



U.S. Department of Housing and Urban Development
Community Planning and Development

Special Attention of:

CPD Division Directors
State CDBG Grantees

Notice: CPD-11-03

Issued: 06/01/2011

Cross References: 24 CFR 91.520
This notice is effective until
amended, superseded, or rescinded.

SUBJECT: Reporting Requirements for the State Performance and Evaluation Report (PER)

I. Purpose

This Notice provides guidance for submission of the Performance and Evaluation Report (PER) for grantees under the State Community Development Block Grant (CDBG) program. System enhancements incorporated into IDIS Online now support the requirement for reporting on the State CDBG program by appropriation. These reporting guidelines reflect the new capability of IDIS to generate the PER for states. This Notice replaces Notice CPD 07-06(a) for reporting under the PER beginning with reports for the 2011 program year. Effective with the 2011 PER, states will not submit the PER to HUD in hard-copy paper format. Formal transmission of the PER will be included in the state's Consolidated Annual Performance and Evaluation Report (CAPER) submission as required by the HUD Field Office. HUD will generate IDIS reports directly and states will submit their narrative as an electronic file. States have the option to generate the entire report from their own systems as long as it includes all of the data necessary to meet CDBG program requirements. States are encouraged to use the IDIS report for the 2010 program year either alone or to compare with their traditional report. HUD is pleased to finally be able to provide this automated reporting capability and appreciates the patience of the states while awaiting this enhancement to the system.

Background and Regulatory References

Statutory and regulatory requirements prescribe that the use of State CDBG funds be reported on the basis of each fiscal year's allocation. See Attachment 1 for detailed background, references, and definitions for the reporting requirements. In brief, states report annually on the performance of their program in the past program year with specific descriptions of the use of funds from each appropriation.

II. Reporting Requirements

The PER serves as the CDBG portion of the state's CAPER for the four formula grant programs covered by the Consolidated Plan. Note that, while the PER reports on activities and accomplishments taking place during the program year, the report is structured to show how funding from each annual grant was spent during that period. States are required to prepare a performance report and to make the report available for citizen comment at least 15 days prior to submission to HUD. The narrative portion of the PER must be submitted to HUD 90 days after the close of the program year. When the narrative is submitted, HUD will generate the rest of the PER from IDIS. States must also maintain a record of the report for review by citizens, HUD, the Office of Inspector General (OIG), the Government Accountability Office (GAO), and others.

The following general instructions are applicable to each annual PER submission:

- The annual PER will contain a separate report for each CDBG annual grant the state has received until all funds from the annual grant are spent, and a PER has been submitted with a final report for the grant showing actual amounts expended and actual accomplishment measures for all activities funded by the grant.
- Activities funded from more than one annual grant should be included on the report for each annual grant from which the activity received funds.
- Recaptured/reallocated funds must be reported by year of annual grant. Unlike program income, these funds retain their original grant year identity and must be accounted for by the year of the annual grant. If there are recaptured funds remaining from a FY 2007 annual grant which are then used to fund part of a program year 2010 activity, the FY 2007 funds awarded to the recipient will appear on the report for the FY 2007 annual grant. In rare instances, recaptured funds might be returned for a grant that has been closed. This should be reported in the narrative Part II of the PER but a separate Financial Summary for the closed grant need not be submitted.
- Program Income (PI) returned to the state belongs to the grant which funds the program year in which the program income is distributed. Normally, this is the same year in which the PI is received. However, PI may sometimes be received too late in the program year to be distributed under that year's method of distribution. In such cases, the PI will belong to the following year's grant when it is actually distributed. No matter when PI is distributed, the expenditure caps on Administration and Planning and on Public Services are based on the year in which PI is received.
- Program Income retained by a unit of general local government belongs to:
 - The grant that generated the PI if that grant is open;
 - The most recently awarded open grant if the grant that generated the PI is closed; or
 - The grant year in which the PI was generated if the local government has no open grants.

For purposes of caps on Administration and Planning and on Public Services, the PI is counted in the year it was received by the local government.

Additional information regarding Performance Report requirements under the Consolidated Plan rules is available on HUD's website at:

<http://www.hud.gov/offices/cpd/about/conplan/#reporting>

IDIS Online

IDIS Online incorporates the following changes to the previous version of IDIS to support generation of the PER:

- Identification of the Grant Year(s) which fund each activity
- Name of the local government grantee for each activity
- Two new matrix codes for completion of the Financial Summary:
 - 20A – Planning Only
 - 21J – State Administration

Attachment 2 provides more details about the changes to IDIS, a provision to allow states to submit a file for uploading the names of local government grantees, and procedural guidance for generating the PER from the reporting module in IDIS.

Reporting

The PER consists of two major components:

- Part I, generated from IDIS, including:
 - a Financial Summary showing the financial status of each grant and how spending complies with meeting national objective requirements.
 - an Activity Summary providing a detailed listing of accomplishments for each activity funded under the grant. The Activity Summary is similar to the PR03 report with the addition of the grant year.
- Part II is a Narrative Statement which addresses the use of the CDBG funds, their relationship to the priorities and objectives identified in the Consolidated Plan, and the results and outcomes of the activities supported by the investment of these funds as specified by 24 CFR 91.520. The narrative portion of the PER should address how the state associates accomplishments with a grant when an activity is funded by multiple grant sources. Civil Rights reporting, formerly submitted as Part III of the PER, is now incorporated in the regulatory requirements addressed by Part II. In the narrative report, states will address the racial, ethnic, and economic characteristics of persons assisted. The requirements for Part II of the PER as listed in Attachment 3 of this Notice are unchanged and not affected by the enhancements to IDIS.

The balance of this Notice addresses Part I of the PER.

Part I Reporting

In IDIS, the PER is designated as report number PR28, with separate sections for the Financial Summary and the Activity Summary:

- The Financial Summary reports the sources, uses, expenditures, and program compliance characteristics for each grant. A state will have to generate a separate financial summary for each open grant when submitting its PER. The Financial Summary provides states with the ability to enter various adjustment parameters to data summarized from within IDIS. Adjustments are specific to each grant and are displayed in the report output. Parameter adjustments entered by the states are saved in IDIS and will appear in reports generated by HUD staff. The narrative statement provided in Part II of the PER must provide an explanation for each adjustment parameter entered by the state. Attachment 4A of this Notice provides a description of the various lines included in the Financial Summary. Attachment 4B is an extract listing only the parameter lines which may be entered by the state.
- The Activity Summary lists all activities that were open, or drew funds, or were closed or cancelled during the program year. Each activity listed on the Activity Summary displays the grant year which funds that activity and the list of activities is sorted by grant. Activities funded from more than one grant will be listed once for each source grant. The report thus shows how funds from each open grant have been spent during the program year of the report. States will generate only one Activity Summary as part of their annual PER submission.

(Note: The Activity Summary is currently available only as a “pdf” file which lists all detailed information on 2 pages for each activity. HUD expects to provide the same data in “Excel” format in a future release. The “Excel” file will facilitate analysis of activity data by states and stakeholders. In the interim, similar functionality is available from the PR03 report but without identification of the grant year and without the separate field identifying the name of the local government grantee.)

Legacy Reporting

Data in IDIS may not support reporting by grant for earlier grant years. States should continue with the format and method they have used previously for such “legacy” grants until the final reports for those grants have been submitted. States may continue to use the guidance provided in CPD Notice 07-06(a) in preparing these legacy reports. Note the provisions in Attachment 2 for providing HUD with a file for upload to IDIS listing the name of the local government associated with each activity.

Submission

The PER shall be submitted or made available to the HUD field office and to the Headquarters State and Small Cities Division within 90 days after the close of the state’s program year in accordance with 24 CFR 91.520(a). The state must submit the Part II narrative portion of the PER as well as its traditional submission for any legacy grants not reportable from IDIS. HUD staff will generate the Part I Activity Summary and available Financial Summaries directly from IDIS. The state may submit all PER documents as electronic files; a paper copy is not required.

States must comply with Citizen Participation regulations at 24 CFR 91.115(d) and provide a minimum 15-day period to receive comments from citizens on the performance report before submission to HUD.

Collection of the information in this report is covered under OMB control number 2506-0085.

III. Review of PERs

As part of HUD's review of the State's performance required by 91.525(a), the HUD field office should complete its review of the PER within 60 days of receipt. The State CDBG Representative should use the checklist (Attachment 5) to assist in the review. A copy of the checklist should also be included in the state's official file. State staff may use this checklist to review their PER prior to submission to HUD.

The field office's written report on the performance review required by 91.525(b) will address the adequacy and accuracy of the PER. States will have at least 30 days to review and comment on HUD's report. HUD will make the report, the state's comments and any revisions available to the public within 30 days after receiving the state's comments.

HUD staff will generate the PR28 reports, and PR03 reports as needed, for each open grant and save these electronically or retain hard copies for the state's file. These files may be requested at any time for monitoring, reviews by the OIG and the GAO, or to respond to other inquiries.

Questions related to this Notice should be directed to the Community Planning and Development Division at the state's servicing HUD field office.

Notices are available online at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/cpd

Background, Regulatory References, and Definitions

The Housing and Community Development Act (HCDA) of 1974 (as amended) at section 104(e) and implementing regulations at 24 CFR 570.491 and 24 CFR 91.520 require each grantee under the CDBG Program to submit to HUD a performance and evaluation report concerning the use of grant funds. The report must include an assessment of how such use addresses the objectives identified in the Consolidated Plan. The PER provides information on the proposed and actual accomplishments for each year that the CDBG funds were awarded and includes a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic status of persons assisted), actions taken to affirmatively further fair housing, and other actions indicated in the Strategic Plan and Action Plan.

Regulatory requirements promulgated upon establishment of the State CDBG program in 1981 (originally at 24 CFR 570.497) stipulated that each state shall submit a performance report regarding “its administration of a fiscal year’s allocation...and shall supplement such report annually...until all funds from such year’s allocation have been expended...”. This provided the basis for states’ accounting for grant funds by appropriation rather than by program year. This language was not included when the PER requirements became incorporated in the Consolidated Plan regulation [24 CFR 91] in 1995, but the accounting method for states did not change and reporting by appropriation still applies. Regulations also require tracking of funds by annual grant for the purpose of evaluating public benefit standards [570.482(f)(3)], calculating the 70% overall benefit to low- and moderate-income persons [570.484], and calculating the 20% cap on the maximum allowance for state administrative costs, technical assistance, and overall planning, management and administration [570.489(a)(3)]. Tracking by grant also meets the requirement for calculating the 15% cap on public service activities established at section 105(a)(8) of the Act.

24 CFR 91.520 establishes the Performance reporting requirement under the Consolidated Plan.

24 CFR 91.115(d) requires the state to provide notice to citizens and to make the report available for citizen comment at least 15 days prior to submission to HUD.

24 CFR 91.115(f) requires the performance report to be available to the public, including availability in a form accessible to persons with disabilities, upon request.

24 CFR 91.115(g) requires the state to maintain a record of the report for audit review by citizens, HUD, OIG, GAO and others.

Definitions

- Program Year: The program year is a 12 month period established by the State for administering all of the four formula grant programs (CDBG, HOME, ESG, and HOPWA). The Consolidated Plan program year requirement is specified at 24 CFR 91.10.

- Grant Year: The appropriation year of a grant, also referred to as “fund year”, “funding year”, or “allocation year”. The grant year is the fiscal year of the federal appropriation that funds the grant.
- Grant Number: Each grant is identified by a grant number, which includes a program code, the year of the appropriation, an allocation code, and a grantee identifier code. For example, the grant number for the State CDBG grant for Maryland for fiscal year 2009 is B-09-DC-24-0001 where “B” indicates the CDBG program, “09” is the fiscal year, “DC” indicates the allocation for states’ use in nonentitlement areas, “24” is a code identifier for the state of Maryland, and “0001” is the number of the grant.

The term “grant year” is specific to a funding resource while “program year” refers to a plan performance period. The number of a grant year generally coincides with the number of the program year but they are not the same. For example, a state may designate its 2011 program year as July 1, 2011 through June 30, 2012. The grant for this program year will be from the 2011 appropriation, which covers the federal fiscal year from October 1, 2010 through September 30, 2011. Appropriations bills may not be enacted until well into the fiscal year. A state CDBG grant allocated from the 2011 appropriation will be designated with the number B-11-DC-##-0001.

The PER in IDIS – PR28 Report

Part I of the PER – Financial Summary and Activity Detail

Changes to IDIS

Several features in IDIS Online were designed specifically to meet the requirements of Part I:

- States must enter the “Grant Year” when funding an activity. This change permits the system to report financial data for each grant.
- New matrix codes have been added to identify activities for “Planning Only” and “State Administration”. These categories provide the ability for the system to report financial performance subject to the cap on overall administrative expenses as well as the limitation on the specific set-aside for state administration.
- A new field identifying the name of the state’s local government grantee is now required which will assist in reporting the geographic distribution and location of investments.

Upload of Local Government Names by Activity

HUD has made a provision to upload the names of the states’ local government grantees for each CDBG activity in IDIS. States may provide an electronic file identifying the local government associated with each CDBG activity. Detailed guidance for providing this information is included in a memorandum for all State CDBG grantees dated January 15, 2009. States continue to have the opportunity to provide this information to HUD.

The data file provided by the State must be in Excel format and include a minimum of 2 fields: the IDIS Activity Number and the Name of the Local Government Grantee. Only the name of the local government grantee will be uploaded to IDIS in the new field created for this purpose.

As of the date of this Notice, 12 states have submitted acceptable data upload files. States interested in submitting such a file should contact the Headquarters State and Small Cities Division at 202-708-1322.

(See next page)

Procedure for Generating the PR28 Report

Log into IDIS.

Select the “Reports” tab at the upper right.

Users with a State profile will get a “Report Selection” screen where they can choose to add or edit parameters for the PR28 report. Parameter entries are for the Financial Summary portion of the report and separate parameters are entered for each grant year to be reported. At a minimum, states should make an entry for line 59 “Period specified for benefit: grant years”. (Note: if the state has elected to meet the overall LMI benefit requirement on an annual basis, enter the year in the first block and leave the second block blank.)

After entering parameters, return to the “Report Selection” screen and select the “View Reports” link under the “Reports” menu at the left side of the screen to launch the MicroStrategy reporting application.

Users with a HUD profile go directly to the MicroStrategy application. HUD users cannot add or edit parameter screens, but parameters entered by states will appear on reports generated by HUD users.

When MicroStrategy opens, select the “IDIS” folder, then select the “Shared Reports” folder, then select the “PR28” folder.

“Financial Summary”: select the “Financial Summary” document, then select the state as the grantee and choose the **grant year** to be reported (the selection screen labels this as “Program Year” but the report is for the grant year). Finally, click the “Run Document” button at the bottom of the screen. Upon completion, the report may be printed, saved, or exported as a pdf or Excel file. A separate financial summary is required for each open grant included in the PER.

“Activity Summary”: select the “Activity Summary” document, then select the state as the grantee and choose the **program year** to be reported (unlike the “Financial Summary”, which must be run separately for each grant, the “Activity Summary” only needs to be run once for the program year of the report). Finally, click the “Run Document” button at the bottom of the screen. Upon completion, the report may be printed, saved, or exported as a pdf file (HUD does not recommend exporting the Activity Summary to an Excel file as of the April 2011 release of IDIS).

Part II

STATE CDBG PERFORMANCE/EVALUATION REPORT NARRATIVE REQUIREMENTS

A. Statutory, Regulatory and Other Requirements

Section 104(e) of the Housing and Community Development Act of 1974, as amended, establishes requirements for the content of the performance report. Implementing regulations at 24 CFR 91.520 specify requirements for the annual report on how the grantee has carried out its Strategic Plan and its Action Plan.

The narrative portion of the state's PER must address the following:

- Describe the resources made available,
- The investment of available resources.
- The geographic distribution and location of investments.
- The families and persons assisted (including the racial and ethnic status of persons assisted).
- Activities to address homelessness, chronic homelessness, and persons with special needs.
- Actions taken to affirmatively further fair housing, a summary of impediments, and actions taken to overcome the effects of impediments.
- Actions taken to remove barriers to affordable housing,
- Other actions indicated in the Strategic Plan and the Action Plan.
- Include a comparison of the proposed versus actual outcomes for each outcome measure submitted with the Consolidated Plan and explain, if applicable, why progress was not made toward meeting goals and objectives.

Additional CDBG requirements are:

- Describe the use of CDBG funds during the program year.
- Assess the relationship of that use to the priorities and specific objectives identified in the plan with special attention to the highest priority activities that were identified.
- Specify the nature of and reasons for any changes in program objectives.
- Indicate how the state would change its programs as a result of its experiences.
- Evaluate the extent to which the program benefited low and moderate income persons and include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.
- Evaluate progress toward meeting the goals of providing affordable housing using CDBG funds, including the number and types of households served.

The statute also requires that the report include a summary of any comments concerning the program that have been received from citizens.

B. Summary of Activities and Results from Technical Assistance Funding

(This section is only required for states using CDBG for technical assistance.)

Dark shaded lines are Report labels.
Light shaded lines are calculated by the system from data in IDIS.
Clear lines are Parameter Screen adjustments to be entered by the state.

LINE	LABEL	DESCRIPTION (ALL ENTRIES REFER TO THE GRANT YEAR OF THE REPORT)
Sources of State CDBG Funds		
1	State Allocation	The LOCCS grant amount, including any reallocations (plus or minus) during the life of the grant.
2	Program Income	
3	Program income received in IDIS	Includes: SF [570.489(f)(2)], + RL [570.489(f)(1)], + PI returned to state [570.489(e)(3)(i)] + PI retained by UGLG
4	Adjustment to compute total program income	<i>Optional entry, explain in narrative.</i> Adjustment to line 3 (PI receipts) for any program income not yet received in IDIS.
5	Total program income (sum of lines 3 and 4)	Line 3 + Line 4.
6	Section 108 Loan Funds	<i>Optional entry, explain in narrative.</i>
7	Total State CDBG Resources (sum of lines 1, 5, and 6)	Line 1 + Line 5 + Line 6.
State CDBG Resources by Use		
8	State Allocation	
9	Obligated to recipients	Total funding for this grant except for fund types ‘SF’, ‘PI’, and ‘RL’.
10	Adjustment to compute total obligated to recipients	<i>Optional entry, explain in narrative.</i> May include funds “obligated and announced” but not yet entered in IDIS.
11	Total obligated to recipients (sum of lines 9 and 10)	Line 9 + Line 10. (cannot exceed allocation amount on Line 1.)
12	Set aside for State Administration	Total funding for activities where matrix code = 21J.
13	Adjustment to compute total set aside for State Administration	<i>Line 14 edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i>
14	Total set aside for State Administration (sum of lines 12 and 13)	Line 12 + Line 13. System edits comparing line 14 (set aside) with line 29 (draws) may require parameter entry on line 13.
15	Set aside for Technical Assistance	If TA subfund exists, total TA subfund amount, Otherwise, total funding for activities where matrix code = 19H.
16	Adjustment to compute total set aside for Technical Assistance	<i>Line 17 edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i>
17	Total set aside for Technical Assistance (sum of lines 15 and 16)	Line 15 + Line 16. System edits comparing line 17 (set aside) with line 34 (draws) may require parameter entry on line 16. (Line 17 set aside must be greater than or equal to Line 34 draws.)

LINE	LABEL	DESCRIPTION (ALL ENTRIES REFER TO THE GRANT YEAR OF THE REPORT)
18	State funds set aside for State Administration match	<i>Optional entry, describe in narrative.</i> State matching funds are not tracked in IDIS. Line 18 is not included in the Financial Summary calculations.
19	Program Income. Program income includes IDIS fund types PI, SF and RL. SF and RL are subsets of program income: RL is a revolving loan fund under a local government while SF is a State revolving fund. PI refers to all other program income and IDIS does not differentiate between PI retained by a local government and PI returned to the state. Parameter entries in this section permit the state to report State vs. local PI.	
20	Returned to the state and redistributed	Total funding for activities where fund type = 'SF'.
21	Adjustment to compute total redistributed	<i>System edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i> <i>Include any PI returned to the State and redistributed.</i> System edit: the sum of Lines 22, 25 and 28 must = Line 5.
22	Total redistributed (sum of lines 20 and 21)	Line 20 + Line 21.
23	Returned to the state and not yet redistributed	Sum of 'SF' received and not yet used to fund activities. This should equal total 'SF' received minus amount redistributed on Line 20.
24	Adjustment to compute total not yet redistributed	<i>System edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i> <i>Include any PI returned to the State and not yet redistributed.</i> System edit: the sum of Lines 22, 25 and 28 must = Line 5.
25	Total not yet redistributed (sum of lines 23 and 24)	Line 23 + Line 24.
26	Retained by recipients	Sum of 'PI' received + sum of 'RL' received.
27	Adjustment to compute total retained	<i>System edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i> <i>Subtract all PI returned to the State included on lines 21 & 24.</i> System edit: the sum of Lines 22, 25 and 28 must = total program income amount on Line 5.
28	Total retained (sum of lines 26 and 27)	Line 26 + Line 27.
Expenditures of State CDBG Resources		
29	Drawn for State Administration	Net drawn for activities where matrix code = 21J.
30	Adjustment to amount drawn for State Administration	<i>Optional entry, explain in narrative.</i>
31	Total drawn for State Administration (sum of lines 29 and 30)	Line 29 + Line 30 (Total draws on line 31 may not exceed set-aside on line 14.)
32	Drawn for Technical Assistance	Net drawn for activities where matrix code = 19H.
33	Adjustment to amount drawn for Technical Assistance	<i>Optional entry, explain in narrative.</i>
34	Total drawn for Technical Assistance (sum of lines 32 + 33)	Line 32 + Line 33 (Total draws on line 34 may not exceed set-aside on line 17.)

LINE	LABEL	DESCRIPTION (ALL ENTRIES REFER TO THE GRANT YEAR OF THE REPORT)
35	Drawn for Section 108 Repayments	Net drawn for activities where matrix code is 19F or 19G.
36	Adjustment to amount drawn for Section 108 Repayments	<i>Optional entry, explain in narrative.</i>
37	Total drawn for Section 108 Repayments (sum of line 35 + 36)	Line 35 + Line 36.
38	Drawn for all other activities	Net drawn for activities where matrix code not = to 19F, 19G, 19H, 21J.
39	Adjustment to amount drawn for all other activities	<i>Optional entry, explain in narrative.</i>
40	Total drawn for all other activities (sum of line 38 + line 39)	Line 38 + Line 39.
Compliance with Public Service (PS) Cap [HCDA § 105(a)(8)]		
41	Disbursed in IDIS for PS	Disbursements for Public Services. Net drawn for activities where matrix code = 05*or 03T.
42	Adjustment to compute total disbursed for PS	<i>Optional entry, explain in narrative.</i>
43	Total disbursed for PS (sum of lines 41 and 42)	Line 41 + Line 42.
44	Amount subject to PS cap.	
45	State Allocation (line 1)	Line 1 amount.
46	Program Income Received (= line 5)	All program income received during Program Year. <i>Line 5, same as Line 55.</i>
47	Adjustment to compute total subject to PS cap	<i>Optional entry, explain in narrative.</i> <i>Include State PI not distributed (included on line 24 total).</i>
48	Total subject to PS cap (sum of lines 45-47)	Line 45 + Line 46 + Line 47.
49	Percent of funds disbursed to date for PS (line 43 / line 48)	Line 43 (PS disbursements) divided by Line 48 (amount subject to PS cap). (May not exceed 15%).
Compliance with Planning and Administration (P/A) Cap [24 CFR 570.489(a)(3)]		
50	Disbursed in IDIS for P/A	Net drawn for activities where matrix code = 19A, 19B, 20, 20A, 21A, 21B, 21C, 21D, 21E, 21F, 21G, 21H, 21I, 21J.
51	Adjustment to compute total disbursed for P/A	<i>Optional entry, explain in narrative.</i>
52	Total disbursed for P/A (sum of lines 50 and 51)	Line 50 + Line 51.

LINE	LABEL	DESCRIPTION (ALL ENTRIES REFER TO THE GRANT YEAR OF THE REPORT)
53	Amount subject to P/A cap.	
54	State Allocation (line 1)	Line 1 amount.
55	Program Income Received (= line 5)	All program income received during Program Year. <i>Line 5, same as Line 46.</i>
56	Adjustment to compute total subject to P/A cap	<i>Optional entry, explain in narrative.</i> <i>Include State PI not distributed (included on line 24 total).</i>
57	Total subject to P/A cap (sum of lines 54-56)	Line 54 + Line 55 + Line 56.
58	Percent of funds disbursed to date for P/A (line 52 / line 57)	Line 52 (P/A disbursements) divided by Line 57 (amount subject to P/A cap). (May not exceed 20%).
Compliance with Overall Low and Moderate Income Benefit [24 CFR 570.484]		
59	Period specified for benefit: grant years	<i>Parameter screen entry required.</i> One, two, or three grant years (must be consecutive) should be specified as certified in Con Plan. The overall low/mod benefit is calculated separately for each grant year specified.
60	Final PER for compliance with the overall benefit test:	<i>Parameter screen entry required.</i> (“Yes” or “No”) An answer of Yes is valid only if all funds in each grant identified on line 59 have been expended.
61	Benefit LMI persons and households	For each grant year specified in line 59: sum of draws for activities where national objective = (LMA*, LMC*, LMJ*, LMH*) <u>minus</u> Line 71 (noncountable) amount.
62	Benefit LMI, 108 activities	<i>Optional entry, explain in narrative.</i>
63	Benefit LMI, other adjustments	<i>Optional entry, explain in narrative.</i>
64	Total, Benefit LMI (sum of lines 61-63)	Line 61 + Line 62 + Line 63. Total LMI expenditures.
65	Prevent/Eliminate Slum/Blight	For each grant year specified in line 59: net drawn for activities where national objective = SB(A,S,R).
66	Prevent Slum/Blight, 108 activities	<i>Optional entry, explain in narrative.</i>
67	Total, Prevent Slum/Blight (sum of lines 65 and 66)	Line 65 + Line 66. Total Slum/Blight expenditures.
68	Meet Urgent Community Development Needs	For each grant year specified in line 59: net drawn for activities where national objective = URG.
69	Meet Urgent Needs, 108 activities	<i>Optional entry, explain in narrative.</i>
70	Total, Meet Urgent Needs (sum of lines 68 and 69)	Line 68 + Line 69. Total Urgent Need expenditures.

LINE	LABEL	DESCRIPTION (ALL ENTRIES REFER TO THE GRANT YEAR OF THE REPORT)
71	Acquisition, New Construction, Rehab/Special Areas noncountable	Amount of LMH expenditures not countable as LMI benefit. Includes consideration of CDFIs and CRSAs. Ref: 24 CFR 570.484(b)(4), 570.483(b)(3), 570.483(e)(4)&(5).
72	Total disbursements subject to overall low and moderate income benefit (sum of lines 64, 67, 70, and 71)	Line 64 (total LMI) + Line 67 (total S/B) + Line 70 (total URG) + Line 71 (noncountable). Total expenditures for LMI compliance.
73	Low and moderate income benefit (line 64 / line 72)	Line 64 (total LMI) divided by Line 72 (LMI compliance expenditures). (Must be greater than or equal to 70% in period specified for benefit on line 59.)
74	Other disbursements	
75	State Administration	For each grant year specified in Line 59: net drawn for activities where matrix code = 21J.
76	Technical Assistance	For each grant year specified in Line 59: net drawn for activities where matrix code = 19H.
77	Local Administration	For each grant year specified in Line 59: net drawn for activities where matrix code = 19A, 19B, 20, 21A, 21B, 21C, 21D, 21E, 21F, 21G, 21H, 21I.
78	Section 108 Repayments	For each grant year specified in Line 59: net drawn for activities where matrix code = 19F or 19G.

Dark shaded lines are Report labels.
Clear lines are Parameter Screen adjustments to be entered by the state.

LINE	LABEL	DESCRIPTION (ALL ENTRIES REFER TO THE GRANT YEAR OF THE REPORT)
Sources of State CDBG Funds		
2	Program Income	
4	Adjustment to compute total program income	<i>Optional entry, explain in narrative.</i> Adjustment to line 3 (PI receipts) for any program income not yet received in IDIS.
6	Section 108 Loan Funds	<i>Optional entry, explain in narrative.</i>
State CDBG Resources by Use		
8	State Allocation	
10	Adjustment to compute total obligated to recipients	<i>Optional entry, explain in narrative.</i> May include funds “obligated and announced” but not yet entered in IDIS.
13	Adjustment to compute total set aside for State Administration	<i>Line 14 edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i>
16	Adjustment to compute total set aside for Technical Assistance	<i>Line 17 edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i>
18	State funds set aside for State Administration match	<i>Optional entry, describe in narrative.</i> State matching funds are not tracked in IDIS. Line 18 is not included in the Financial Summary calculations.
19	Program Income. Program income includes IDIS fund types PI, SF and RL. SF and RL are subsets of program income: RL is a revolving loan fund under a local government while SF is a State revolving fund. PI refers to all other program income and IDIS does not differentiate between PI retained by a local government and PI returned to the state. Parameter entries in this section permit the state to report State vs. local PI.	
21	Adjustment to compute total redistributed	<i>System edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i> <i>Include any PI returned to the State and redistributed.</i> System edit: the sum of Lines 22, 25 and 28 must = Line 5.
24	Adjustment to compute total not yet redistributed	<i>System edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i> <i>Include any PI returned to the State and not yet redistributed.</i> System edit: the sum of Lines 22, 25 and 28 must = Line 5.
27	Adjustment to compute total retained	<i>System edits may require entry, otherwise optional.</i> <i>Explain in narrative.</i> <i>Subtract all PI returned to the State included on lines 21 & 24.</i> System edit: the sum of Lines 22, 25 and 28 must = total program income amount on Line 5.

Expenditures of State CDBG Resources		
30	Adjustment to amount drawn for State Administration	<i>Optional entry, explain in narrative.</i>
33	Adjustment to amount drawn for Technical Assistance	<i>Optional entry, explain in narrative.</i>
36	Adjustment to amount drawn for Section 108 Repayments	<i>Optional entry, explain in narrative.</i>
39	Adjustment to amount drawn for all other activities	<i>Optional entry, explain in narrative.</i>
Compliance with Public Service (PS) Cap [HCDA § 105(a)(8)]		
42	Adjustment to compute total disbursed for PS	<i>Optional entry, explain in narrative.</i>
44	Amount subject to PS cap.	
47	Adjustment to compute total subject to PS cap	<i>Optional entry, explain in narrative.</i> <i>Include State PI not distributed (included on line 24 total).</i>
Compliance with Planning and Administration (P/A) Cap [24 CFR 570.489(a)(3)]		
51	Adjustment to compute total disbursed for P/A	<i>Optional entry, explain in narrative.</i>
53	Amount subject to P/A cap.	
56	Adjustment to compute total subject to P/A cap	<i>Optional entry, explain in narrative.</i> <i>Include State PI not distributed (included on line 24 total).</i>
Compliance with Overall Low and Moderate Income Benefit [24 CFR 570.484]		
59	Period specified for benefit: grant years	<i>Parameter screen entry required.</i> One, two, or three grant years (must be consecutive) should be specified as certified in Con Plan. The overall low/mod benefit is calculated separately for each grant year specified.
60	Final PER for compliance with the overall benefit test:	<i>Parameter screen entry required.</i> (“Yes” or “No”) An answer of Yes is valid only if all funds in each grant identified on line 59 have been expended.
62	Benefit LMI, 108 activities	<i>Optional entry, explain in narrative.</i>
63	Benefit LMI, other adjustments	<i>Optional entry, explain in narrative.</i>
66	Prevent Slum/Blight, 108 activities	<i>Optional entry, explain in narrative.</i>
69	Meet Urgent Needs, 108 activities	<i>Optional entry, explain in narrative.</i>

STATE CDBG PER CHECKLIST

A. *General Information*

1. Did the state submit its report within 90 days after the close of its program year?
Yes No
2. If no to question 1, what was the state's reason for missing the submission date?
Enter the actual date of the submission
3. Is there a report for each allocation that is open?
Yes No
4. Is there a Part II Narrative attached, including outcome performance measurement information?
Yes No
5. Is a Civil Rights Section included in the narrative?
Yes No
6. Are parameter adjustments to the Financial Status section of the report explained in the narrative?
Yes No
7. Is the amount budgeted for technical assistance within the statutory limit (not more than 3% for state administration and technical assistance combined)?
Yes No
8. Does the PER for each allocation contain all of the information as required by the Act?
Yes No
9. If the answer to question 8 is no, identify in an attachment the additional information you requested the state to submit and indicate the date by which the information must be submitted.

B. Financial Status Section

Review each allocation to determine if the financial information on the allocation is correct. Use the space provided to respond to any negative answers.

1. Is the amount of the allocation consistent with the state's grant award?
Yes No
2. Is program income accurately accounted for on the report?
Yes No
3. Is the amount obligated to recipients equal to or less than the total allocation plus any program income the state distributed?
Yes No
4. Is the amount drawn down equal to or less than the amount obligated to recipients?
Yes No
5. Is the amount budgeted for state administration within the statutory limit (not more than \$100,000 plus 3% of [the annual grant +PI + reallocated funds]) for state administration and technical assistance combined?
Yes No
6. Is the timeframe selected for meeting the principal benefit test (Line 59 of the Financial Summary) consistent with the period specified in the state's Consolidated Plan certification?
Yes No
7. Does the state's data meet the principal benefit test required by the Act?
Yes No

(Refer to Chapter 4 of the CPD Monitoring Handbook 6509.2, Exhibit 4-3, for more information on calculating the state's percentage in meeting the principal benefit test. See: <http://www.hud.gov/offices/adm/hudclips/handbooks/cpdh/6509.2/index.cfm>)