



APPENDIX C - INSTRUCTIONS FOR HUD FORMS

The Integrated Disbursement and Information System (IDIS) is the online system for HUD grant programs. As its name suggests, IDIS serves two major purposes. States use the system to track and draw down funds and record the results (accomplishments and beneficiaries) of the HUD-funded activities for each grant project. HUD uses the data provided by States to report on the performance of the HUD-funded programs to Congress and other program stakeholders.

Therefore, each Applicant of the CDBG-I program must complete and provide with the CDBG--funding application the required IDIS forms. If funded, these forms may change depending on edits needed by NCDEQ prior to completing a grant agreement, and when a grantee requests a project amendment or budget revision. Accurate and complete reporting is required for all proposed, and if awarded, accomplishments achieved and beneficiaries for each activity in a program year, excluding planning and administration activities. Each activity, excluding planning and administration activities, must meet a national objective for Low- and Mod-Income person for our program.

HUD IDIS FORM

Applicants must submit one form per activity with the grant application. For instance, your project includes water and sewer improvements and housing sewer connections. The Applicant must submit three forms: 1) one form for Public Water Improvements, 2) one form for Public Sewer Improvements, and 3) one form for Housing Rehabilitation – Sewer Connections.

Below are the fields on the HUD IDIS form and the response needed.

1. **Grantee Name:** Enter name of Applicant (Town/City/County)
2. **Category:** Infrastructure
3. **Activity Name:** Enter one of the following:
 - Public Water Improvements
 - Public Sewer Improvements
 - Housing Rehabilitation – Water Connections
 - Housing Rehabilitation - sewer Connections
4. **Program Name:** Enter the name of the project that will be used throughout the life the grant, if awarded.
5. **Year:** Enter the Fiscal Year of Program Funds



6. **Budgeted \$:** Enter only the CDBG funds requested for the activity reported. Shall be the same amount from the *Project Source and Use Form* and it does not include administration funds. This is only for construction activities.
7. **Accomplishment Data:**
 - **Accomplishment Type:** Select “Persons” for Improvements and “Units” for Housing connections. Housing connections projects shall complete Income Surveys for the area that will be served.
 - **Counts:**
 - If using LMISD local governments by State data from HUD
 1. **Total Benefitting:** Enter the number for lowmoduniv
 2. **Total Low/Mod:** Enter the number for lowmod
 3. **Low/Mod Percentage:** Enter the number for lowmod_pct
 - If using Income Survey Data.
 1. For Improvements: Enter number of Persons.
 - **Total Benefitting:** Total Number of Persons surveyed.
 - **Total Low/Mod:** Very Low + Low + Moderate
 - **Low/Mod Percentage:** Very Low + Low + Moderate / Total Number of Persons surveyed
 2. For Housing connections: Enter number of Units
 - **Total Benefitting:** Total Number of Units surveyed.
 - **Total Low/Mod:** Very Low + Low + Moderate (Units)
 - **Low/Mod Percentage:** Very Low + Low + Moderate (Units) / Total Number of Units surveyed
 - **National Objective:** For Improvements select “Low/Mod Area (LMA)” and for Housing Connections select “Low/Mod Housing (LMH)”.
 - **Performance Goal:** Choose the most suitable to the project.
 - **Performance Objective:** Select one from the dropdown menu
 - **Performance Outcome:** Select one from the dropdown menu
 - **Project Description / Narrative:** Provide brief and detailed description of the project scope that matches the project description in the application (include all streets, linear footage, etc.)



8. **General Information Proposed and Actual Table:** Enter the information under the “Proposed” column only.
- Enter the amount of total linear feet of proposed line replacement/rehabilitation enter Linear Feet AND number of persons benefiting. The number of persons is the same number as the Total Benefitting.
 - Enter for housing connections please enter the number of units. Housing connections (Hook ups) is a direct benefit project and CDBG funds will pay any connections for LMI persons ONLY. On this section enter the number of LMI units ONLY. The LMI units shall be the same number as the Total Low/Mod. Housing connection projects must complete Income Surveys for the area that will be served.
 - Other Improvements (i.e. wastewater treatment plants, pump stations, etc.) enter the number of persons. The number of persons shall be the same number as the Total Benefitting.
9. **American Community Survey Information Proposed and Actual:** Enter the information under the Proposed column only.
- This information must be included regardless of the data source, Census Data or Income Survey. County Code, Census Tract and Block Groups can be found at: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>
10. **Survey Data:** This section shall be completed only if the data source is the Income Survey methodology.
- For Improvements please enter the number of “PERSONS” and for housing connections please enter number of “UNITS” as follows:
 - Percent of low and moderate income in service area: Same as Low/Mod Percentage: Very Low + Low + Moderate/ Total Number of Persons surveyed.
 - Total number of low and moderate income in service area: Same as Total Low/Mod: Very Low + Low + Moderate
 - Total number of low and moderate income universe: Total Benefitting: Total Number of Persons surveyed
11. **Income Levels Proposed and Actual Table:**
- Select “UNITS” for housing connections only. Select “PERSONS” for other improvements.
 - If using Income Survey Data.



- If using Income Survey Data to determine LMI, the below is an explanation of what data to put for the form fields:
 1. Low = Very Low
 2. Lowmod = Very Low + Low + Moderate
 3. LMMI = N/A
 4. Lowmoduniv = Total Number of Persons surveyed
 5. Lowmod_pct = Very Low + Low + Moderate/ Total Number of Persons surveyed

12. **Race/Ethnicity Proposed and Actual Table:**

- Enter the information under the Proposed column only.
- If using the LMISD Local Governments by State Data from HUD:
 - For Water or Sewer Improvements:
 - The total number of persons under race/ethnicity must be the same number of Total Benefitting (lowmoduniv).
 - To determine Race/Ethnicity, use the Race percentages from the American Community Survey data of your town/city/county and calculate the percentages from the Benefitting (lowmoduniv).
 - If using Income Survey Data:
 - For Public Water Improvements or Public Sewer Improvements:
 - The total number of persons under race/ethnicity must be the same number of Total Benefitting: Total Number of Persons surveyed. Transfer the information from your Income Survey Summary table onto the form.
 - For Limited Housing Rehabilitation – Water/Sewer Connections:
 - The total number of Units under race/ethnicity must be the same number of Total Benefitting: Total Number of Units surveyed. Transfer the information from your Income Survey Summary table onto the form.

Basic Information & Definitions on Activities and LMI Data

1. **Housing Connections (Hook Ups): Direct Benefit Data by Households**

- For Low/Mod Housing (LMH) activities with an accomplishment of Households or Housing Units, the race/ethnicity and income levels data is reported by households.
- Count each household as one, regardless of the number of persons in the household.
- Household means all the persons who occupy a housing unit.



- The occupants may be a single family, one person living alone, two or more families living together, or any group of related or unrelated persons who share living arrangements.

2. Infrastructure: Area Wide Data by People

- For Low/Mod Area (LMA) activities with accomplishment of People, the race/ethnicity and income levels data is reported by People.

3. Definitions for LMISD Local Governments by State Data from HUD

- LOW = The count of Low Income Persons
- LOWMOD = The count of Low and Moderate Income Persons
- LMMI = The count of Low, Moderate, and Medium Income Persons
- LOWMODUNIV = Persons with the potential for being deemed Low, Moderate and Medium income. Use as the denominator for LOW, LOWMOD, and LMMI %'s
- LOWMOD_PCT = the percentage of Low and Moderate Income Persons

Estimates are provided at three income levels: Low Income (50 percent); Moderate Income (80 percent); and Medium Income (120 percent)

4. If using the LMISD Local Governments by State Data from HUD.

- Use the most recent LMISD Census Data FY 20XX LMISD Local Governments by State, based on latest American Community Survey by HUD:
 - Transfer the numbers from the HUD's data spreadsheet on the table of the IDIS form: HUD's spreadsheet and the IDIS form have the same terms for the LMI calculations.

Important:

If the project has two or more different project areas within the city limits and two different sets of data, LMISD Local Governments by State Data from HUD and Income Survey, or if the project has two or more different project areas and two different sets of data, LMISD Local Governments by State Data from HUD and Income Survey (one of the project areas is within the ETJ but outside of city limits) please contact DWI/CDBG-I Unit for additional guidance to complete the IDIS form.

PROJECT SOURCE AND USE FORM

This form is the second tab in the IDIS Form spreadsheet. Below are the form fields and what is needed.



- **Name of Applicant:** Enter Applicant’s Name (Town/City/County)
- **Category:** Enter Infrastructure
- **Sources of Project funds:** Enter CDBG grant amount requested and enter any other funding as part of the total project cost (Total Project Resources)
- **Use of Funds:** Enter all funds in the project and which activity each funding source is going to pay.
 - Reminder: Administration is no more than 10% of total grant amount request.

The activity amount shall be the same amount use for the IDIS form as in the budgeted line item. It does not include the Administration amount.

ECONOMIC NEED – INFRASTRUCTURE NATIONAL OBJECTIVE FORM

This form will convey summary LMI data for your proposed project. Applicants must complete Section A. Applicants using income surveys to determine their LMI, must complete Section B also.

- **Name of Applicant:** Enter Applicant’s Name (Town/City/County)
- **In Section A:**
 - **Total No. of Person Benefiting:** Enter the Lowmoduniv number OR total number of persons surveyed for each activity listed, as applicable.
 - **No. of Low & Moderate Income Persons Benefiting:** Enter the Lowmod number OR the Very Low + Low + Moderate.
 - **% of Low & Moderate Income Persons Benefiting:** Enter Lowmod_pct OR Very Low + Low + Moderate/ Total Number of Persons surveyed.
 - **CDBG Cost:** Enter the grant amount for each activity/indicator.
 - **CDBG Funds to Benefit Low & Moderate Income:** Enter the portion of the grant that will benefit LMI persons. For instance, if grant request is \$2 million for improved access to public water and project is benefiting 60% LMI – enter \$1,200,000 for this field on the line “persons assisted with improved access to public water” and “persons assisted where public water quality was improved.”
- **In Section B:**
 - This section field should be self-explanatory.