

CHAPTER 12: IDIS ONLINE AND CDBG



CHAPTER PURPOSE & CONTENTS

This chapter summarizes the key objectives, functions, data entry, and reporting requirements of the Integrated Disbursement and Information System (IDIS) Online. This chapter will not cover in detail all of the requirements of IDIS Online, but is meant to be a survey of various areas related to compliance and accurate reporting of accomplishments.

SECTION	TOPIC	PAGE
12.1	Overview of IDIS Online	12-1
12.2	Data Entry	12-3
12.3	Reporting	12-8

12.1 Overview of IDIS Online

- ✓ The Integrated Disbursement and Information System (IDIS) Online is the management information system used for all four CPD formula programs: CDBG, the HOME Investment Partnerships program, Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). The system is accessed through the HUD website and is secured by HUD-issued user IDs and passwords. The information entered into IDIS Online is instantly available to HUD. HUD aggregates the data at the national level to demonstrate program results and benefits of the four CPD formula grant programs.
- ✓ The following is a summary of the topics in this section, applicable statutory and regulatory cites, and other reference materials available from HUD.

Key Topics in This Section	<ul style="list-style-type: none">✓ Objectives of IDIS Online✓ Use of IDIS Online Throughout the Program Year
Other Reference Materials on This Topic	<ul style="list-style-type: none">✓ OneCPD IDIS<ul style="list-style-type: none">- https://www.onecpd.info/idis (links to training, reports, etc.)

12.1.1 Objectives of IDIS Online

- ✓ There are two key objectives of the Integrated Disbursement and Information System (IDIS) Online:
 - First, it enables grantees to draw down CDBG funds.
 - Second, IDIS Online is a data collection and reporting tool grantees use to record the results of CDBG-funded activities. IDIS Online is where all the data you collect on CDBG activities is reported to HUD, including the CPD Performance Measurement data elements.

- ✓ IDIS Online is the mechanism HUD uses to disburse grant funds to its CPD formula grantees. When a grantee is awarded a grant, the funds stay at the U.S. Treasury until the grantee is ready to expend the funds. When the grantee is ready to spend the grant funds, it uses IDIS Online to request a drawdown of its funds. Once the request is processed, the funds are wire-transferred, or disbursed, to the grantee's bank account. It is important to note that IDIS Online is a reporting system and not an accounting system. Local accounting systems must be used in addition to IDIS Online to ensure proper management of funds.
- ✓ IDIS Online also provides grantees with a mechanism to describe the projects and activities that used CDBG funds. The information captured by IDIS Online helps demonstrate to HUD that the activity was eligible and met a national objective. The system also collects accomplishment and performance measurement data and, therefore, plays an important role in the CPD Performance Measurement Initiative. By having all grantees use the system, the data are collected in a standard format that enables HUD to easily aggregate the data at a national level. IDIS Online collects, consolidates, and reports data on the results of CDBG-funded activities.

12.1.2 Use of IDIS Online throughout the Program Year

- ✓ The annual planning cycle can be divided into a planning phase at the start of the program year, a delivery phase, and a reporting phase at the end of the program year. At each phase, the grantee will perform different tasks in IDIS Online. While the tasks listed below are not exclusive to any phase, this is the order they are usually encountered.
 - Start of the Program Year: At the beginning of each program year a grantee submits an Action Plan to HUD. Grantees now have the option of submitting the Action Plan electronically through IDIS Online. The Action Plan contains a list of proposed projects that the grantee intends to undertake to meet the goals and objectives in their Strategic Plan. The grantee enters those projects in IDIS Online. Projects form the organizational framework for a grantee's IDIS Online information. Within the organizational framework of the projects, a grantee will provide more detailed data by adding one or more activities for each project into IDIS Online.
 - Program Year – Implementation: Throughout the program year the grantee will incur expenses and use IDIS Online to request drawdowns from its grant funds to pay for these expenses. The grantee will also use IDIS Online to report the receipt and use of program income. The grantee's primary focus as IDIS Online users and/or program staff is to ensure that data are accurate and that accomplishments are reported at least once a year. However, it is strongly recommended that data is reported as frequently as possible. If a grantee waits until the end of the year to enter data, not only will the workload be heavy at that point, but also there is an increased chance of errors in data entry due to the passage of time. Updating more frequently also provides HUD with more current data it can use to respond to various requests from stakeholders.
 - End of the Program Year – Reporting: At the end of the program year, the grantee will use IDIS Online to enter accomplishment data and performance measures and indicate which activities have been completed. Once the information is entered, the grantee can use IDIS Online to print out standardized reports that contain information that must be included in their annual report.

12.2 Data Entry

- ✓ Grantees must enter data on the activity level in the following steps: setting up, funding, drawing, and completing/reporting accomplishment data. Consistency of reporting on IDIS Online activities is crucial, and policies and procedures must be incorporated into day-to-day program management. The following is a summary of the topics in this section, applicable statutory and regulatory cites, and other reference materials available from HUD.

Key Topics in This Section	<ul style="list-style-type: none"> ✓ Data Entry ✓ Key Data Fields ✓ Common IDIS Online Errors to Avoid
Regulatory/Statutory Citations	§570.507
Other Reference Materials on This Topic	<ul style="list-style-type: none"> ✓ OneCPD IDIS <ul style="list-style-type: none"> – https://www.onecpd.info/idis ✓ OneCPD Ask A Question (for technical assistance requests): <ul style="list-style-type: none"> https://www.onecpd.info/ask-a-question/

12.2.1 Data Entry

- ✓ Grantees must enter data on several different levels within IDIS Online.
 - **Projects:** A grantee will add a new project in IDIS Online for each project included in the Action Plan, unless that project is a continuation of one from previous years and has already been entered into IDIS Online. This ensures that there is a parallel structure between the Action Plan, IDIS Online, and the CAPER reports that will be generated from IDIS Online. Projects mainly serve an organizational purpose and do not capture detailed information. Projects only capture enough data to give HUD an understanding of how the proposed use of funds is eligible. Detailed data are captured at the activity level.
 - **Activities:** To draw down funds and to capture detailed program related accomplishment data, a grantee will set up at least one activity under each project. Activities are the basic building blocks in IDIS Online. All funds are expended and all program accomplishments are reported at the activity level. For example, an economic development loan program must demonstrate that each business assisted with CDBG met a national objective on its own. In this case, each loan should be reported as a separate activity in IDIS Online. A project may have one or more activities.
 - **Activity Funding:** Once the basic data are entered for an activity into IDIS Online, the grantee can commit CDBG funds to the activity. This commitment process ensures that a grantee does not budget more money than what is available. Once funds are committed to one activity, those funds are shown as unavailable for all other activities.
 - **Drawdowns:** A drawdown is a request for payment against a grantee’s line of credit. Grantees create a voucher in IDIS Online to draw down funds. Grantees draw funds as required to pay for work that has occurred for an activity. Once the grantee creates and approves a drawdown voucher in IDIS Online, HUD will process the voucher request and wire-transfer the requested amount to the grantee in two to three business days.

12.2.2 Key Data Fields

- ✓ The combination of an activity's matrix code, national objective, and accomplishment type play a key role in determining the type of accomplishment data required for the activity. It is important to note that not all combinations are allowed. The reference document entitled "Guidance for Reporting CDBG Accomplishments in IDIS" provides guidance on what combinations are allowed. An updated version of this document based upon IDIS Online is at the end of the chapter as Exhibit 12-1.

Matrix Codes

- ✓ The matrix code indicates how the activity is eligible under CDBG regulations. It is an important data element that grantees must know at the beginning of the program year. The matrix code generally identifies the purpose for which assistance was provided and determines the type of accomplishment units that should be reported.
- ✓ Assigning correct matrix codes and national objectives to activities is important, not only in recording the eligibility of activities, but also in accurately reporting accomplishment data.
- ✓ When HUD aggregates accomplishment data to the national level to fulfill reporting requirements to Congress or provide requested information, data in IDIS Online are generally aggregated by matrix code. Therefore, grantees across the country must be consistent in uniformly applying matrix codes to activities.
- ✓ Grantees should choose the most specific code that relates to the activity they are funding. Grantees should avoid using general matrix codes when more specific codes have been provided, such as public services as 05, versus 05U for housing counseling (please note that this is a relatively new code).
- ✓ One of the most common errors in the use of matrix codes in IDIS Online is to use the matrix codes for Homeownership Assistance, 13 and 05R, for activities that solely provide housing counseling. Homeownership Assistance activities provide financial assistance to homebuyers and may provide housing counseling services for those homebuyers. However, the accomplishment data required for these activities are the number of households receiving financial assistance, not the number receiving housing counseling. In the Accomplishment Detail screens for these activities, HUD asks, of those homebuyers receiving assistance, how many received housing counseling, but that is the only place the number of households receiving housing counseling is reported for Homeownership Assistance Activities.
- ✓ Grantees should check with HUD if they are unsure about the choosing the most appropriate IDIS matrix code.
- ✓ A copy of the current IDIS matrix codes is attached to this chapter.

IDIS matrix code examples:

- ✓ 03A - Senior Centers
- ✓ 03C - Homeless Facilities (not operating costs)
- ✓ 14A - Rehab single unit residential
- ✓ 18C – Micro-enterprise assistance

National Objectives

- ✓ All CDBG-assisted activities, except for planning and administrative activities subject to the grantee's administrative cap, must meet a national objective. One of the key functions of IDIS Online is to demonstrate how the activity met a national objective. It is important to note that national objectives will require different types of data to demonstrate compliance. Therefore,

the IDIS Online data collection screens will change depending on the national objective selected. Grantees are encouraged to preview all of the data collection screens for the selected national objective at the beginning of the year to understand what type of data is required.

- ✓ There are three national objectives under CDBG, including:
 - Benefit to LMI persons (e.g., area benefit, limited clientele, jobs, and housing).
 - Prevent or eliminate slums and blight on an area or spot basis (note that the Urban Renewal approach to Slums and Blight is used by entitlements but is not applicable to the state program).
 - Meet an urgent need.
- ✓ In addition, a minimum of 70% of the grantee's CDBG program expenditures must meet the LMI benefit national objective.

Report Year / Program Year

- ✓ All accomplishment data reported in IDIS Online is assigned to a specific year. IDIS Online uses two terms, Report Year and Program Year, interchangeably throughout the screens; the two terms are synonymous.
- ✓ It is up to the grantee to ensure that accomplishments are reported under the correct year. When a CDBG activity is open for more than one program year, the grantee must add a new program year on CDBG Accomplishment Detail (Page 1) by clicking the “Add New Accomplishment Year” button. All of the data reported on Accomplishment Detail (Page 1) and Accomplishment Detail (Page 2) refer to a specific program year.
- ✓ To the extent possible, the system will verify the accuracy of accomplishment information. For example, the system will compare the total beneficiaries reported in the Race/Ethnicity section to the total beneficiaries reported in the Income Levels section. If they do not equal, the system will display an error and will not allow the user to save the data until the error is corrected.

Activity

Edit CDBG Accomplishment Detail (Page 1)

05M - Health Services

Save | Save and Continue | Cancel | Delete

View Totals All Years | Add New Accomplishment Year

* Indicates Required Field

Grantee/PJ Activity ID: 12345678	Activity Name: Angels for Sight
IDIS Activity ID: 664	Activity Owner:
National Objective: LMC	

Accomplishments for Program Year: 2009 **Select Another Year:**

2009 | Edit Selected Year

2010

2009

Accomplishment Narrative: (maximum 4000 ch

Add New Accomplishment Year

Select Accomplishment Year

12.2.3 Common IDIS Online Errors to Avoid

- ✓ HUD has published guidance for grantees which addresses the types of common errors encountered and identifies the steps that should be taken to correct them – or prevent them in the first place. An updated version of this document, *Guidance for Improving the Quality of CDBG Accomplishment Data in IDIS Online*, may be found at the end of this chapter.
- ✓ In general, grantees should avoid the following common IDIS Online errors:
 - **Data entry is late and data is inconsistent across activities.**
 - **Information is incomplete.** It is important to note that missing, inaccurate, and incorrect data result in reports that present a misleading—and sometimes negative—picture of program accomplishments. Incorrect IDIS Online data reflect unfavorably on the CDBG program because HUD cannot accurately report on program performance. Incomplete data results in an undercounting of CDBG achievements which results in minimizing the program contributions to meeting the community development needs of LMI persons.
 - **Accomplishment Information is duplicated.** Grantees should ensure that accomplishment information is not duplicated across multiple activities.
 - **Leveraged funds data is missing or inaccurate.** Ensure that all leveraged funds are entered on the *correct* line on CDBG Setup Detail (Page 2). The CDBG amount on this screen is a protected field. Several grantees, unable to enter their CDBG funds on this line, have entered their CDBG funding amount on the Section 108 line, even though they do not have a 108 loan guarantee. This has resulted in inaccurate leveraging data for the CDBG program.

- **Beneficiary income data is inaccurate.** Some grantees, solely to minimize data entry, report the income level of all the beneficiaries of an activity as “moderate.” This practice conveys the impression in reports that CDBG grantees are ignoring the program’s legislative mandate to assist extremely low- and low-income persons and households. Report income level data in the appropriate categories, including extremely low, low, moderate, and non-low/moderate on CDBG Accomplishment Detail (Page 1).
- **Income level data for presumed benefit activities is missing.** The Income Levels data on CDBG Accomplishment Detail (Page 1) must be completed for presumed benefit activities, even though grantees are not required to obtain income records for those beneficiaries. The CDBG program has provided guidance for reporting Income categories that should be used for presumed benefit groups.
 - However, if a grantee believes that another income level is more appropriate for any presumed benefit group in their community, the grantee should use that income category, rather than those suggested by HUD.
- **Counts of jobs created/retained are inaccurate.** In a given program year, do not report the same jobs under more than one activity. Do not report the same jobs in multiple program years. In other words, only report one job, one time. Report all the jobs created/retained; do not report only the LMI jobs or the total population of a jurisdiction.
- **Accomplishment data is missing for activities tracking activity delivery costs.** Ensure that accomplishments are reported for Economic Development activities (18*) tracking only activity delivery costs and Rehabilitation Administration (14H) activities where CDBG funds are used only to run loan or grant programs and funds other than CDBG are used to actually carry out the activity.
- **For reasons of privacy, grantees should not use the names of persons/households receiving assistance in the Activity Name field.** This problem most often occurs in housing rehabilitation activities.
- **Enter the correct address.** When entering an address for an activity, except for administrative activities, specify the activity’s physical location, not P.O. boxes or the address of the government agency administering the activity, in the Address/Location field. For administrative activities, enter the address of the organization administering the activity.
- **Grantees should report on only one assisted business for each activity that provides direct financial assistance to businesses.** Set up a separate activity for each business receiving direct economic development assistance under matrix code 18A or 18C. If more than one business is reported in a single activity, the CDBG program cannot determine whether each business has met a national objective.

12.3 Reporting

- ✓ The following is a summary of the topics in this section, applicable statutory and regulatory cites, and other reference materials available from HUD.

Key Topics in This Section	<ul style="list-style-type: none"> ✓ IDIS Online Reports ✓ Grantee Reports
Regulatory/Statutory	§570.507

Citations	
Other Reference Materials on This Topic	<ul style="list-style-type: none"> ✓ OneCPD IDIS User Guide: ✓ https://www.onecpd.info/resource/2533/idis-online-reports-user-guide/ ✓ Guidance for Reporting CDBG Accomplishments and Performance Measurement in IDIS: <ul style="list-style-type: none"> - https://www.onecpd.info/resource/3085/guidance-for-reporting-cdbg-accomplishments-performance-measures-idis/

12.3.1 IDIS Online Reports

- ✓ Grantees can run a variety of reports in IDIS Online to ensure data is accurate and complete for their activities. IDIS Online includes a new, more intuitive reporting module that allows the user to quickly generate readable reports.
- ✓ Grantees should review the following key CDBG reports at least annually and more often as possible.
 - **The PR03: Grantee Performance Report** provides comprehensive information about each CDBG activity which was open and had draws during a program year.
 - **The PR06: Summary of Consolidated Plan Projects for Program Year #####** tracks progress in implementing projects identified in the action plan.
 - **The PR23: Summary of Accomplishments** presents data on CDBG activity counts and disbursements. It also contains data on CDBG accomplishments. This report satisfies the specific CDBG public participation requirements to show the number of persons served for public services and the number of public facilities and improvement projects assisted and completed.
 - **The PR26: CDBG Financial Summary Report** provides information on the CDBG resources available and expenditures incurred for a specified program year. The expenditures are summarized to determine the percent expended for LMI, planning/administration, and public service activities.
 - **The PR:59: PR59: CDBG Activities at Risk Dashboard** displays all the activities which are at-risk or pending at-risk by the grantee. At risk includes: Open Activities Without Draws for more than 12 Months, Open Activities Without Accomplishments* for more than 3 Years, and Open Activities Without Accomplishments* and at least 80% Drawn. Pending At-Risk includes: Open Activities Without Draws for more than 9 Months, Open Activities Without Accomplishments* for more than 2 Years and 9 Months, and Open Activities Without Accomplishments* and at least 66% Drawn.
- ✓ In addition there are performance measurement reports now available within IDIS Online.
 - **The PR83: CDBG Performance Measures Report** displays all CDBG performance data by objective and outcome for public facilities/improvements, public service, housing, homeless, and economic development activities for a particular program year.
 - **The PR84: CDBG Strategy Area, CDFI, and Local Target Area Report** displays CDBG performance measurement data for these areas.

- **The PR85: Housing Performance Report** displays a summary of Housing Units rehabbed and Dollars expended by Objective and Outcome. These data are for activities completed during a selected program year.

Exhibit 12-1: Guidance for Improving the Quality of CDBG Accomplishment Data in IDIS Online

HUD uses IDIS Online data on a regular and ad hoc basis to report to entities that evaluate and fund the CDBG Program, including Congress, the Office of Management and Budget, the General Accounting Office, the Office of the Inspector General, as well as other stakeholders. Missing, inaccurate, and incorrect data result in reports that present a misleading—and sometimes negative—picture of program accomplishments. Incorrect IDIS Online data reflect unfavorably on the CDBG program because HUD cannot accurately report on program performance accomplishments.

While many data errors can be prevented by system edits, others cannot. As an example, consider CDBG matrix codes. IDIS Online cannot require users to input the correct code (e.g., 03D instead of 03 for the construction of a youth center).

This guidance addresses the types of errors that edits cannot prevent and identifies the steps that should be taken to correct them – or prevent them in the first place. For more detailed guidance, download the latest version of the “Guidance on Reporting CDBG Accomplishments in IDIS Online/Sample Accomplishment Reports” <https://www.onecpd.info/resource/3085/guidance-for-reporting-cdbg-accomplishments-performance-measures-idis/>

Problem	Solution
<p>Timely reporting of accomplishment data.</p> <p>When accomplishment data are not entered on a regular basis, the CDBG program does not have up-to-date information on what has been achieved. This results in undercounting the program’s accomplishments. This is due, in part, to the infrequent entry of data in IDIS Online by some grantees.</p>	<p>Enter accomplishment data as frequently as possible.</p> <p>Annual reporting is required and HUD has encouraged grantees to enter accomplishments on a quarterly basis, but the value of more frequently reporting of accomplishments cannot be overemphasized. The only exception to quarterly/annual reporting is public facilities, which should not be reported until the facility is complete.</p>
<p>Incorrect matrix codes</p> <p>When CDBG aggregates IDIS Online data to the national level, it is generally by matrix code. Therefore, grantees across the country must be consistent in uniformly applying matrix codes to activities.</p>	<p>Grantees should review all matrix codes to ensure they are accurate. However, the most common problems when selecting the matrix code for an activity are:</p> <ul style="list-style-type: none"> • Codes 03 and 05: Avoid these “general” public facility and public service matrix codes. Use the most specific 03* or 05* code that accurately describes how CDBG funds are being used. • Code 05U, Housing Counseling: Use this new matrix code for housing counseling provided as an independent public service (i.e., not as part of another eligible housing activity). • Code 05R, Homeownership Assistance (not direct): Use this matrix code when downpayment assistance is provided as a public service. If housing counseling is

Problem	Solution
	<p>provided to those applying for downpayment assistance, the counseling is considered part of the homeownership program. Note that under the low/mod national objective, assistance under this category must meet the housing national objective. Therefore, unless the assistance is provided by a CBDO or 105(a)(15) in a NRSA/CRSA, it is subject to the public service cap and only low/mod income households may be assisted. But if provided by a CBDO in a NRSA, 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 (i.e., only 51% must be occupied by low/mod households).</p> <ul style="list-style-type: none"> • Code 13, Direct Homeownership Assistance: Use this matrix code when low- and moderate-income households are provided homeownership assistance as authorized under 105(a)(24). Types of homeownership assistance eligible under this category: subsidize interest rates and mortgage principal; finance acquisition of housing occupied by low/mod households; acquire mortgage guarantees; provide up to 50% of downpayment; and pay reasonable closing costs. If housing counseling is provided to households receiving homeownership assistance, the counseling is considered part of the homeownership program. • Code 14H, Rehab Administration: This code is to be used for the costs of running a rehab program — i.e., activity delivery costs associated with actual rehabilitation activities. It is <i>not</i> to be used for costs unrelated to running a rehab program, such as tenant/landlord counseling, planning and development of research studies on foreclosures, etc. (Note: if costs under this matrix code are for a housing rehab program, the correct low/mod national objective is LMH, <i>not</i> LMA.)
Missing or inaccurate leveraged funds data	<p>Ensure that all leveraged funds are entered on the <i>correct</i> line in the Funding Sources on the CDBG Setup Detail (Page 2).</p> <p>The CDBG Funds field is protected from input because it is populated by the system once CDBG funds are committed through the Activity Funding option. Do not enter the amount of CDBG funds in the Section 108 Loan Guarantee field on the CDBG Setup Detail. Grantees should delete CDBG amounts that have been entered in the Section 108 field <i>unless</i> the amount entered does represent Section 108 loan proceeds received for</p>

Problem	Solution
	the activity.
<p>Inaccurate beneficiary income data on the Accomplishment Detail screen on (Page 1).</p> <p>Some grantees, solely to minimize data entry, report the income level of all the beneficiaries of an activity as “moderate.” This practice conveys the impression in reports that CDBG grantees are ignoring the program’s legislative mandate to assist extremely low- and low-income persons and households.</p>	<p>Report income level data in the appropriate categories (extremely low, low, moderate, and non-low/moderate) on the Accomplishment Detail screen on (Page 1).</p>
<p>Inaccurate counts of jobs created and retained</p> <p>Analysis of the jobs data indicates that some grantees are reporting the same jobs multiple times.</p>	<p>Follow these guidelines to avoid overcounting/duplication of jobs:</p> <ul style="list-style-type: none"> • In a given program year, do not report the same jobs under more than one activity. This type of double-counting often occurs when activity delivery costs are tracked in a separate activity. When this is the case, the job creation and retention information should not be completed for the activity tracking the activity delivery costs. Grantees should instead associate this activity to the activity where the jobs are reported by entering “Y” in the “Will accomplishments be reported at another activity?” field on the CDBG Setup Detail (Page 1) screen. • Do not report the same jobs in multiple program years. • Report only the number of jobs created/retained; do not report on the LMI population or the total population of a jurisdiction.
<p>Missing or incomplete Performance Measurement (PM) data</p>	<p>In addition to completing the Accomplishment Detail screens, be sure to fill in the applicable special attributes fields (e.g., Colonia, Brownfield Activity, Historic Preservation Area, Strategy Area) on the CDBG Setup Detail (Page 1) screen.</p> <p>Review the PR83, PR84, and PR85 reports to determine the general level of Performance Measurement data that has been input.</p>
<p>Activity name on the Add/Edit Activity screen and Address data on the CDBG Setup Detail (Page 1) screen.</p>	<p>For reasons of privacy, grantees should not use the names of assisted persons/households as the Activity Name.</p> <p>Except for administrative activities, specify the activity’s physical location (no P.O. boxes) in the Address field. For administrative activities, enter the address of the organization administering the activity.</p>

Problem	Solution																
<p>Missing income level data for presumed benefit activities</p> <p>The Income Levels data on the CDBG Accomplishment Detail (Page 1) screen must be completed for presumed benefit activities, even though grantees are not required to obtain income information for those beneficiaries.</p>	<p>Report the number of persons benefiting under the following income categories unless there is information to support reporting them under a different income category:</p> <table border="0" data-bbox="698 420 1412 1113"> <tr> <td>Abused children</td> <td>Extremely low income</td> </tr> <tr> <td>Battered spouses</td> <td>Low income</td> </tr> <tr> <td>Severely disabled adults</td> <td>Low income</td> </tr> <tr> <td>Homeless persons</td> <td>Extremely low income</td> </tr> <tr> <td>Illiterate adults</td> <td>Low income</td> </tr> <tr> <td>Persons with AIDS</td> <td>Low income</td> </tr> <tr> <td>Migrant farm workers</td> <td>Low income</td> </tr> <tr> <td>Elderly</td> <td>If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income If assistance is for other services (not center-based), report the elderly beneficiaries as low income</td> </tr> </table> <p>If an activity serves a combination of these groups, identify the number in each group and report those numbers under the appropriate income levels.</p>	Abused children	Extremely low income	Battered spouses	Low income	Severely disabled adults	Low income	Homeless persons	Extremely low income	Illiterate adults	Low income	Persons with AIDS	Low income	Migrant farm workers	Low income	Elderly	If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income If assistance is for other services (not center-based), report the elderly beneficiaries as low income
Abused children	Extremely low income																
Battered spouses	Low income																
Severely disabled adults	Low income																
Homeless persons	Extremely low income																
Illiterate adults	Low income																
Persons with AIDS	Low income																
Migrant farm workers	Low income																
Elderly	If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income If assistance is for other services (not center-based), report the elderly beneficiaries as low income																
<p>Economic Development (18*) activities reporting more than one business assisted</p> <p>The fact that the “Assistance to Businesses” fields allows grantees to report more than one business assisted does not mean that assistance to individual businesses under 570.203(b) [matrix code 18A] and 570.201(o) [matrix code 18C] may be aggregated in one activity. Unless the assisted activity is one identified at 570.208(a)(4)(vi) or 570.483(b)(4)(vi) for which job aggregation is allowed, each business assisted under matrix code 18A and 18C must be reported</p>	<p>Set up a separate activity for each business receiving direct economic development assistance under matrix code 18A or 18C.</p>																

Problem	Solution
separately.	
Missing accomplishment data for activity delivery cost activities with a matrix code of 18* or 14H	Ensure that accomplishments are reported for Economic Development (18*) and Rehab. Admin (14H) activity delivery cost activities, i.e., activities where CDBG funds are used to run loan/grant programs, <i>if</i> CDBG is not used to make the loans/grants. (If CDBG is also used to make the rehab or economic development loans/grants, grantees should answer "Y" in the "Will accomplishments be reported at another activity?" field on the CDBG Setup Detail (Page 1) screen.)

IDIS Matrix - CDBG Eligibility Activity Codes and National Objectives

Matrix Code Key		National Objective Codes (N = Not Allowed)														
Code	Eligible Activity	LMA	LMAFI	LMASA	LMC	LMCMC	LMCSV	LMH	LMHSP	LMJ	LMJFI	LMJJP	SBA	SBS	SBR	URG
01	Acquisition of Property - 570.201(a)					N	N				N					
02	Disposition - 570.201(b)					N	N				N			N		
03	Public Fac. & Impvm'ts - 570.201(c)					N	N									
03A	Senior Centers	N				N	N	N	N							
03B	Handicapped Centers	N				N	N	N	N							
03C	Homeless Facilities (not operating costs)	N				N	N	N	N							
03D	Youth Centers	N				N	N	N	N							
03E	Neighborhood Facilities					N	N	N	N							
03F	Parks, Recreational Facilities		N	N		N	N	N	N	N		N				
03G	Parking Facilities					N	N	N	N							
03H	Solid Waste Disposal Improvements					N	N									
03I	Flood Drainage Improvements					N	N									
03J	Water/Sewer Improvements					N	N									
03K	Street Improvements					N	N									
03L	Sidewalks					N	N									
03M	Child Care Centers	N				N	N	N	N							
03N	Tree Planting					N	N				N					
03O	Fire Station/Equipment		N	N	N	N	N	N	N	N		N				
03P	Health Facilities					N	N	N	N							
03Q	Abused and Neglected Children Facilities	N				N	N	N	N							
03R	Asbestos Removal					N	N	N	N							
03S	Facilities for AIDS Patients (no op'ting costs)	N				N	N	N	N							
04	Clearance, Demo, Remediate - 570.201(d)					N	N				N					
04A	Cleanup of Contaminated Sites					N	N				N					
05	Public Services - 570.201(e)		N	N		N		N	N	N	N	N		N	N	
03T	Operating Costs Homeless/AIDS Patients	N	N	N		N	N	N	N	N	N	N		N	N	
05A	Senior Services	N	N	N		N		N	N	N	N	N		N	N	
05B	Handicapped Services	N	N	N		N		N	N	N	N	N		N	N	
05C	Legal Services		N	N		N		N	N	N	N	N		N	N	
05D	Youth Services	N	N	N		N		N	N	N	N	N		N	N	
05E	Transportation Services		N	N		N		N	N	N	N	N		N	N	
05F	Substance Abuse Services		N	N		N		N	N	N	N	N		N	N	
05G	Battered and Abused Spouses	N	N	N		N		N	N	N	N	N		N	N	
05H	Employment Training		N	N		N		N	N	N	N	N		N	N	
05I	Crime Awareness		N	N		N		N	N	N	N	N		N	N	
05J	Fair Housing Activities - Subject to Public Service Cap		N	N		N		N	N	N	N	N		N	N	
05K	Tenant/Landlord Counseling	N	N	N		N		N	N	N	N	N		N	N	
05L	Child Care Services	N	N	N		N		N	N	N	N	N		N	N	
05M	Health Services		N	N		N		N	N	N	N	N		N	N	
05N	Abused and Neglected Children	N	N	N		N		N	N	N	N	N		N	N	
05O	Mental Health Services		N	N		N		N	N	N	N	N		N	N	
05P	Screening for Lead Based Paint/Lead Hazards	N	N	N		N		N	N	N	N	N		N	N	
05Q	Subsistence Payments - 570.207(b)(4)	N	N	N		N		N	N	N	N	N		N	N	
05R	Homeownership Assistance (not direct)	N	N	N	N	N				N	N	N		N	N	
05S	Rental Housing Subsidies	N	N	N	N	N				N	N	N		N	N	
05T	Security Deposits	N	N	N	N	N				N	N	N		N	N	
05U	Housing Counseling	N	N	N		N	N	N	N	N	N	N	N	N	N	N
05V	Neighborhood Cleanups		N	N	N	N		N	N	N	N	N		N	N	
05W	Food Banks		N	N		N		N	N	N	N	N		N	N	
06	Interim Assistance - 570.201(f)		N	N	N	N		N	N	N	N	N			N	
07	Urban Renewal Completion - 570.201(h)					N	N				N		N	N		N
08	Relocation - 570.201(i)					N	N				N					
09	Rental Income Loss - 570.201(j)					N	N				N					
11	Privately Owned Utilities - 570.201(l)					N	N				N					
12	Construction of Housing - 570.201(m)	N	N	N	N	N	N			N	N	N		N		
13	Homeownership Direct - 570.201(n)	N	N	N	N	N	N			N	N	N	N	N	N	N

Matrix Code Key		National Objective Codes (N = Not Allowed)														
Code	Eligible Activity	LMA	LMAFI	LMASA	LMC	LMCMC	LMCSV	LMH	LMHSP	LMJ	LMJFI	LMJP	SBA	SBS	SBR	URG
14A	Rehab; Single-Unit Res. - 570.202	N	N	N	N	N	N			N	N	N				
14B	Rehab; Multi-Unit Residential	N	N	N	N	N	N			N	N	N				
14C	Public Housing Modernization	N	N	N	N	N	N			N	N	N				
14D	Rehab; Other than Public-Owned Residential Blds	N	N	N	N	N	N			N	N	N				
14E	Rehab. Pub./Pvt.-Comm'/Indust' - 570.202(a)(3)					N	N	N	N		N					
14F	Energy Efficiency Improvements	N	N	N	N	N	N			N	N	N				
14G	Acquisition for Rehabilitation	N	N	N	N	N	N			N	N	N				
14H	Rehabilitation Administration - 570.202(b)(9)					N	N				N					
14I	Lead-Based Paint Abtm't - 570.202(f)	N	N	N	N	N	N			N	N	N				
14J	Housing Svc's - HOME Prog. - 570.201(k)	N	N	N	N	N	N			N	N	N	N	N	N	N
15	Code Enforcement - 570.202(c)		N	N	N	N	N	N	N	N	N	N		N		
16A	Residential Historic Preservation	N	N	N	N	N	N			N	N	N				N
16B	Non-Residential Historic Preservation					N	N	N	N		N					N
17A	ED Acquisition by Recipient - 570.203(a)					N	N	N	N							
17B	CI Infrastructure Development					N	N	N	N					N		
17C	CI Building Acq., Construction, Rehabilitation					N	N	N	N		N					
17D	Other Commercial/Industrial Improvements					N	N	N	N		N					
18A	ED Assistance to For-Profits - 570.203(b)				N	N	N	N	N		N			N		
18B	ED Administration & TA - 570.203(c)				N	N		N	N		N			N		
18C	Micro-Enterprise Assist. - 570.201(o)						N	N	N		N			N		
19C	Nonprofit Capacity Building - 570.201(p)															
19D	Assist. Higher Educ. Inst. - 570.201(q)															
19E	Operation and Repair of Foreclosed Property		N	N	N	N	N			N	N	N	N	N	N	N
19F	Planned Repayments of Sec.108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19G	Unplanned Repayments of Sec.108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19H	State CDBG Technical Assistance to Grantees	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	Planning-Ent. Com'ties - 570.205	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20A	State Planning															N
21A	General Program Admin. - 570.206	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21D	Fair Housing Activity (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21E	Submissions or Applications for Federal Programs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21J	State Administration Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
22	Unprogrammed Funds	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
23	Tornado Shelters - Private Mobile H Parks		N	N	N	N	N	N	N	N	N	N	N	N	N	N
24A	Payment of interest on Section 108 loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
24B	Payment of costs of Section 108 financing ¹															
24C	Debt service reserve - Section 108	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Footnote 1: Regarding Matrix code 24B, Payment of costs of Section 108 Financing. The use of either grant or loan funds for the payment of fees associated with a Section 108 loan is treated as payment of activity delivery costs; therefore, any 24B activity should be linked to the corresponding activity funded with the Section 108 Loan for the purposes of reporting National Objective and accomplishments

Objective Key		Entitlements	States
LMA	Low- and moderate-income (Low/Mod) Area Benefit	570.208(a)(1)	570.483(b)(1)
LMAFI	Low/Mod Area Benefit CDFI	570.208(d)(6)(i)	570.483(e)(4)
LMASA	Low/Mod Area Benefit NRSA	570.208(d)(5)(i)	570.483(e)(5)
LMC	Low/Mod Limited Clientele	570.208(a)(2)	570.483(b)(2)
LMCMC	Low/Mod Limited Clientele Microenterprise Development	570.208(a)(2)(iii)	570.483(b)(2)(iv)
LMCSV	Low/Mod Limited Clientele, Job Service Benefit	570.208(a)(2)(iv)	570.483(b)(2)(v)
LMH	Low/Mod Housing	570.208(a)(3)	570.483(b)(3)
LMHSP	Low/Mod Housing, CDFI or NRSA	570.208(d)(5)(ii) & (d)(6)(ii)	570.483(e)(5)
LMJ	Low/Mod Job Creation or Retention	570.208(a)(4)	570.483(b)(4)
LMJFI	Low/Mod Job Creation/Retention, Public Facility/Improvement	570.208(a)(4)(vi)(F)	570.483(b)(4)(vi)(F)
LMJP	Low/Mod Job Creation or Retention, Location Based	570.208(a)(4)(iv)(B)	570.483(b)(4)(iv)(B)
SBA	Slum and Blight Area	570.208(b)(1)	570.483(c)(1)
SBS	Slum and Blight Spot	570.208(b)(2)	570.483(c)(2)
SBR	Slum and Blight Urban Renewal/Planning Activities (States)	570.208(b)(3)	570.483(c)(3)
URG	Urgent Needs	570.208(c)	570.483(d)