

Appendix F

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

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

STRATEGY AREAS

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

The screenshot shows a form titled "Target Area". On the left, there is a dropdown menu labeled "Area Type: (tip)" with a list of options: "CDFI area", "Select Option", "CDFI area", "Local Target area", "Other", and "Strategy area". The "Strategy area" option is highlighted in blue. To the right of this dropdown is another dropdown menu labeled "Area Name: (tip)" which is currently empty. Below the "Area Name" dropdown is a button labeled "Add New Area".

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

The screenshot shows a screen titled "Admin" with a sub-header "View All Strategy Area". Below the sub-header is a table with the following columns: "ID", "Name", "HUD Approval Date", "% of Low/Mod", "Type of Revitalization Effort", and "Action". The table is currently empty, with the text "No areas were found." displayed below the header. Below the table, there are two buttons: "Add" and "Back to CDBG".

Click the [Add] button to access the Add Strategy Area screen:

Admin

Add Strategy Area

|

***Indicates Required Field**

***Name:**

***Approval Date:**
 [Select Date](#)
(ex: mm/dd/yyyy)

|

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

• Success: Location saved

Admin

View All Strategy Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
90000000013732	Camden Strategy Area 1	03/09/2008			Edit

|

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

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

CDFI AREAS

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

Admin

Add CDFI Area

Save | Cancel

***Indicates Required Field**

***Name:**

Type of Revitalization Effort:
 Select Option ▾

If Other, Specify:

***% of Low/Mod:**
 %
 (ex: 99.99)

Save | Cancel

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

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

• Success: Location saved

Admin

View All CDFI Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000013712	CDFI Area 1		54.6	Commercial	Edit

Add | Back to CDBG

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

LOCAL TARGET AREAS

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

Admin

Add Local Target Area

Save | Cancel

***Indicates Required Field**

***Name:**

Type of Revitalization Effort:
 Select Option ▾

If Other, Specify:

Save | Cancel

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

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

• Success: Location saved

Admin

View All Local Target Area

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
90000000001283	Blades Target Area			Housing	Edit
90000000004449	Bridgeville Target Area			Housing	Edit
90000000004689	CAPITOL PARK TARGET AREA			Housing	Edit
90000000004690	CLAYTON TARGET AREA			Housing	Edit
900000000012252	Cool Spring Target Area			Housing	Edit
90000000000421	COUNTYWIDE			Housing	Edit

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