



City of Tucson

HUD CPD Program Activity Setup Policies and Procedures

March 2023

City of Tucson

Housing and Community Development Department

310 N. Commerce Park Loop, Tucson, AZ 85745

www.tucsonaz.gov/hcd



City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

Contents

IDIS and HUD CPD Funded Activities	2
Introduction	2
The Consolidated Plan.....	2
Annual Action Plans (AAPs)	3
The Consolidated Annual Performance Evaluation Report (CAPER).....	3
Project and Activity Setup in IDIS	3
Activity Setup Information by Program	4
CDBG Matrix Codes, Performance Objectives and Outcomes, and National Objective Eligibility	7
CDBG Matrix Codes	7
AAP Goal Outcome Indicator and AAP Performance Measure.....	8
Program Performance Objectives and Outcomes	8
National Objectives	9

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

IDIS and HUD CPD Funded Activities

Compliance monitoring staff is responsible for IDIS activity set-up to ensure that each activity accurately corresponds to projects setup in the Annual Action Plan to help produce data for the Consolidated Annual Performance Evaluation Report.

This internal guidance focuses on ensuring activities are properly setup in IDIS.

INTRODUCTION

The Integrated Disbursement and Information System (IDIS) provides HUD with current information regarding program activities, including funding and drawdown data. IDIS is also used to complete the 5-year HUD Consolidated Plan, Annual Actions Plans associated with the 5-year HUD Consolidated Plan, and the Consolidated Annual Performance Evaluation Report (CAPER). Projects and activities must be linked with an Annual Action Plan for detailed information to flow to the CAPER.

THE CONSOLIDATED PLAN

HUD designed the Consolidated Plan to serve as a framework for a community-wide dialogue that identifies housing and community development priorities that align and focus funding from HUD Community Planning and Development (HUD CPD) entitlement programs. To receive HUD CPD entitlement funding, a Consolidated Plan must be completed and submitted in IDIS every five years. The City of Tucson prepares a Consolidated Plan cooperatively with Pima County because the two jurisdictions are linked as a HOME Consortium.

From the perspective of the COT, the Consolidated Plan acts as the master application for HUD CPD funding. The Consolidated Plan includes priority needs and specific goals for each program and related HUD requirements. For a HOME consortium, the Consolidated Plan addresses all consortium members and their joint and independently-administered HUD CPD programs, including:

1. Community Development Block Grant (CDBG);
2. Emergency Solutions Grants (ESG);
3. HOME Investment Partnerships Program (HOME);
4. Housing Opportunities for Persons with AIDS (HOPWA);
5. Disaster recovery or other HUD CPD programs that may periodically be made available to local government; and

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

6. Other funds the COT may elect to include in the Consolidated Plan.

ANNUAL ACTION PLANS (AAPs)

The Consolidated Plan is carried out through Annual Action Plans (AAPs). The AAPs provide a concise summary of the actions, activities, and specific federal and non-federal resources that will be used during the coming year to address the priority needs and specific goals identified in the Consolidated Plan. The AAP essentially serves as the annual application for HUD CPD entitlement funds.

Annual Action Plans encompass federal program years (PY), which are different than city fiscal years. For example, the PY2023 AAP covers program funds that will be received by the consortium in city or county fiscal year 2024 (July 1, 2023 through June 30, 2024).

Annual Action Plans must generally be submitted in IDIS by May 15th of each year for the fiscal year beginning July 1st. An AAP cannot be submitted until after the program allocation amounts are known, so the actual timing of the AAP submission depends on when the federal budget is passed, the timing of HUD program allocation calculations, and HUD guidance.

THE CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

HUD CPD entitlement grantees report accomplishments and progress towards Consolidated Plan and Annual Action Plan goals in the Consolidated Annual Performance Evaluation Report (CAPER). By linking HOME activities to Annual Action Plan projects in IDIS, the IDIS CAPER collects most of the data necessary to complete and submit the CAPER. Activities that are not linked back to AAP projects will not show up in the CAPER. Likewise, activity data not entered into IDIS will not be included in CAPER accomplishments data.

PROJECT AND ACTIVITY SETUP IN IDIS

The program and IDIS definitions of project and activity vary by HUD CPD program and the process of setting up a project or activity in IDIS also varies by HUD CPD program. Program-specific guidance for activity setup in IDIS is found at:

- CDBG
 - <https://www.hudexchange.info/sites/onecpd/assets/File/IDIS-for-CDBG-Entitlement-Manual-Chapter-4.pdf>
- ESG

City of Tucson HUD CPD Programs IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

- <https://www.hudexchange.info/resource/1857/using-idis-online-for-the-emergency-solutions-grants-esg-program/>
- HOME
 - <https://www.hudexchange.info/sites/onecpd/assets/File/HOME-IDIS-Training-Manual-for-PJs-Chap3.pdf>
- HOPWA
 - https://www.hudexchange.info/sites/onecpd/assets/File/UsingIDISOnline_HOPWAProgram_Section2.pdf

Activity Setup Information by Program

Each program requires specific information for accurate IDIS activity setup. This information is captured in the IDIS tracking form completed by the project coordinator. The IDIS tracking form is used by assigned PCD staff to set up the activity in IDIS.

Activity Title Naming Convention

Each activity should be named using the following convention:

1. PYXX for the program year. A program year 2024 activity would start with PY24.
2. Program name or abbreviation.
3. COT (for activities that will be implemented by the COT) or the subrecipient name (for activities that will be implemented by a subrecipient).
4. Activity name, which may be general or specific to a named program or project.

For example:

- PY24 CDBG COT Owner-occupied Housing Rehab
- PY28 HOME CIC Home Purchase Assistance

Community Development Block Grant Activities

Because there are so many different CDBG activities and ways to categorize the activities as eligible, CDBG activity setup requires significant information.

1. Project Title (following naming convention)
2. HUD Matrix Code
3. Knowledge of whether the activity is subject to Section 3
4. Environmental Review status and HEROS ID (if completed)

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

5. National Objective (and census block groups if low-mod area benefit)
6. Proposed accomplishments and type
7. Program year
8. Performance objective
9. Performance outcome
10. Address
11. Special activity purpose(s)
12. Target area type and name
13. Special characteristics
14. Special activity information
15. Multi-unit and/or rental housing
16. Funded amount
17. Number of grants, amortizing loans, and/or deferred payment loans
18. For loans: interest rate, amortization period, and total loan amount by type
19. For multi-unit housing: total units, occupied units, units occupied by low/mod at start and completion
20. Limitations on housing rehabilitation investments

Emergency Solutions Grant Activities

1. Performance objective
2. Performance outcome
3. Whether activity is subject to Section 3
4. Environmental Review status and HEROS ID (if completed)
5. Date written agreement executed with subrecipient and subrecipient contract number, if applicable
6. Activity description
7. Funded amount

HOME Investment Partnerships Program Activities

1. Performance objective

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

2. Performance outcome
3. Whether activity is subject to Section 3
4. Environmental Review status and HEROS ID (if completed)
5. Date written agreement executed with owner/developer, if a development activity
6. Whether organization is faith based
7. Whether organization is a CHDO
8. Activity type (new construction, acquisition, rehabilitation)
9. Multi-address
10. Loan guarantee
11. Address
12. Estimated HOME units
13. Estimated HOME cost
14. Ownership entity type
15. Property owner name
16. Funded Amount

[Housing Opportunities for Persons with AIDS Activities](#)

1. Performance objective
2. Performance outcome
3. Activity Category
4. Project Sponsor
5. Environmental Review status and HEROS ID (if completed)
6. Activity description
7. TBRA budget, if TBRA
8. COT administration amount
9. Project sponsor administration amount
10. Number of units to be provided facility-based housing assistance, if FBHA
11. For facilities, the type of facility (community residence, PBRA or sponsor-leased units, short-term facility, SRO, other housing type)

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

12. For facility-based housing, the type of housing (permanent, short-term or transitional, supportive services only)
13. Whether the project is owned by a public entity
14. Whether the project is a capital development placed in service during the operating year or that will be implemented in the operating year

CDBG MATRIX CODES, PERFORMANCE OBJECTIVES AND OUTCOMES, AND NATIONAL OBJECTIVE ELIGIBILITY

The Excel workbook entitled “HUD CDBG Matrix Codes Outcome Indicators and National Objectives 2” (HUD CDBG Matrix Codes workbook) describes the following for each eligible CDBG activity:

1. Matrix Code;
2. Activity Title and Description;
3. AAP Goal Outcome Indicator;
4. AAP Goal Outcome Measure;
5. HUD Performance Objective;
6. HUD Performance Outcome; and
7. Possible National Objectives.

The HUD CDBG Matrix Codes workbook includes seven worksheets. The “ALL” worksheet consolidates information from the other six worksheets, which are focused on activity categories:

1. Acquisition and Disposition;
2. Facilities and Infrastructure;
3. Public services;
4. Housing;
5. Economic development; and
6. Activities with no national objective (planning, administration, capacity building, etc.)

CDBG Matrix Codes

There are ninety-seven (97) possible CDGB matrix code; two of which apply only to states. The matrix code for an activity may at first appear obvious; however, the code is impacted by the

City of Tucson HUD CPD Programs IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

depth and breadth of a facility or service type, the population or populations that will be served, and other activities with which the CDBG funds may be associated. For this reason, all possible matrix codes should be reviewed and verified before assigning the code in IDIS. An incorrectly coded project could result in noncompliance with program requirements or a substantial amendment to the Annual Action Plan.

AAP Goal Outcome Indicator and AAP Performance Measure

The AAP goal outcome indicator and performance measure are assigned when the AAP is submitted to HUD. The goal outcome indicator and performance measure are found in the AAP “projects” screen. The written agreement with a subrecipient, project sponsor, or owner/developer must utilize the appropriate indicator and performance measure established in the AAP to avoid reporting error.

Program Performance Objectives and Outcomes

There are three possible performance objectives and three possible performance outcomes for all HUD CPD programs. These performance measures are used by HUD to consolidate the results of local- and state- administered HUD CPD programs for reporting to Congress. The objectives and outcomes are reported by the COT annually in the Consolidated Annual Performance Evaluation Report (CAPER). Objectives are chosen first, followed by outcomes. The Excel workbook suggests the primary objective and outcome for each activity, with a secondary choice where appropriate.

The three objectives are:

1. Suitable Living Environment, for activities designed to benefit communities, families, or individuals by addressing issues in their living environment.
2. Decent Housing, for housing activities where the purpose is to meet individual family or community needs. Housing that is part of a larger effort is categorized as meeting the Suitable Living Environment objective.
3. Creating Economic Opportunities, for activities related to economic development, commercial revitalization, or job creation.

The three outcomes are:

1. Availability/Accessibility for activities that make services, infrastructure, public services, public facilities, housing, or shelter available or more accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to people where they live.

2. Affordability for activities that provide affordability in a variety of ways, such as the creation or maintenance of affordable housing, basic infrastructure hook-ups, or affordable services such as transportation or day care.
3. Sustainability for activities that improve communities or neighborhoods, helping to make them livable or viable by providing benefit to low- and moderate-income persons, removing or eliminating slums or blighted areas, or combined activities sustain communities or neighborhoods.

In general outcomes answer the question “What type of change or result is the activity seeking?”

	Outcome 1: Availability or Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective 1: Suitable Living Environment	Accessibility for the purpose of creating a suitable living environment.	Affordability for the purpose of creating a suitable living environment.	Sustainability for the purpose of creating a suitable living environment.
Objective 2: Decent Housing	Accessibility for the purpose of providing decent housing.	Affordability for the purpose of providing decent housing.	Sustainability for the purpose of providing decent housing.
Objective 3: Economic Opportunity	Accessibility for the purpose of creating economic opportunities.	Affordability for the purpose of creating economic opportunities.	Sustainability for the purpose of economic opportunities.

National Objectives

The majority of CDBG activities carried out by the COT will fall under the Low-Mod Area Benefit (LMA), Low-Mod Limited Clientele (LMC), or Low-Mod Housing Benefit (LMH) national objectives. These national objectives are listed first in the Excel workbook, yet it is important to examine each activity to determine the likelihood of another national objective category.

City of Tucson HUD CPD Programs
IDIS Activity Setup, CDBG Matrix Codes, and Important Project Deadlines

Activities that are likely to be eligible under less common national objectives include activities that:

1. Are being carried out by a Community Development Financial Institution (CDFI);
2. Are being implemented in a HUD-approved Neighborhood Revitalization Strategy Area (NRSA), which is not the same as a target area;
3. Create jobs or assist microenterprises;
4. Are being implemented in an area designated by the Mayor and Council as a slum-blight area; or
5. Are addressing an urgent need, typically due to a natural disaster or similar event.