123	345678901234	5678901234567	8901234567890
05/03/04	456789012: 13 : 50	345678901: CD	234567890123 BG ERROR RES	345678901234 Solution	5678901234567	8901234567890 CDBG-H5
12345678901234 05/03/04	4567890123 13:50 IVITY NBR	345678901: CD:	234567890123 BG ERROR RES	345678901234 SOLUTION	5678901234567	8901234567890 CDBG-H5
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1234567890123 05/03/04 GRANTEE ACT ACTIVITY NAM HUD MATRIX (CDBG NATION ACCOMPLISHM ACCOMPLISHM F1 = HELP F9 = SAVE 1	4567890123 13:50 IVITY NBR ME: CODE: AL OBJECT ENT DATA: YEAR YEAR F3 = VA3 F17 = U3	345678901: CD: CD: IVE: PROPO TYPE 	234567890123 BG ERROR RES OSED UNITS UNITS UNITS UNITS	345678901234 SOLUTION HUD ACTIV ACT TYPE 	5678901234567	8901234567890 CDBG-H5

MATRIX CODE CDBG-H6 HELP SCREEN Select: TYPE SELECTION AND PRESS <ENTER>. F7=PREV 1 2 3 4 5 6 7 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 NATIONAL OBJECTIVE CODE CDBG-H7 HELP SCREEN Select: ____ _ __ _____ TYPE SELECTION AND PRESS <ENTER>. F7=PREV 2 3 4 5 6 7 1 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 ACCOMPLISHMENT CODE CDBG-H8 HELP SCREEN Select: ___ F7=PREV 2 3 4 5 6 7 1 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890 MM/DD/YY HH:MM CDBG DISPLACEMENT CDBG-H9 BALANCE RESOLUTION SCREEN Grantee Activity ID XXXXXXXXXXXXXXXXXXXXX IDIS Activity ID XXXXXXXX Race Census Tract -Displacd Fr- - Remain In - - Relctd To -Or City Total# #Hisp Total# #Hisp Total# #Hisp ----- -----_____ ___ _____ ____ ____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _ ___ _____ ____ _____ _____ · _____ _ ____ _____ Totals: 999999 999999 999999 999999 999999 999999 F7=PREV F17=UP F18=DOWN 2 3 4 5 6 7 1 8 123456789012345678901234567890123456789012345678901234567890123456789012345678901234567890

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MM/DD/YY HH:MM	RACE CODE	CDBG-H10				
	HELP SCREEN					
Select:						
	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 Amer. Indian/Alaskan Native & Black/African Amer.					
	20 Other multi-racial					
Type selection and press <enter>.</enter>						
F7=PREV						
1	2 3 1 5 6 7	8				
12345678901234567	89012345678901234567890123456789012345678901234567890	1234567890				