

## **Chapter 12**

# **LMH ACCOMPLISHMENT SCREENS**

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This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

- LMH     Low/mod housing benefit
- LMHS   Low/mod housing benefit, CDFI or NRSA

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The top of the first LMH\* accomplishment screen looks like this:

**Activity**

Add CDBG Accomplishment Detail (Page 1)

**14A - Rehab; Single-Unit Residential**

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**\* Indicates Required Field**

<b>Grantee/PJ Activity ID:</b> Homeowner	<b>Activity Name:</b> Homeowner - 2011 Alcona County	<b>Program Year/IDIS Project ID:</b> 2011/19
<b>IDIS Activity ID:</b> 19440	<b>Activity Owner:</b> MICHIGAN	<b>Project Title:</b> MSC-2011-0755-HOA Alcona County
<b>National Objective:</b> LMH		

**\*Accomplishments for Program Year:** (tip)

**Accomplishment Narrative:** (maximum 4000 characters)

**\*Accomplishments**

Accomplishment Type	Proposed Units
10 - Housing Units	<input type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div></div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> <li>To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year.</li> <li>Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.</li> </ul>

Field	Description
	<ul style="list-style-type: none"><li>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</li></ul>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).

## DIRECT BENEFIT DATA BY HOUSEHOLDS

For all LMH\* activities, race/ethnicity and income levels data are reported by households. Count each household as one, regardless of the number of persons in the household.

*Direct Benefit Data by Households						
Race/Ethnicity						
	Owner		Renter		Total Households	
Race	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option					0	0
<b>Totals</b>	0	0	0	0	0	0
<b>Female-Headed Households</b> (tip)					0	
Add Another Race by Households						
Income Levels (tip)						
	Owner		Renter		Total	
<b>Extremely Low</b>					0	
<b>Low</b>					0	
<b>Moderate</b>					0	
<b>Non-Low/Moderate</b>					0	
<b>Totals</b>	0		0		0	
<b>Percent Low/Mod</b>	0 %		0 %		0 %	

The Renter fields are open for input only if the activity setup field INCLUDES RENTAL HOUSING is Yes (see page 4-10).

## Race/Ethnicity

Field	Description
Race	<p>Select the race for which household counts are to be entered. The HUD definitions are:</p> <p><b>White:</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><b>Black/African American:</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Asian:</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><b>American Indian/Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <p><b>Native Hawaiian/Other Pacific Islander:</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>

Field	Description
	<p><b>American Indian/Alaskan Native &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Asian &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>Black/African American &amp; White:</b> A person having these multiple racial origins as defined above.</p> <p><b>American Indian/Alaskan Native &amp; Black/African American:</b> A person having these multiple racial origins as defined above.</p> <p><b>Other Multi-Racial:</b> Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Owner: Total	Enter the number of owner households of this race.
Owner: Hispanic/Latino	Of the total owner households of this race, enter the number that are Hispanic/Latino.
Renter: Total	Enter the number of renter households of this race.
Renter: Hispanic/Latino	Of the total renter households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field shows the sum of OWNER TOTAL and RENTER TOTAL for this race.
Total Households: Hispanic/Latino	This read-only field shows the sum of OWNER HISPANIC/LATINO and RENTER HISPANIC/LATINO for this race.
Totals	These six read-only fields show the totals for all races.
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total number that are headed by females.
Female-Headed Households: Renter	Of the total renter households of <u>all</u> races, enter the total number that are headed by females.
[Add Another Race by Households]	Click this button to add beneficiary counts for another race.

## Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program's legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.

Field	Description
Low: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 30% and at or below 50% of the median family income for the area.
Low: Total	This read-only field shows the sum of the previous two fields.
Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 50% and at or below 80% of the median family income for the area.
Moderate: Total	This read-only field shows the sum of the previous two fields.
Non-Low/Moderate: Owner and Renter	Enter the number of owner households and the number of renter households whose income is above 80% of the median family income for the area.
Totals	The Income Levels OWNER TOTAL must equal the Race/Ethnicity OWNER TOTAL and the Income Levels RENTER TOTAL must equal the Race/Ethnicity RENTAL TOTAL.
Percent Low/Mod	The calculation for each of these read-only fields showing the percentage of households that are low/mod is (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Additional data fields are displayed for some housing rehab activities (see next page). Otherwise, click the [Save and Continue] button to go to the second accomplishment screen.

## LEAD PAINT REQUIREMENTS

Information about compliance with lead paint requirements and lead hazard remediation is collected for all housing rehabilitation activities except those identified at activity setup (see page 4-13) as being limited to one or more of the following:

- Installing security devices or smoke detectors
- Operating a tool lending library
- Providing painting supplies/equipment
- Removing graffiti

For all other housing rehab activities (matrix codes 14A-14D, 14F-14J, and 16A), the following fields are displayed:

Lead Paint	
<b>*Applicable Lead Paint Requirement:</b>	
	<b># Units</b>
Housing constructed before 1978	<input type="text"/>
Exempt: housing constructed 1978 or later ⓘ	<input type="text"/>
Exempt: Hard costs <= \$5,000	<input type="text"/>
Otherwise exempt ⓘ	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Field	Description
Housing Constructed Before 1978	Enter the number of housing units that were constructed before 1978.
Exempt: housing constructed 1978 or later	Enter the number of units for which construction was completed on or after January 1, 1978 or, in the case of jurisdictions which banned the sale or residential use of lead-containing paint prior to 1978, an earlier date as HUD may designate (see 24 CFR 35.160).
Exempt: Hard costs <= \$5,000	Displayed for all but matrix code 14A. Enter the number of units for which the per-unit hard costs of rehabilitation were \$5,000 or less.
Exempt: No paint disturbed	Displayed for matrix code 14A only. Enter the number of units where paint surfaces were not disturbed.
Otherwise exempt	Enter the number of units in this activity to which one or more of the following apply: <ul style="list-style-type: none"> <li>• 0 bedrooms</li> <li>• Elderly/disabled person(s) with no children under the age of 6</li> <li>• Lead-based paint free</li> <li>• Used no more than 100 days per year</li> </ul>

These fields are displayed for all the housing rehab matrix codes except 14G:

**\*Lead Hazard Remediation Actions: (For rehabilitation only)**

	# Units
Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

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Field	Description
Lead Safe Work Practices (24 CFR 35.930(b))	Where hard costs are less than \$5,000, enter the number of housing units for which lead safe work practices were conducted
Interim Controls or Standard Practices (24 CFR 35.930(c))	When hard costs are \$5,000 to \$25,000, enter the number of units for which interim controls or standard practices were conducted.
Abatement (24 CFR 35.930(d))	When hard costs are greater than \$25,000, enter the number of units for which abatement was conducted.

The fields below are displayed for activities with a matrix code of **14G**.

When the sole function of the activity is to acquire the property, fill in the first block of input fields (highlighted in blue). When the activity's functions include both acquisition and rehabilitation, fill in the set of input fields highlighted in green.



<b>*Lead Hazard Remediation Actions: (For acquisition only)</b>	
	<b># Units</b>
Visual Assessment/Paint Stabilization (24 CFR 35.1015)	<input type="text"/>
Other Actions required by Local/State Codes	<input type="text"/>

  

<b>*Lead Hazard Remediation Actions: (For acquisition and rehabilitation)</b>	
	<b># Units</b>
Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)	<input type="text"/>
Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)	<input type="text"/>
Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)	<input type="text"/>

  

<b>Total for Lead Hazard Remediation Actions</b>	<input type="text" value="0"/>
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Field	Description
Lead Hazard Remediation Actions <b>(For acquisition only)</b>	
Visual Assessment/ Paint Stabilization 24 CFR 35.1015	Enter the number of housing units in this activity for which a visual assessment or paint stabilization was conducted.
Other Actions Required by Local/State Codes	Enter the number of housing units in this activity for which other remediation actions were required by a State or local jurisdiction.
Lead Hazard Remediation Actions <b>(For acquisition and rehabilitation)</b>	See the previous page for definitions of these fields.

**SECTION 3**

<b>*Section 3</b>		<b>Calculated Percentage</b>	<b>Safe Harbor Benchmark Met</b>
<b>Total Labor Hours</b>	<input type="text"/>		
<b>Section 3 Worker Hours</b> ①	<input type="text"/>		
<b>Targeted Section 3 Worker Hours</b> ①	<input type="text"/>		

  

**Nature of Agency Efforts**

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks. Check all that apply. Maintain records available for HUD review to document any efforts checked.

- ☐ Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- ☐ Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- ☐ Direct, on-the job training (including apprenticeships).
- ☐ Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- ☐ Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- ☐ Outreach efforts to identify and secure bids from Section 3 business concerns.
- ☐ Technical assistance to help Section 3 business concerns understand and bid on contracts.
- ☐ Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- ☐ Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- ☐ Held one or more job fairs.
- ☐ Provided or connected residents with supportive services that can provide direct services or referrals.
- ☐ Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- ☐ Assisted residents with finding child care.
- ☐ Assisted residents to apply for, or attend community college or a four year educational institution.
- ☐ Assisted residents to apply for, or attend vocational/technical training.
- ☐ Assisted residents to obtain financial literacy training and/or coaching.
- ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- ☐ Provided or connected residents with training on computer use or online technologies.
- ☐ Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- ☐ Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- ☐ Other. Specify:

Field	Description
Section 3	Table appears if activity is marked as subject to Section 3 at the Add/Edit Activity screen (see page 3-4), otherwise "This activity has been marked as not subject to Section 3" message displays.
Total Labor Hours	Enter the total labor hours worked by all workers employed on a Section 3 project.
Section 3 Worker Hours	Enter labor hours worked by Section 3 workers.  A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented: (1) The worker's income for the previous or annualized calendar year is at or below the income limit established by HUD; (2) The worker is employed by a Section 3 business concern; (3) The worker is a YouthBuild participant.

Field	Description
Targeted Section 3 Worker Hours	<p>Enter labor hours worked by Targeted Section 3 workers.</p> <p>A Targeted Section 3 worker: (1) A worker employed by a Section 3 business concern; or (2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years: (i) Living within the service area or the neighborhood of the project, (service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census); or (ii) A YouthBuild participant.</p>
Calculated Percentage	Read only field that displays the entries in SECTION 3 WORKER HOURS and TARGETED SECTION 3 WORKER HOURS as a percent of TOTAL LABOR HOURS.
Safe Harbor Benchmark Met	<p>Read only field that displays "Yes" if the safe harbor benchmark Met for Section 3 Target Worker Hours and for Targeted Section 3 Worker Hours. Otherwise, displays "No".</p> <p>Note: Safe Harbor Benchmark for Section 3 Worker Hours is 25 percent of Total Worker Hours. Safe Harbor Benchmark for Targeted Section 3 Worker Hours is 5 percent of Total Worker Hours.</p>
Nature of Agency Efforts	<p>Table displays if safe harbor benchmarks were not met for either Section 3 worker hours or Targeted Section 3 worker hours reported in the Section 3 Table.</p> <p>Check all options that that apply and maintain records documenting efforts checked. A response is required if table is displayed.</p>

## ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

**Activity**  
 Edit CDBG Accomplishment Detail (Page 2)  
**14A - Rehab; Single-Unit Residential**  
 • CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

\* Indicates Required Field

<b>Grantee/PJ Activity ID:</b> Homeowner	<b>Activity Name:</b> Homeowner - 2011 Alcona County	<b>Program Year/IDIS Project ID:</b> 2011/19
<b>IDIS Activity ID:</b> 19440	<b>Activity Owner:</b> MICHIGAN	<b>Project Title:</b> MSC-2011-0755-HOA Alcona County
<b>National Objective:</b> LMH		
<b>Accomplishments for Program Year:</b> 2012		

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below.

### Rehab Activities

Matrix Code	Performance Measure	See Page
14A-14D, 14F-14I if owner data reported	Homeowner Rehab	12-12
14A-14D, 14F-14I if renter data reported	Rental Rehab	12-13

### Acquisition and New Construction Activities

Matrix Code	Performance Measure	See Page
01, 12 if owner data reported	Acquisition/Construction New Homeowner Homeowner Rehab (matrix code 01 only)	12-15
01, 12 if renter data reported	Construction of Rental Units	12-17

## Other Housing Activities

Matrix Code	Performance Measure	See Page
03H-03L	Public Facilities & Infrastructure	12-19
05R-05T	Public Services	12-20
05R, 13	Direct Financial Assistance to Homebuyers	12-21
05S	Short-Term Rental Assistance	12-22
05T, HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	12-23

## HOMEOWNER REHAB

This block of data items is displayed for LMH\* activities with a matrix code of 01, 14A-14D, or 14F-14I provided you entered owner data on the first accomplishment screen:

Homeowner Rehab	
<b>Total Owner Units:</b> (tip)	
<input type="text" value="25"/>	
<b>Of the Total Owner Units, Number of:</b>	
	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the previous screen.
Of the Total Owner Units, Number of:	
Units Occupied by Elderly	Of the TOTAL OWNER UNITS, enter the number occupied by one or more persons age 62 or over.
Units Moved from Substandard to Standard (HQS or Local Code)	Of the TOTAL OWNER UNITS, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code. This is not a requirement under CDBG, but any units that have been brought from substandard to standard condition should be reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS).  See <a href="http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas">http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas</a> for more information.
Units Qualified as Energy Star	Of the TOTAL OWNER UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	Of the TOTAL OWNER UNITS, enter the number made lead-safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the \$5,000 threshold.  Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than \$5,000 a unit).

## RENTAL REHAB

This block of data items is displayed for LMH\* activities with a matrix code of 14A-14D or 14F-14I provided you entered renter data on the first accomplishment screen:

**Rental Rehab**

**Total Rental Units:** (tip)

**Of the Total Rental Units, Number of:**

	Number of Units
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Brought from Substandard to Standard Condition (HQS or Local Code)	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>
Units Created Through Conversion of Non-Residential to Residential Buildings	<input type="text"/>

**Of the Total Affordable Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

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Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units:	
Affordable Units	Of the TOTAL RENTAL UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Section 504 Accessible Units	Of the TOTAL RENTAL UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS).  For more information, see <a href="http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas">http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas</a> .
Brought from Substandard to Standard Condition	Of the TOTAL RENTAL UNITS, enter the number that were substandard prior to rehabilitation that now meet Housing Quality Standards or local code, whichever is applicable. This is

Field	Description
(HQS or Local Code)	not a CDBG requirement, but any units brought from substandard to standard condition should be reported.
Units Qualified as Energy Star	Of the TOTAL RENTAL UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	Of the TOTAL RENTAL UNITS, enter the number made lead-safe. The only units to be included in the count are pre-1978 units where the rehabilitation work exceeds the \$5,000 threshold.  Do not count units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint) or units where the rehabilitation does not address all surfaces that could pose a lead hazard (e.g., rehabilitation work less than \$5,000 a unit).
Units Created Through Conversion of Non-Residential to Residential Buildings	Of the TOTAL RENTAL UNITS, enter the number that were created by converting non-residential buildings to residential buildings.
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	Of the AFFORDABLE UNITS, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units Designated for Persons with HIV/AIDS	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS, including units receiving assistance for operations.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for the chronically homeless, including units receiving assistance for operations.  See Appendix J for HUD's definition of "chronically homeless."
Permanent Housing Units Designated for Homeless Persons and Families	Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless.  See Appendix J for the HUD definition of "homeless."
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for the chronically homeless (see Appendix J for definition).



## ACQUISITION/CONSTRUCTION NEW HOMEOWNER

This block of data items is displayed for an LMH\* activity only when the matrix code is 01 or 12 and owner data have been input on the first accomplishment screen:

Acquisition/Construction New Homeowner	
<b>Total Owner Units:</b> (tip)	
<input type="text" value="18"/>	
<b>Of the Total Owner Units, Number of:</b>	
	<b>Number of Units</b>
Affordable Units	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Households previously living in subsidized housing	<input type="text"/>
<b>Of the Total Affordable Units, Number of:</b>	
	<b>Number of Units</b>
Units Occupied by Elderly	<input type="text"/>
Units Specifically Designated for Persons with HIV/AIDS	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Units Specifically Designated for Homeless	<input type="text"/>
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	<input type="text"/>

Field	Description
Total Owner Units	This read-only field shows the total number of owner households reported on the first accomplishment screen.
Of the Total Owner Units, Number of:	
Affordable Units	Of the TOTAL OWNER UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.
Section 504 Accessible Units	Of the TOTAL OWNER UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS).  For more information, see <a href="http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas">http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas</a> .
Units Qualified as Energy Star	Of the TOTAL OWNER UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Households previously living in subsidized housing	Of the TOTAL OWNER UNITS, enter the number of households that were living in public housing or receiving rental assistance from a federal, state, or local program immediately prior to CDBG assistance.

Field	Description
Of the Total Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Units Specifically Designated for Persons with HIV/AIDS	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for those who are chronically homeless. See Appendix J for HUD's definition of "chronically homeless."
Units Specifically Designated for Homeless	Of the AFFORDABLE UNITS, enter the number designated for the homeless. See Appendix J for the HUD definition of "homeless."
Of Units Designated for Homeless, Number Specifically for Chronically Homeless	Of the UNITS SPECIFICALLY DESIGNATED FOR HOMELESS, enter the number designated for those who are chronically homeless (see Appendix J for definition).

For matrix code 01 only, the homeowner rehab data fields are also displayed:

**Homeowner Rehab**

**Total Owner Units:** (tip)

**Of the Total Owner Units, Number of:**

	Number of Units
Units Occupied by Elderly	<input type="text"/>
Units Moved from Substandard to Standard (HQS or Local Code)	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	<input type="text"/>

|  |

They are defined on page 12-14.

## CONSTRUCTION OF RENTAL UNITS

This block of data items is displayed for an LMH\* activity only when the matrix code is 01 or 12 and renter data have been input on the first accomplishment screen:

Construction of Rental Units	
<b>Total Rental Units:</b> (tip)	
<input type="text" value="7"/>	
<b>Of the Total Rental Units, Number of:</b>	
	<b>Number of Units</b>
Affordable Units	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>
Units Qualified as Energy Star	<input type="text"/>
<b>Of the Affordable Units, Number of:</b>	
	<b>Number of Units</b>
Units Occupied by Elderly	<input type="text"/>
Years of Affordability Guaranteed	<input type="text"/>
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	<input type="text"/>
Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations	<input type="text"/>
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	<input type="text"/>
Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations	<input type="text"/>
Of Permanent Housing Units Designated for Homeless, Number for the Chronically Homeless	<input type="text"/>

Field	Description
Total Rental Units	This read-only field shows the total number of renter households reported on the previous screen.
Of the Total Rental Units, Number of:	
Affordable Units	Of the TOTAL RENTAL UNITS, enter the number that are affordable according to definitions of affordability established by the grantee.
Section 504 Accessible Units	Of the TOTAL RENTAL UNITS, enter the number that meet Uniform Federal Accessibility Standards (UFAS).  For more information, see <a href="http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas">http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas</a> .
Units Qualified as Energy Star	Of the TOTAL RENTAL UNITS, enter the number qualifying for Energy Star certification. See Appendix G for guidelines on correctly reporting Energy Star units.
Of the Affordable Units, Number of:	
Units Occupied by Elderly	Of the AFFORDABLE UNITS, enter the number occupied by one or more persons age 62 or over.
Years of Affordability Guaranteed	Enter the total number of years of affordability the grantee has imposed for the units being reported.

Field	Description
Units Subsidized with Project-Based Rental Assistance by Another Federal, State or Local Program	Of the AFFORDABLE UNITS, enter the number that are subsidized with project-based rental assistance. Note that this only applies to assistance that is project-based: if the assistance is portable (e.g., Section 8 vouchers), do not include the unit(s) in your count.
Units Designated for Persons with HIV/AIDS, Including Units Receiving Assistance for Operations	Of the AFFORDABLE UNITS, enter the number designated for persons with HIV/AIDS.
Of Units Designated for Persons with HIV/AIDS, Number Specifically for Chronically Homeless	Of the UNITS DESIGNATED FOR PERSONS WITH HIV/AIDS, enter the number designated for the chronically homeless. See Appendix J for HUD's definition of "chronically homeless."
Permanent Housing Units Designated for Homeless Persons and Families	Of the AFFORDABLE UNITS, enter the number of permanent housing units designated for the homeless, including units receiving assistance for operations. See Appendix J for the HUD definition of "homeless."
Of Permanent Housing Units Designated for Homeless Persons and Families, Number for the Chronically Homeless	Of the PERMANENT HOUSING UNITS DESIGNATED FOR HOMELESS PERSONS AND FAMILIES, enter the number designated for the chronically homeless (see Appendix J for definition).

## PUBLIC FACILITIES & INFRASTRUCTURE

This block of data fields is displayed for LMH\* activities with a matrix code of 03H – 03L:

Public Facilities & Infrastructure	
<b>Total Households Assisted :</b>	
<input type="text" value="265"/>	
<b>Of the Total Households, Number of:</b>	
	<b>Number of Households</b>
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>
<input type="button" value="Save"/>   <input type="button" value="Save and Previous Page"/>   <input type="button" value="Cancel"/>	

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the Page 1 accomplishment screen.
Of the Total Households, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of households with access. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of households who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides access to a facility/improvement that is no longer substandard, enter the number of households no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

## PUBLIC SERVICES

This information is collected for LMH\* activities with a matrix code of 05R, 05S, or 05T:

Public Services	
Total Households Assisted :	
<input type="text" value="25"/>	
Of the Total Households, Number of:	
	Number of Households
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
<b>Total</b>	<input type="text" value="0"/>

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of households with access to the service or benefit. If the activity is funded in subsequent years, households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to a substandard service.
Total	This read-only field must equal the number in TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

## DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is collected for LMH\* activities with a matrix code of 05R or 13.

Note: For matrix code 05R and 13 activities, it is only here that you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U-Housing Counseling may grantees report the number of households receiving housing counseling as the accomplishment.

**Direct Financial Assistance to Homebuyers**

**Total Households Assisted:** (tip)

**Of the Total Households, Number of:**

	Number of Households
<b>First-Time Homebuyers</b>	<input type="text"/>
<b>Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling</b>	<input type="text"/>
<b>Downpayment Assistance/Closing Costs</b>	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that are first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

## SHORT-TERM RENTAL ASSISTANCE

This block of data fields is displayed for LMH\* activities with a matrix code of 5S:

**Short-Term Rental Assistance**

**Total Households Assisted:**

**Of the Households Assisted, the Number:**

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

|  |

Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless.  See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless.  See Appendix J for HUD's definition of "chronically homeless."



## HOMELESSNESS PREVENTION

These data fields are displayed for LMH\* activities with a matrix code of 05T if the HELP PREVENT HOMELESSNESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

Homeless Prevention

**Total Households Assisted:**

**Of the Total Households Assisted, Number of:**

	Number of Households
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

| 
  |

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Leave this field blank—it is not applicable when the matrix code is 05T – Security Deposits.

This is the last LMH\* accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.