

## **Appendix B: IDIS Code Definitions**

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## B.2 Accomplishment Codes

This code is entered on the Setup Activity screen, C04MA04.

- 1 People (Used for Public Service activities.)
- 2 Youth
- 3 Elderly
- 4 Households (Used for Housing activities.)
- 5 Large households
- 6 Small households
- 7 Elderly households
- 8 Businesses
- 9 Organizations
- 10 Housing units
- 11 Public facilities (Used for Public Facilities and Public Improvements.)
- 12 Feet of Public Utilities
- 13 Jobs
- 14 Loans
- 15 Low/Mod Persons
- 16 Low/Mod Jobs

## B.3 HUD Matrix Codes

When you enter this code, you provide detailed information to HUD regarding the expenditure of funds. (In turn, the code determines your setup path.) Some codes are program specific, but most are not. Try to select the most specific code you can (for example use code 05L [Child Care Services] instead of 05 [Public Services].) For detailed information on HUD Matrix Codes refer to the *Definitions of IDIS Matrix Codes* document at the IDIS Web Site ([www.hud.gov/cpd/idisweb.html](http://www.hud.gov/cpd/idisweb.html)).

HUD Code	HUD Code Title	Regulation Citation
01	Acquisition of Real Property	570. 201(a)
02	Disposition	570. 201(b)
03	Public Facilities and Improvements (General)	570. 201(c)
03A	Senior Centers	570. 201(c)
03B	Handicapped Centers	570. 201(c)
03C	Homeless Facilities (not operating costs)	570. 201(c)
03D	Youth Centers	570. 201(c)
03E	Neighborhood Facilities	570. 201(c)
03F	Parks, Recreational Facilities	570. 201(c)
03G	Parking Facilities	570. 201(c)
03H	Solid Waste Disposal Improvements	570. 201(c)
03I	Flood Drain Improvements	570. 201(c)
03J	Water/Sewer Improvements	570. 201(c)
03K	Street Improvements	570. 201(c)
03L	Sidewalks	570. 201(c)
03M	Child Care Centers	570. 201(c)
03N	Tree Planting	570. 201(c)
03O	Fire Stations/Equipment	570. 201(c)
03P	Health Facilities	570. 201(c)
03Q	Abused and Neglected Children Facilities	570. 201(c)
03R	Asbestos Removal	570. 201(c)
03S	Facilities for AIDS Patients (not operating costs)	570. 201(c)
03T	Operating Costs of Homeless/AIDS Patients Programs	
04	Clearance and Demolition	570. 201(d)
04A	Clean-up of Contaminated Sites	570. 201(d)
05	Public Services (General)	570. 201(e)
05A	Senior Services	570. 201(e)
05B	Handicapped Services	570. 201(e)
05C	Legal Services	570. 201(E)
05D	Youth Services	570. 201(e)
05E	Transportation Services	570. 201(e)
05F	Substance Abuse Services	570. 201(e)
05G	Battered and Abused Spouses	570. 201(e)
05H	Employment Training	570. 201(e)
05I	Crime Awareness	570. 201(e)
05J	Fair Housing Activities (if CDBG, then subject to	570. 201(e)
05K	Tenant/Landlord Counseling	570. 201(e)
05L	Child Care Services	570. 201(e)
05M	Health Services	570. 201(e)
05N	Abused and Neglected Children	570. 201(e)
05O	Mental Health Services	570. 201(e)
05P	Screening for Lead-Based Paint/Lead Hazards Poison	570. 201(e)
05Q	Subsistence Payments	570. 204
05R	Homeownership Assistance (not direct)	570. 204
05S	Rental Housing Subsidies (if HOME, not part of 5%	570. 204
05T	Security Deposits (if HOME, not part of 5% Admin c	
06	Interim Assistance	570. 201(f)

07	Urban Renewal Completion	570. 201(h)
08	Relocation	570. 201(i)
09	Loss of Rental Income	570. 201(j)
10	Removal of Architectural Barriers	570. 201(k)
11	Privately Owned Utilities	570. 201(l)
12	Construction of Housing	570. 201(m)
13	Direct Homeownership Assistance	570. 201(n)
14A	Rehab; Single-Unit Residential	570. 202
14B	Rehab; Multi-Unit Residential	570. 202
14C	Public Housing Modernization	570. 202
14D	Rehab; Other Publicly-Owned Residential Buildings	570. 202
14E	Rehab; Publicly or Privately-Owned Commercial/Indu	570. 202
14F	Energy Efficiency Improvements	570. 202
14G	Acquisition - for Rehabilitation	570. 202
14H	Rehabilitation Administration	570. 202
14I	Lead-Based/Lead Hazard Test/Abate	570. 202
15	Code Enforcement	570. 202(c)
16A	Residential Historic Preservation	570. 202(d)
16B	Non-Residential Historic Preservation	570. 202(d)
17A	CI Land Acquisition/Disposition	570. 203(a)
17B	CI Infrastructure Development	570. 203(a)
17C	CI Building Acquisition, Construction, Rehabilitat	570. 203(a)
17D	Other Commercial/Industrial Improvements	570. 203(a)
18A	ED Direct Financial Assistance to For-Profits	570. 203(b)
18B	ED Technical Assistance	570. 203(b)
18C	Micro-Enterprise Assistance	
19A	HOME Admin/Planning Costs of PJ (not part of 5% Ad	
19B	HOME CHDO Operating Costs (not part of 5% Admin ca	
19C	CDBG Non-profit Organization Capacity Building	
19D	CDBG Assistance to Institutes of Higher Education	
19E	CDBG Operation and Repair of Foreclosed Property	
19F	Planned Repayment of Section 108 Loan Principal	
19G	Unplanned Repayment of Section 108 Loan Principal	
19H	State CDBG Technical Assistance to Grantees	
20	Planning	570. 205
21A	General Program Administration	570. 206
21B	Indirect Costs	570. 206
21D	Fair Housing Activities (subject to 20% Admin cap)	570. 206
21E	Submissions or Applications for Federal Programs	570. 206
21F	HOME Rental Subsidy Payments (subject to 5% cap)	
21G	HOME Security Deposits (subject to 5% cap)	
21H	HOME Admin/Planning Costs of PJ (subject to 5% cap)	
21I	HOME CHDO Operating Expenses (subject to 5% cap)	
22	Unprogrammed Funds	
31	HOPWA	
31A	HOPWA Grantee Activity	
31B	HOPWA Grantee Administration	
31C	HOPWA Project Sponsor Activity	
31D	HOPWA Project Sponsor Administration	

## Definitions of IDIS Matrix Codes

The Office of Community Planning and Development is providing this document for your use when working with IDIS. These codes are used to describe the nature of the activity being funded by HUD. The code descriptions are written in easy-to-understand language and contain specific examples.

## Acquisition and Disposition

### 01 Acquisition

An activity should be coded as Acquisition if CDBG funds will be used only for the acquisition of property for a public purpose. This code is frequently used for the acquisition of property on which a public facility or public improvement will be constructed using other funds, or for the acquisition of property on which housing will be constructed using other funds. **NOTE:** Sometimes it will be necessary to include demolition and relocation expenditures under this category because the grantee will not be able to distinguish these funds from those used for acquisition.)For example, if land is acquired for the development of a senior center and CDBG funds will be used only for acquisition of the property, code the activity as 01. If the property will be acquired and CDBG funds will be used for constructing or rehabilitating a senior center, code the activity 03A, Senior Centers, rather than 01. However, if grantees group acquisition with relocation or disposition, the activity can be coded as acquisition (as this is usually the most expensive portion). When CDBG funds are used to acquire housing that will also be rehabilitated with CDBG funds, code 14G, Acquisition for Rehabilitation, should be used. Use code 17A, Commercial/Industrial Land Acquisition Disposition, if the grantee or subrecipient will acquire land, clear structures, or package land for the purpose of creating an industrial park or encouraging commercial or industrial redevelopment. For the HOME program, use this code for the acquisition of a structure that does not require rehabilitation and that will be used to provide affordable rental housing or homeownership units. Use code 14G for the acquisition of a structure that requires rehabilitation and will be used to provide affordable rental housing or homeownership units. Use code 12 for the acquisition of land on which new housing will be constructed using HOME funds.

ESG funds cannot be used for acquisition activities.

## 02 Disposition

Disposition can occur through the sale, lease, or donation of property acquired with CDBG funds or under urban renewal. Communities ordinarily use this term to describe costs that are incidental to disposing or transferring real property acquired with CDBG funds, and to describe the costs of temporarily maintaining properties pending disposition (for example, legal service, financial service, appraisal survey, and transfer of ownership costs).

## Public Facilities and Improvements

CDBG, HOPWA, and ESG funds may be used by the grantee or other public or private non-profit entities for public facilities and improvements.

**The matrix codes listed below should be used when the grantee includes the cost of acquiring real property with the cost of construction or rehabilitation of a public facility or improvement.**

(If CDBG funds will **only** be used to acquire property for a public facility, use the Acquisition code, 01.) Examples of public facilities include senior, handicapped, youth, or neighborhood centers, shelters for the homeless, and child care centers. Infrastructure improvements include street, sidewalk, water, sewer, flood, and drainage improvements. Finally, commercial and industrial improvements undertaken by the grantee or a subrecipient for economic development purposes should be coded 17A, 17B, 17C, or 17D, as appropriate.

## 03 Public Facilities and Improvements

This is the general code for public facilities. This code should not be used unless the activity does not fall under a more specific category.

### 03A Senior Centers

Use code 03A for the construction or rehabilitation of senior citizen centers. A facility described as serving "senior citizens and the disabled" may be classified under this category; however, if the facility is intended **primarily** to serve persons with disabilities, the facility should be classified under 03B, Centers for the Disabled/Handicapped. (If the activity involves rehabilitation of a building to provide permanent housing for the elderly, the activity should be coded in the 14 series, Housing; if the activity involves new construction of such permanent housing, it should be classified under code 12, Construction of Housing.)

### **03B Centers for the Disabled/Handicapped**

Use code 03B for construction or rehabilitation of group homes or centers for the disabled. (As noted above, if the activity involves rehabilitation of a building to provide permanent housing, it should be coded in the 14 series, Housing; if the activity involves new construction of such permanent housing, it should be classified under code 12, Construction of Housing.)

### **03C Homeless Facilities (Not Operating Costs)**

Use code 03C for construction, conversion, renovation, or rehabilitation of shelters for the homeless, including shelters for battered spouses. This code should also be used for transitional housing and SROs (single room occupancy units) for the homeless that are funded by CDBG.

**NOTE:** Transitional housing for homeless persons should be coded 03C for CDBG-funded activities. However, for activities funded by other programs, transitional housing and SROs may be coded under the 14 series, as housing rehabilitation. ESG funds may not be used for new construction.

Centers for abused children should be coded under 03Q, Abused and Neglected Children's Facilities.

### **03D Youth Centers/Facilities**

This refers to facilities that will be used primarily to provide services for teenage youth (ages 13 to 19). This includes playground and recreation facilities that are a part of youth centers/facilities. Facilities for children ages 0 to 12 should be coded as 03M, Child Care Centers/ Facilities for Children.

### **03E Neighborhood Facilities**

Use code 03E for structures that will be used for social services or for multiple purposes, including recreation, and that are principally designed to serve a neighborhood. Such facilities may include libraries and public schools.

### **03F Parks, Recreational Facilities**

Use code 03F whenever the activity involves developing an open space area or a facility to be used principally for recreation purposes.



### **03G Parking Facilities**

This code should be used for off-street parking lots and parking garages. If on-street parking is included as part of a street improvement program, the activity should be recorded as street improvements, unless the proposed description of the activity or the accomplishments clearly indicate that the purpose of the activity will be primarily to improve parking. If a parking addition/improvement is the major component of improvements made to a neighborhood facility or other facility under the 03 series, the activity should be classified under 03G as a parking improvement.

### **03H Solid Waste Disposal Facilities**

This code should be used for any activity that describes the construction and/or rehabilitation of solid waste disposal facilities.

### **03I Flood and Drainage Facilities**

This code should be used for those activities that the grantee indicates will be used for flood control or irrigation (e.g., retention ponds or catch basins). This code does not include storm sewers, street drains, or storm drains. When in doubt, use 03J for water/sewer improvements and 03K for street drains and storm drains.

### **03J Water/Sewer Improvements**

Water/Sewer Improvements include installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. All water/sewer projects undertaken with only minor or no street improvements should be coded as 03J. Repaving of streets is generally required as part of the installation of water/sewer improvements. However, if the activity is primarily for the purpose of street improvements but involves some water/sewer improvements, the activity should be coded as 03K, Street Improvements. For example, an activity that involves paving 6 blocks of Main Street and installing 100 feet of new water lines in one of those blocks should be classified under 03K. Activities classified under the 03J code generally should not include flood and drainage facilities; flood and drainage facilities should be classified under 03I.

### **03K Street Improvements**

A street improvement project may include street drains, storm drains, curb and gutter work, tunnels, bridges, and the installation of street lights or signs. If sidewalks and trees will be installed as a peripheral part of a street improvement, the activity should still be coded as Street Improvements. Street improvements that include landscaping, street lights, and/or street signs (commonly referred to as “streetscapes”) should also be coded 03K.

See also the discussion above in 03J, Water/Sewer Improvements.

### **03L Sidewalks**

Use this code when an activity is for the purpose of sidewalk improvements. Sidewalk improvements that include the installation of trash receptacles, trees, benches, and lighting should also be coded under 03L.

### **03M Child Care Centers/Facilities for Children**

Examples of these include daycare centers and Head Start pre-school centers.

### **03N Tree Planting**

Activities that are limited to tree planting (sometimes referred to as "beautification") should be coded under 03N. As noted under 03K and 03L, tree planting included as part of a streetscape activity should be coded 03K, and tree planting included as part of sidewalks should be coded 03L.

### **03O Fire Station/Equipment**

In addition to the construction or rehabilitation of a fire station, this category includes the purchase of fire trucks, ambulances, and rescue equipment.

### **03P Health Facilities**

This code includes both physical and mental health facilities. If the facility is more accurately classified under another category, such as one for Abused and Neglected Children (03Q), it should be classified as such.

### **03Q Abused and Neglected Children's Facilities**

Use this code when the activity includes daycare, treatment, or temporary housing for abused and neglected children.

### **03R Asbestos Removal**

Use this code when the primary goal of the improvement to any public facility is to remove asbestos.

### **03S Facilities for AIDS Patients (Not Operating Costs)**

Construction or rehabilitation of buildings for treatment or temporary housing for people who are HIV positive or who have AIDS. If the facility is for AIDS education and prevention, the facility should be categorized under Health Facilities (03P).

### **03T Operating Costs of Homeless/AIDS Patients Programs**

Use this code for operating expenses of ESG-funded emergency shelters. This code includes all costs associated with the operation of facilities (such as utilities, maintenance, and insurance) for homeless persons and/or AIDS patients. (NOTE: If this code is used for a CDBG-assisted activity, the activity will be included in the public service calculation, because the use of CDBG funds to pay for the cost of operating homeless/AIDS patients programs is a public service.)

## **Public Services**

Examples of public services activities include CDBG-assisted programs for drug and alcohol counseling, meals-on-wheels, daycare, and Head Start; ESG-funded essential services; and HOPWA-funded supportive services. Care should be taken to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A. Rental of a facility for a service is considered part of delivery of the service and should be coded as a public service. Public service activities also include the cost of operating and maintaining that portion of a facility in which a service is located. Generally, if the activity is restricted to one client group such as the elderly, use the code for that client group; for example, use code 05A for Senior Services. Exceptions to this rule occur when considering employment services and substance abuse services. A grantee may code an activity such as youth employment services as either 05D, Youth Services, or 05H, Employment Training.

### **05 Public Services (General)**

**Do not use this code unless the activity cannot be classified under a more specific activity code.**

Public service activities include housing referral and counseling services, neighborhood cleanup, homeownership counseling, food distribution (food bank services), health education, or rape prevention education. General or unspecified homeless services, including those described as essential or supportive services, may also be assigned this activity code. Use this code for **essential services** provided by the ESG Program, unless a more specific activity code can be assigned.

## **05A Senior Services**

Use code 05A for services that will be provided to elderly persons (e.g., meals-on-wheels, dial-a-ride). Also use this code for services provided for victims of Alzheimer's disease. (Code 05A, Senior Services, or 05B, Services for the Disabled, may be used for activities that will provide services for both senior citizens and persons with disabilities if the activity is not intended primarily to serve one group rather than the other.)

## **05B Services for the Disabled**

**(Previously Referred to as Handicapped Services)**

Use this code to indicate services for persons with disabilities, regardless of age.

## **05C Legal Services**

Includes programs that provide legal aid to low- and moderate-income persons. If legal services are solely to settle tenant/landlord disputes, use code 05K.

## **05D Youth Services**

Use code 05D for services for teenagers (ages 13 to 19) that include, for example, recreational services limited to teenagers or a teen counseling program. If a counseling program is targeted for youth but includes counseling for the family as well, it may still be classified as a youth service if the focus is on counseling for youth. However, use 05L, Child Care Services, for services for children up to age 13, and 05N, Abused and Neglected Children, for services for abused children.

## **05E Transportation Services**

Use this code for transportation services. Transportation services for a specific client group should be classified under the code for that client group; for example, use code 05A, Senior Services, for transportation services for the elderly.

## **05F Substance Abuse Services**

Use this code for substance abuse recovery programs as well as prevention/education activities.

## **05G Battered and Abused Spouses**

Use this code only for programs serving adults or families. If the activity is limited to serving abused and neglected children, classify the activity under 05N, Abused and Neglected Children.

## **05H Employment Training**

Use this code for assistance that increases self-sufficiency. This includes literacy, independent living skills, job training, and employment service activities. These activities may be administered by the grantee or a subrecipient, such as a social service agency. When financial assistance will be used to provide job training for the creation of a permanent job (or jobs) with a specific business (or businesses), use code 18A, Economic Development Direct: Direct Financial Assistance to For-Profit Business.

## **05I Crime Awareness/Prevention**

Use this code for any program that promotes these goals, including crime prevention education programs and paying for security guards.

## **05J Fair Housing Activities**

**(If CDBG, subject to 15 percent public service cap)**

Use this code for fair housing services (e.g., counseling on housing discrimination) when the grantee indicates that a national objective will be met. Use code 21D when a national objective is not stated.

## **05K Tenant/Landlord Counseling**

Use this code for counseling provided to help prevent or settle disputes that occur between tenants and landlords.

## **05L Child Care Services**

Use this code for services that will benefit children (generally under age 13), including parenting skills classes. However, services exclusively for abused and neglected children should be classified under 05N, Abused and Neglected Children.

## **05M Health Services**

Health services activities include operation of neighborhood clinics, post-rape counseling, vermin abatement services (also known as "vector control"), and other activities designed to serve the health needs of residents. (Exception: Mental health services, which should be classified under 05O.)

## **05N Abused and Neglected Children**

Use this code for daycare or other services exclusively for abused and neglected children.

## 05O Mental Health Services

Use this code for activities designed to address the mental health needs of residents of the community.

## 05P Screening for Lead-Based Paint/Lead Hazards Poisoning

Use this code for activities designed primarily to provide screening for (not removal of) lead-based paint and other lead poisoning hazards.

## 05Q Subsistence Payments

For CDBG, this code should only be used for activities designed to provide one-time or short-term (no more than three months) emergency grant payments on behalf of an individual or family, generally for the purpose of preventing homelessness. Examples include use of CDBG funds to prevent the loss of utilities, or payment of rent/mortgage to prevent eviction. For other programs, this code may be used for activities that provide tenant subsidies and other payments for expenses **other than** rent or security deposits. If payments are only for rent, code as 05S, Rental Housing Subsidies (HOME Tenant-Based Rental Assistance). Payments for security deposits should be coded 05T, Security Deposits (if HOME, not part of 5 percent Administration cap).

For ESG, this code should be used for projects that provide **a range** of homeless prevention assistance, including short-term subsidies to defray rent and utility arrearages for families, security deposits or first month's rent, payments to prevent foreclosure on a home, mediation and legal services, and other similar programs.

## 05R Homeownership Assistance (Not Direct)

CDBG: Prior to December 11, 1995, this category should be used for homeownership assistance carried out as a public service. Examples include write-down of mortgage costs, payment of closing costs, and downpayment assistance. When carried out as a public service, generally the recipients are not 100 percent low- and moderate-income. The national objective should be shown as LMH. Effective December 11, 1995, homeownership under 05R is limited to only homebuyer downpayment assistance, and the activity must use the LMH (housing) national objective. (NOTE: Homeownership assistance provided by the authority of the National Affordable Housing Act should be classified under code 13, Direct Homeownership Assistance.)

### **05S Rental Housing Subsidies (HOME Tenant-Based Rental Assistance)**

Use this code for tenant subsidies exclusively for rental payments, including HOME Tenant-Based Rental Assistance. Under CDBG, effective December 11, 1995, an activity to provide assistance for this purpose must be carried out by a community-based development organization (CHDO); prior to December 11, 1995, the activity must have been carried out by an eligible subrecipient under 570.204. For ESG, this code should be assigned to homeless prevention projects that only provide rental subsidies.

### **05T Security Deposits**

For all programs, use this code for activities exclusively providing security deposits as a form of tenant subsidy.

### **03T Operating Costs of Homeless/AIDS Patients Programs**

If this code is used for a CDBG-assisted activity, the activity will be included in the public service calculation, because the use of CDBG funds to pay for the cost of operating homeless/AIDS patients programs is a public service. (NOTE: If this code will be used for an ESG-funded emergency shelter, the activity will be considered a public facility/service.) This code includes all costs associated with the operation of facilities (such as utilities, maintenance, insurance) for homeless persons and/or AIDS patients.

## **Housing**

Housing includes new construction, rehabilitation, and delivery costs. For CDBG, housing rehabilitation includes "handy-person," paint, smoke detector, and lock installation programs as well as water and sewer connections to housing. (Landscaping may be included as part of a rehabilitation project when performed in conjunction with other rehabilitation activities.) Code 14A should be used for single-family housing, and 14B should be used for privately owned multi-family rehabilitation. For CDBG, the rehabilitation of facilities or shelters for homeless persons may not be coded under the 14 series. The construction or rehabilitation of homeless shelters and group homes is not generally considered housing; rather, it is considered "public facilities" under the CDBG program. However, for programs designed to provide permanent housing for homeless persons (rather than temporary shelter), such rehabilitation may be coded under the 14 series. For CDBG housing service expenses under 201K, which is restricted to assisting HOME projects, use the codes that apply to the particular HOME projects.

### **12 Construction of Housing**

Use code 12 for the construction of new housing, including the acquisition of the land on which the housing will be constructed. ESG funds may not be used for the construction of housing.

### **13 Direct Homeownership Assistance**

Under the HOME program, use this code for homeownership assistance. Under the CDBG program, assistance provided to facilitate homeownership may be in the form of subsidizing interest rates and mortgage principal amounts, payment of closing costs and downpayment assistance for low- and moderate-income homebuyers, acquiring guarantees for mortgage financing from private lenders, and financing the acquisition by low- and moderate-income persons of housing they already occupy. The assistance may be provided by the grantee or through a subrecipient, and the LMH (housing) national objective should be used. However, if all recipients are not low- or moderate-income persons, the activity must be classified 05R, Homeownership Assistance, Not Direct.

### **14A Rehabilitation: Single-Unit Residential**

This category includes loans and grants for the rehabilitation of privately owned homes.

**NOTE:** Under CDBG, single family means one-unit structures.

### **14B Rehabilitation: Multi-Unit Residential**

For CDBG, this category includes the rehabilitation of buildings with two or more residential units. Under the CDBG program, grantees may use 14B for SROs that will provide permanent housing for low- and moderate-income persons, including the elderly or persons with disabilities. SROs intended to provide temporary or transitional housing for homeless persons should be classified under the 03 series, Public Facilities and Improvements, rather than under the 14 series.

### **14C Public Housing Modernization**

This type of activity includes the rehabilitation of housing units owned/operated by a public housing authority (PHA) or an Indian housing authority (IHA).

### **14D Rehabilitation: Other Publicly Owned Residential Buildings**

This type of activity includes housing that is owned by a public entity other than a PHA or an IHA. This category may include SROs that are owned by a public entity other than a PHA or IHA. (CDBG: As discussed under 14B above, if the SROs are to provide permanent housing for low-income persons, including the elderly or handicapped persons, they may be classified under 14D if they are owned by a public entity other than a PHA or IHA. If such SROs are intended to provide temporary shelter or transitional housing for homeless persons, they should be classified under the 03 series, Public Facilities and Improvements, rather than under the 14 series.)



## **14F Energy Efficiency Improvements**

Code 14F should be used only when it is clear that the activity being funded is a rehabilitation program for the sole purpose of promoting energy efficiency (e.g., a weatherization program). If an activity will provide energy-efficiency improvements for public housing units or other publicly owned residential buildings, it should be classified as 14C or 14D, as appropriate.

## **14G Acquisition For Rehabilitation**

CDBG: Use code 14G when property is acquired in order that it may be rehabilitated for housing. (Use codes 01 or 17A for other acquisition activities.) 14G may be used to reflect the cost of only the acquisition if the rehabilitation costs will be paid from another source, or it may also include both the costs of acquisition and rehabilitation if the cost of the rehabilitation is also paid with CDBG funds.

For the HOME program, use this code for the acquisition of a structure that requires rehabilitation and will be used to provide affordable rental housing or homeownership units.

## **14H Rehabilitation Administration**

Use this code for all activity delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples of these include architectural, engineering, appraisal, and other professional services; preparation of work specifications and work write-ups; loan processing and loan origination fees; surveys, site, and utility plans; application processing; and other fees involving housing rehabilitation. The costs of administering one or more rehabilitation programs may be classified as separate activities or they may be included as part of the total cost of each rehabilitation activity. Similarly, activities such as "rehabilitation counseling" may be included as part of housing rehabilitation activities coded 14A -14D and 14F. When housing rehabilitation administration is classified in the 14 series, a national objective must be identified. However, housing rehabilitation administration may be included under General Program Administration, code 21, without a national objective being identified. If classified in this manner, though, the activity will be included under the 20 percent Planning and Administration cap.

## **14I Lead-Based Paint/Lead Hazard Test/Abatement**

Use this code when the primary goal of a housing rehabilitation activity is for lead-based paint and hazard evaluation and reduction.

**16A Residential Historic Preservation**

This code should only be used for the rehabilitation of historic residential structures.

**19A Do not use this code for new activities**

Refer to code 21H, Funding of Admin/Planning Costs of PJ.

**19B Do not use this code for new activities**

Refer to code 21I, Funding of CHDO Operating Costs

**Commercial/Industrial Improvements by Grantee or Non-Profit**

These codes may be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under this series, CDBG funds are not given to a specific for-profit business or businesses. Assistance to for-profits for economic development projects should be classified under the 18 series.

**17A Commercial/Industrial Land Acquisition/Disposition**

Use code 17A if the grantee or subrecipient will acquire land, clear structures, or package commercial or industrial property for a special economic development activity, like creating an industrial park.

**17B Commercial/Industrial Infrastructure Development**

Use code 17B if the grantee or subrecipient will make street improvements, water improvements, parking additions, rail transport improvements, or other improvements to a site for a special economic development activity. This category may include installation of public improvements in an industrial site or construction of streets/roads to and through commercial/industrial areas.

**17C Commercial/Industrial Building Acquisition, Construction, Rehabilitation**

Use code 17C if the grantee or subrecipient will acquire, construct, or rehabilitate a commercial/industrial building for a special economic development activity.

**17D Other Commercial/Industrial Improvements**

Use this code for other commercial and industrial improvements undertaken by the grantee or a non-profit for a special economic development activity that is not covered by 17A, 17B, or 17C.

## **Direct Economic Development Assistance to Private For-Profits**

Direct assistance to a for-profit entity, provided either by the grantee or through a subrecipient, should be classified under the 18 series.

### **14E Rehabilitation: Publicly or Privately Owned Commercial/Industrial**

Use code 14E only if the rehabilitation will be limited to improvements to the exterior of a commercial building (generally referred to as "facade improvements") or to the correction of code violations.

**NOTE:** Rehabilitation of public facilities should be classified under the 03 series, Public Facilities and Improvements. Also, code 17C (Commercial/Industrial Building Acquisition, Construction, Rehabilitation) should be used for commercial and industrial building rehabilitation conducted by the grantee or a non-profit as part of a special economic development activity. Code 17B (Commercial/Industrial Infrastructure Development) should be used to indicate funds a grantee or non-profit subrecipient uses to rehabilitate a privately owned commercial/industrial building.

### **18A ED Direct: Direct Financial Assistance to For-Profit Business**

Use code 18A if the grantee or subrecipient will provide financial assistance to a for-profit business. Examples may include loans, loan guarantees, or grants to acquire property, clear structures, construct or rehabilitate a building, and/or purchase equipment. Activities coded 18A generally use a national objective code of LMJ (indicating a benefit to low-and moderate-income persons on the basis of the creation or retention of jobs) and report job creation/retention accomplishments.

### **18B ED Direct: Technical Assistance**

Use code 18B if a grantee or subrecipient will provide technical assistance to for-profit businesses. This includes workshops, marketing, or referrals.

### **18C Micro-Enterprise Assistance**

Use code 18C for activities that involve providing financial assistance, technical assistance, or general support services/programs to owners of and persons developing micro-enterprises. (A micro-enterprise is a business with five or fewer employees, including the owner(s).)

## General Administrative and Planning Costs

### 20 Planning

Use code 20 for planning activities identified by the grantee—except those planning activities conducted by HOME participating jurisdictions (PJs), which should be coded 21H. Examples of the types of activities included under planning and capacity building include development of comprehensive plans (for example, a consolidated plan), energy strategies, community development plans, environmental studies, area neighborhood plans, and functional plans. **NOTE:** A national objective is not required for planning activities.

### 21A General Program Administration

This code is used to indicate reasonable costs of overall program management, coordination, monitoring, and evaluation. Such costs include (but are not limited to) salaries, wages, and related costs of the recipient's staff or other staff engaged in program administration, which includes (but is not limited to) providing information about the program, preparing program budgets and schedules, preparing reports, and other costs for goods or services needed for administration of the program. This code should also be used to report the use of CDBG funds to administer a federally designated Empowerment Zone or Enterprise Community, or to administer the HOME program.

### 21B Indirect Costs

Use this code to indicate costs charged to a program under an indirect cost allocation plan.

### 21C Public Information

This code is used for the provision of information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of activities.

### 21D Fair Housing Activities (Subject to 20% Admin cap)

Use code 21D to identify fair housing activities that are to be included among General Program Administration activities. Fair housing activities classified under 21D are subject to the 20 percent Planning and Administration cap but do not have to have a national objective identified.

(**NOTE:** Fair housing activities carried out as a public service rather than as part of program administration may be classified under 05J, Fair Housing Activities.)

## **21E Submissions or Applications for Federal Programs**

Use this code for the preparation of documents required for submission to HUD to receive funds under the CDBG program and to prepare applications for other federal programs when the grantee has determined that such activities are necessary to achieve its community development needs.

## **21F This is not a valid code**

Refer to code 05S, Rental Housing Subsidies (HOME Tenant-Based Rental Assistance).

## **21G This is not a valid code**

Refer to code 05T, Security Deposits.

## **21H Funding of Admin/Planning Costs of PJ**

Administration and planning costs of a HOME participating jurisdiction (PJ) subject to the respective programs' Admin cap (20% for CDBG, 10% for HOME). Activities may include program management, coordination, planning, monitoring, and evaluation activities.

## **21I Funding of CHDO Operating Costs**

Use this code to indicate expenses incurred for operating costs associated with a CHDO carrying out its activities. (Subject to the respective programs' Admin cap, 20% for CDBG, 10% for HOME.) The actual costs of new housing construction, acquisition, and rehabilitation should not be assigned this code.

## **HOPWA**

Since June 1, 2000, HOPWA grantees are able to utilize HOPWA-specific matrix codes for HOPWA projects and HOPWA activities. (In the past, HOPWA grantees used matrix codes that may not have reflected HOPWA-funded activities.)

### **31 HOPWA Project**

There is one matrix code for HOPWA projects. All HOPWA projects should be coded with matrix code "31-HOPWA."

#### **31A HOPWA Grantee Activity**

A HOPWA grantee is the State or EMSA which is receiving HOPWA formula funding. A grantee may contract with eligible project sponsors to conduct eligible HOPWA activities and/or may use HOPWA funds for grantee-operated HOPWA activities, as specified in 24 CFR 574.300.

#### **31B HOPWA Grantee Administration**

Grantees are limited to 3 percent of awarded funds for administration costs. A grantee may create a separate activity within IDIS to track its own administration costs.

#### **31C HOPWA Project Sponsor Activity**

Grantees may contract with project sponsors to conduct one or many HOPWA eligible activities. Project Sponsor activities are limited to the eligible activities found in 24 CFR 574.300.

#### **31D HOPWA Project Sponsor Administration**

Project Sponsors are limited to 7 percent of awarded funds for administration costs. To track administration costs, a separate activity can be created and should be coded with this matrix code.

## **Other**

### **04 Clearance and Demolition**

Included under this code are activities that involve the clearance or demolition of buildings and improvements, or the movement of structures to other sites.

#### **04A Clean-up of Contaminated Sites/Brownfields**

Use this code for activities that are designed primarily for cleaning toxic/environmental waste or contamination from a site.

### **06 Interim Assistance**

There are two circumstances under which the Interim Assistance code may be used: a. When making limited improvements (e.g., repair of streets, sidewalks, or public buildings) to areas with determinable signs of physical deterioration when the improvements are intended to arrest deterioration prior to permanent improvements being made. b. When the activity will alleviate an emergency condition threatening public health and safety, such as emergency removal of tree limbs or other debris after a major storm.

### **07 Urban Renewal Completion**

This code should be used only if the assistance will be used for the completion of urban renewal projects. (This code refers to the close-out of the urban renewal categorical grant program that preceded CDBG; active urban renewal projects that are now being completed are generally located in large cities.) Activities involving downtown renewal, downtown redevelopment, or urban renewal should NOT be coded 07 unless it is clear that the activity will result in the closing out of an urban renewal project.

### **08 Relocation**

Funds may be used for relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profit organizations, and farms.

### **09 Loss of Rental Income**

This activity involves the use of funds to pay housing owners for the loss of rental income incurred by holding (for temporary periods) housing units to be used for the relocation of individuals and families displaced by CDBG-assisted activities.

## **10 Removal of Architectural Barriers**

**NOTE: This code should NOT be used for activities assisted on or after December 11, 1995.** Effective December 11, 1995, assisted activities must be classified as either Housing under the 14 series or as Public Facilities and Improvements under the 03 series. Use this code for activities assisted prior to December 11, 1995, when the activity was undertaken for the purpose of improving the accessibility of facilities for persons with disabilities. Some common activities within this category include curb cuts, wheelchair ramps, or alterations to buildings for increasing handicapped accessibility, such as wider doorways or elevators. This code should be used for public facilities, buildings, or private residences where CDBG funds are used to remove barriers for increasing handicapped accessibility.

## **11 Privately Owned Utilities**

This code should be used for an activity that involves the use of CDBG funds to acquire, reconstruct, rehabilitate, or install the distribution lines and facilities of privately owned utilities, including placing new or existing distribution facilities and lines underground.

## **15 Code Enforcement**

Code enforcement involves the payment of salaries and overhead costs directly related to the enforcement of local codes. Use this code only for payment of costs associated with property inspection and follow-up action, such as legal proceedings. If CDBG funds will be used to correct code violations, use the appropriate rehabilitation code.

## **16B Non-Residential Historic Preservation**

This code should be used for any non-residential historic building that will be rehabilitated. Examples include the rehabilitation of an historic building for use by an historic preservation society, the renovation of an historic building for use as a museum, or the renovation of an historic building for use as a neighborhood facility.

## **19C CDBG Non-Profit Organization Capacity Building**

Use this code for activities funded under the CDBG program that increase the capacity of non-profit organizations to carry out eligible neighborhood revitalization or economic development activities. Activities that strengthen non-profits may include providing staff with specialized training and technical assistance.

## **19D CDBG Assistance to Institutions of Higher Education**

Use this code when assistance is provided to institutions of higher education that have demonstrated a capacity to carry out eligible activities.



### **19E CDBG Operation and Repair of Foreclosed Property**

This code should be used for activities that use CDBG funds to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure in order to prevent abandonment and deterioration of such housing primarily in low- and moderate-income neighborhoods.

### **19F Repayments of Section 108 Loan Principal**

Use this code to indicate repayment of principal for a Section 108 Loan Guarantee.

### **19G Unplanned Repayment of Section 108 Loan Principal**

Use this code to indicate Unplanned Repayment of Section 108 Loan Principal.

### **19H State CDBG Technical Assistance to Grantees**

Use this code to indicate State CDBG Technical Assistance to Grantees. This code should be used only for states and only for CDBG. CDBG State grantees should use this matrix code for activities that fall under the 1% set aside for Technical Assistance in the CDBG program.

### **22 Unprogrammed Funds**

This code should only be used to identify funds that have not been programmed for use. This category may include funds identified as reserve or contingency funds.

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## B.4 Source Types

### B.4.1 CDBG-Related Source Type

AA	Action Grant Metro City-Urban County (CDBG)
AB	Action Grant Small City (CDBG)
DC	State Administered-Small City (CDBG)
DF	State Flood (CDBG)
DH	State Hurricane, HUD Administered-Small City (CDBG)
DI	State Disaster (CDBG)
DN	Small City Program-Nonmetro Area (outside MSA) (CDBG)
DS	Small City Program-Metro Area (inside MSA) (CDBG)
MC	Metro City (CDBG)
ME	Metro City-Earthquake (CDBG)
MF	Metro City-Flood (CDBG)
MH	Metro City-Hurricane (CDBG)
UC	Urban County (CDBG)
UE	Urban County-Earthquake (CDBG)
UF	Urban County-Flood (CDBG)
UH	Urban County-Hurricane (CDBG)
UR	Financial Settlement Grant (CDBG)

### B.4.2 ESG-Related Source Type

DC	State-Direct Allocation (ESG)
IC	Suballocation from State to Local Government (ESG)
MC	Metro City-Direct Allocation and Virgin Islands (ESG)
NC	Suballocation from State to Non-Profit Organization (ESG)
RL	Reallocation to an Insular Area (for Fiscal Year 1992 and 1993) (ESG)
RN	Reallocation from "MC/UC" to a Private Non-Profit (ESG)
RS	Reallocation to a State (ESG)
SL	Reallocation from "DC" to a Locality (ESG)

- SR Reallocation to an Insular Area (for Fiscal Years before 1992)
- SN Reallocation from "DC" to a Private Non-Profit (ESG)
- UC Urban County-Direct Allocation (ESG)

### **B.4.3 HOME-Related Source Type**

- CH Community Housing Development Organization (HOME)
- DA Disaster (HOME)
- DC Direct Formula Consortium (HOME)
- HG City/County Participants (HOME)
- MC Direct formula City (HOME)
- SG State (HOME)
- ST Insular (HOME)
- UC Direct formula Urban County (HOME)

### **B.4.4 HOPWA-Related Source type**

- HH HOPWA for entitlement community
- HS HOPWA for state processing

## B.5 HINET Printer IDs

This section provides a reference for the printer Destination ID used in report generation described in Chapter 12. This appendix presents the same information sorted in two different ways: by printer location, and by printer ID.

### Printer Destinations Sorted by Location

N35R726 HINET	Albany
N35R761 HINET	Albuquerque
N35R781 HINET	Anchorage
N35R718 HINET	Atlanta
N35R740 HINET	Atlanta
N35R703 HINET	ATS
N35R728 HINET	Baltimore
N35R708 HINET	Beaumont
N35R733 HINET	Birmingham
N35R783 HINET	Boise
N35R710 HINET	Boston
N35R725 HINET	Buffalo
N35R724 HINET	Camden
N35R727 HINET	Caribbean
N35R704 HINET	CBSI
N35R731 HINET	Charleston
N35R793 HINET	Chicago
N35R750 HINET	Chicago
N35R752 HINET	Cincinnati
N35R753 HINET	Cleveland
N35R741 HINET	Columbia
N35R751 HINET	Columbus
N35R735 HINET	Coral Gables
N35R709 HINET	Dade
N35R701 HINET	Dallas
N35R799 HINET	DC HQ # 2
N35R780 HINET	Denver
N35R789 HINET	Denver
N35R767 HINET	Des Moines
N35R746 HINET	Detroit
N35R602 HINET	EDI/U6000 Link To Unisys
N35R747 HINET	Flint
N35R760 HINET	Fort Worth
N35R796 HINET	Fort Worth
N35R776 HINET	Fresno
N35R748 HINET	Grand Rapids
N35R739 HINET	Greensboro
N35R719 HINET	Hartford
N35R768 HINET	Helena
N35R788 HINET	Honolulu

N35R762 HINET	Houston
N35R601 HINET	HUD Room 2254
N35R713 HINET	HUD Room 2144
N35R745 HINET	Indianapolis
N35R738 HINET	Jackson
N35R734 HINET	Jacksonville
N35R770 HINET	Kansas City
N35R428 HINET	Kansas City
N35R702 HINET	KCM Computer Consulting Office
N35R742 HINET	Knoxville
N35R705 HINET	L'Enfant
N35R755 HINET	Little Rock
N35R778 HINET	Los Vegas
N35R706 HINET	Los Angeles #2
N35R771 HINET	Los Angeles
N35R737 HINET	Louisville
N35R763 HINET	Lubbock
N35R721 HINET	Manchester
N35R744 HINET	Memphis
N35R754 HINET	Milwaukee
N35R749 HINET	Minneapolis
N35R743 HINET	Nashville
N35R707 HINET	New York
N35R756 HINET	New Orleans
N35R720 HINET	New York
N35R723 HINET	Newark
N35R758 HINET	Oklahoma City
N35R766 HINET	Omaha
N35R787 HINET	Orlando
N35R730 HINET	Philadelphia
N35R772 HINET	Phoenix
N35R729 HINET	Pittsburgh
N35R782 HINET	Portland
N35R722 HINET	Providence
N35R786 HINET	Reno
N35R732 HINET	Richmond
N35R777 HINET	Sacramento
N35R769 HINET	Salt Lake City
N35R791 HINET	San Francisco
N35R764 HINET	San Antonio
N35R774 HINET	San Diego
N35R790 HINET	San Francisco
N35R775 HINET	Santa Ana
N35R700 HINET	Seattle
N35R779 HINET	Seattle
N35R757 HINET	Shreveport
N35R712 HINET	Soza, Falls Church
N35R711 HINET	Spare
N35R784 HINET	Spokane
N35R765 HINET	St Louis

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N35R736 HINET	Tampa
N35R794 3770	Test/Spare
N35R792 3770	Test/Spare
N35R773 HINET	Tucson
N35R759 HINET	Tulsa
N35R600 HINET	Virginia Ave
N35R785 HINET	Wash. FO

## Printer/Destination IDs Sorted by Destination ID

N35R428 HINET	Kansas City
N35R600 HINET	Virginia Ave
N35R601 HINET	HUD Room 2254
N35R602 HINET	EDI/U6000 Link To Unisys
N35R700 HINET	Seattle
N35R701 HINET	Dallas
N35R702 HINET	KCM Computer Consulting Office
N35R703 HINET	ATS
N35R704 HINET	CBSI
N35R705 HINET	L'Enfant
N35R706 HINET	Los Angeles #2
N35R707 HINET	New York
N35R708 HINET	Beaumont
N35R709 HINET	Dade
N35R710 HINET	Boston
N35R711 HINET	Spare
N35R712 HINET	Soza, Falls Church
N35R713 HINET	HUD Room 2144
N35R718 HINET	Atlanta
N35R719 HINET	Hartford
N35R720 HINET	New York
N35R721 HINET	Manchester
N35R722 HINET	Providence
N35R723 HINET	Newark
N35R724 HINET	Camden
N35R725 HINET	Buffalo
N35R726 HINET	Albany
N35R727 HINET	Caribbean
N35R728 HINET	Baltimore
N35R729 HINET	Pittsburgh
N35R730 HINET	Philadelphia
N35R731 HINET	Charleston
N35R732 HINET	Richmond
N35R733 HINET	Birmingham
N35R734 HINET	Jacksonville
N35R735 HINET	Coral Gables
N35R736 HINET	Tampa
N35R737 HINET	Louisville
N35R738 HINET	Jackson
N35R739 HINET	Greensboro
N35R740 HINET	Atlanta
N35R741 HINET	Columbia
N35R742 HINET	Knoxville
N35R743 HINET	Nashville
N35R744 HINET	Memphis
N35R745 HINET	Indianapolis
N35R746 HINET	Detroit

N35R747 HINET	Flint
N35R748 HINET	Grand Rapids
N35R749 HINET	Minneapolis
N35R750 HINET	Chicago
N35R751 HINET	Columbus
N35R752 HINET	Cincinnati
N35R753 HINET	Cleveland
N35R754 HINET	Milwaukee
N35R755 HINET	Little Rock
N35R756 HINET	New Orleans
N35R757 HINET	Shreveport
N35R758 HINET	Oklahoma City
N35R759 HINET	Tulsa
N35R760 HINET	Fort Worth
N35R761 HINET	Albuquerque
N35R762 HINET	Houston
N35R763 HINET	Lubbock
N35R764 HINET	San Antonio
N35R765 HINET	St Louis
N35R766 HINET	Omaha
N35R767 HINET	Des Moines
N35R768 HINET	Helena
N35R769 HINET	Salt Lake City
N35R770 HINET	Kansas City
N35R771 HINET	Los Angeles
N35R772 HINET	Phoenix
N35R773 HINET	Tucson
N35R774 HINET	San Diego
N35R775 HINET	Santa Ana
N35R776 HINET	Fresno
N35R777 HINET	Sacramento
N35R778 HINET	Los Vegas
N35R779 HINET	Seattle
N35R780 HINET	Denver
N35R781 HINET	Anchorage
N35R782 HINET	Portland
N35R783 HINET	Boise
N35R784 HINET	Spokane
N35R785 HINET	Wash. FO
N35R786 HINET	Reno
N35R787 HINET	Orlando
N35R788 HINET	Honolulu
N35R789 HINET	Denver
N35R790 HINET	San Francisco
N35R791 HINET	San Francisco
N35R792 3770	Test/Spare
N35R793 HINET	Chicago
N35R794 3770	Test/Spare
N35R796 HINET	Fort Worth
N35R799 HINET	DC HQ # 2



