

# Appendix F

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

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

### STRATEGY AREAS

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

The screenshot shows a form titled "Target Area". It contains two dropdown menus: "Area Type: (tip)" with "Strategy area" selected, and "Area Name: (tip)" which is currently empty. Below the "Area Name" dropdown is a button labeled "Add New Area".

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

The screenshot shows a web application interface. At the top, there are navigation tabs: "Projects/Activities", "Funding/Drawdown", "Grant", "Grantee/PJ", "Admin" (highlighted), and "Reports". On the left side, there is a sidebar with user information: "User ID: C00063", "User Role: Grantee", "Organization: CLEVELAND", and a "Logout" link. Below this are sections for "Admin" (with links for "Search User Profiles" and "Table Maintenance"), "Utilities" (with links for "Home", "Data Downloads", "Print Page", and "Help"), and "Links" (with links for "PDF Viewer", "Support", "CPD Home", and "HUD Home"). The main content area is titled "Admin" and "View All Strategy Area". It features a table with the following headers: "ID", "Name", "HUD Approval Date", "% of Low/Mod", "Type of Revitalization Effort", and "Action". Below the table, a message states "No areas were found." and there are two buttons: "Add" and "Back to CDBG".

To add a new strategy area, click the <Add> button to access the Add Strategy Area screen:

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** CLEVELAND  
[- Logout](#)

**Admin**  
[- Search User Profiles](#)  
[- Table Maintenance](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Links**  
[- PDF Viewer](#)  
[- Support](#)  
[- CPD Home](#)  
[- HUD Home](#)

**Projects/Activities** | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

**Admin**

**Add Strategy Area**

Save |  Cancel

**\*Indicates Required Field**

**\*Name:**

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

Save |  Cancel

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

**User ID:** C00063  
**User Role:** Grantee  
**Organization:** CLEVELAND  
[- Logout](#)

**Admin**  
[- Search User Profiles](#)  
[- Table Maintenance](#)

**Utilities**  
[- Home](#)  
[- Data Downloads](#)  
[- Print Page](#)  
[- Help](#)

**Projects/Activities** | **Funding/Drawdown** | **Grant** | **Grantee/PJ** | **Admin** | **Reports**

**Success:** Location saved

**Admin**

**View All Strategy Area**

ID	Name	HUD Approval Date	% of Low/Mod	Type of Revitalization Effort	Action
900000000000049	Strategy Area 1	12/02/2008			<a href="#">Edit</a>

Add |  Back to CDBG

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

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

## CDFI AREAS

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

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

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

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

## LOCAL TARGET AREAS

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

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

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

To update the data for a local target area, click its Edit link in the last column. To return to the CDBG setup page, click the <Back to CDBG> button.