

Chapter 11

LMC ACCOMPLISHMENT SCREENS

This chapter covers the two accomplishment screens that are completed for activities with a national objective of:

- LMC Low/mod limited clientele benefit
- LMCMC Low/mod limited clientele, micro-enterprises
- LMCSV Low/mod limited clientele, job service benefit

To access the accomplishment screens for an activity, go to the Edit Activity screen and click the [Add CDBG Accomp.] or [Edit CDBG Accomp.] button (see page 3-7).

Field	Description
	<p>Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.</p>
Accomplishment Narrative	<p>Describe the progress toward achieving accomplishments in the program year specified in the previous field.</p> <p>You may want to cite the percentage of the activity that has been completed, explain undue delays, provide a timeframe for completing the activity and meeting a national objective, and/or explain why accomplishments have not yet been reported.</p>
Accomplishments	
Accomplishment Type	<p>This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).</p>
Proposed Units	<p>This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).</p>

Field	Description
	<p>Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>American Indian/Alaskan Native & White: A person having these multiple racial origins as defined above.</p> <p>Asian & White: A person having these multiple racial origins as defined above.</p> <p>Black/African American & White: A person having these multiple racial origins as defined above.</p> <p>American Indian/Alaskan Native & Black/African American: A person having these multiple racial origins as defined above.</p> <p>Other Multi-Racial: Category used for reporting individual responses that are not included in any of the categories listed above.</p>
Total	Enter the total number of beneficiaries of this race.
Hispanic/Latino	Of the total beneficiaries of this race, enter the number who are Hispanic/Latino.
Totals: Total	This read-only field shows the total number of beneficiaries of all races.
Totals: Hispanic/Latino	This read-only field shows the total number of beneficiaries of all races who are Hispanic.
[Add Another Race by Persons]	Click this button to add beneficiary counts for another race.

Income Levels

It is important to always report income levels in the appropriate categories. Some grantees, solely to minimize data entry, report all beneficiaries in the Moderate income category. This practice conveys the impression in reports to Congress and other Federal oversight agencies that grantees are ignoring the program’s legislative mandate not to benefit moderate-income persons to the exclusion of low-income persons.

Field	Description
Extremely Low	Enter the number of persons benefiting whose income is at or below 30% of the median family income for the area.
Low	Enter the number of persons benefiting whose income is above 30% and at or below 50% of the median family income for the area.
Moderate	Enter the number of persons benefiting whose income is above 50% and at or below 80% of the median family income for the area.
Non-Low/Moderate	Enter the number of persons benefiting whose income is above 80% of the median family income for the area.

Field	Description
Totals	This read-only field shows the sum of the values input in the previous four fields. The Income Levels TOTALS field and the Race/Ethnicity TOTALS by race field must be equal.
Percent Low/Mod	This read-only field shows the percentage of beneficiaries who are low/mod. It is equal to (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Follow these guidelines when reporting income levels for:

- **Presumed Benefit Activities:** If an LMC* activity is limited to assisting one or more of the presumptive benefit groups, report the number of persons benefiting under the following income categories unless you have information that supports reporting them under a different income category:

Group	Income Level
Abused children	Extremely low income
Battered spouses	Low income
Severely disabled adults	Low income
Homeless persons	Extremely low income
Illiterate adults	Low income
Persons with AIDS	Low income
Migrant farm workers	Low income
Elderly	If assistance is to acquire, construct, convert, and/or rehabilitate a senior center or to pay for providing center-based senior services, report the beneficiaries as moderate income. If assistance is for other services (not center-based), report the elderly beneficiaries as low income.

If an activity serves a combination of these groups, identify the number in each group and report those numbers under the appropriate income levels. Estimate race/ethnicity categories either by observation or by using numbers proportionate to the general population.

- **Nature/Location Activities:** Report all beneficiaries as moderate income unless you have information to support reporting them under another income category.
- **Activities Providing Access for Persons with Disabilities:** For LMC activities carried out under 570.483(b)(2)(iii), report all beneficiaries as low income unless you have information to support reporting them under another income category.

Unless you are entering data for an LMCMC activity, click the [Save and Continue] button to display the second accomplishment screen (turn to page 11-10).

Field	Description
Households: Owner	number headed by females.
[Add Another Race by Households]	Click this button to add beneficiary counts for another race.

Income Levels

Always report income levels in the appropriate categories (see page 11-5).

Field	Description
Extremely Low: Owner	Enter the number of households whose income is at or below 30% of the median family income for the area.
Extremely Low: Total	This read-only field shows the sum of the previous two fields.
Low: Owner	Enter the number of households whose income is above 30% and at or below 50% of the median family income for the area.
Low: Total	This read-only field shows the sum of the previous two fields.
Moderate: Owner	Enter the number of households whose income is above 50% and at or below 80% of the median family income for the area.
Moderate: Total	This read-only field shows the sum of the previous two fields.
Non-Low/Moderate: Owner	Enter the number of households whose income is above 80% of the median family income for the area.
Totals	The Income Levels OWNER TOTAL must equal the Race/Ethnicity OWNER TOTAL.
Percent Low/Mod	The calculation for each of these read-only fields showing the percentage of households that are low/mod is (EXTREMELY LOW + LOW + MODERATE) divided by TOTALS.

Unless you are entering data for an LMCMC activity, click the [Save and Continue] button to display the second accomplishment screen (turn to page 11-10).

JOB CREATION/RETENTION

For an LMCMC activity, the first accomplishment screen also includes these fields:

Jobs					
* Job Creation/Retention					
	Total Job Count		Total Weekly Hours		Percent
	Full Time	Full Time Low/Mod	Part Time (tip)	Part Time Low/Mod (tip)	Low/Mod Jobs
Actually Created	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> %
Actually Retained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/> %
Actual FTE Jobs: (tip)					
<input type="text" value="0"/>					
<input type="button" value="Save"/> <input type="button" value="Save and Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>					
<input type="button" value="Add New Accomplishment Year"/>					

SECTION 3

*Section 3		Calculated Percentage	Safe Harbor Benchmark Met
Total Labor Hours	<input type="text"/>		
Section 3 Worker Hours ⓘ	<input type="text"/>		
Targeted Section 3 Worker Hours ⓘ	<input type="text"/>		

Nature of Agency Efforts

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks. Check all that apply. Maintain records available for HUD review to document any efforts checked.

- Outreach efforts to generate job applicants who are Public Housing Targeted Workers
- Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- Direct, on-the job training (including apprenticeships).
- Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- Outreach efforts to identify and secure bids from Section 3 business concerns.
- Technical assistance to help Section 3 business concerns understand and bid on contracts.
- Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- Held one or more job fairs.
- Provided or connected residents with supportive services that can provide direct services or referrals.
- Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- Assisted residents with finding child care.
- Assisted residents to apply for, or attend community college or a four year educational institution.
- Assisted residents to apply for, or attend vocational/technical training.
- Assisted residents to obtain financial literacy training and/or coaching.
- Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- Provided or connected residents with training on computer use or online technologies.
- Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- Other. Specify:

Field	Description
Section 3	Table appears if activity is marked as subject to Section 3 at the Add/Edit Activity screen (see page 3-4), otherwise "This activity has been marked as not subject to Section 3" message displays.
Total Labor Hours	Enter the total labor hours worked by all workers employed on a Section 3 project.
Section 3 Worker Hours	Enter labor hours worked by Section 3 workers. A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented: (1) The worker's income for the previous or annualized calendar year is at or below the income limit established by HUD; (2) The worker is employed by a Section 3 business concern; (3) The worker is a YouthBuild participant.

<p>Targeted Section 3 Worker Hours</p>	<p>Enter labor hours worked by Targeted Section 3 workers.</p> <p>A Targeted Section 3 worker: (1) A worker employed by a Section 3 business concern; or (2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years: (i) Living within the service area or the neighborhood of the project, (service area or the neighborhood of the project means an area within one mile of the Section 3 project or, if fewer than 5,000 people live within one mile of a Section 3 project, within a circle centered on the Section 3 project that is sufficient to encompass a population of 5,000 people according to the most recent U.S. Census); or (ii) A YouthBuild participant.</p>
<p>Calculated Percentage</p>	<p>Read only field that displays the entries in SECTION 3 WORKER HOURS and TARGETED SECTION 3 WORKER HOURS as a percent of TOTAL LABOR HOURS.</p>
<p>Safe Harbor Benchmark Met</p>	<p>Read only field that displays "Yes" if the safe harbor benchmark Met for Section 3 Target Worker Hours and for Targeted Section 3 Worker Hours. Otherwise, displays "No".</p> <p>Note: Safe Harbor Benchmark for Section 3 Worker Hours is 25 percent of Total Worker Hours. Safe Harbor Benchmark for Targeted Section 3 Worker Hours is 5 percent of Total Worker Hours.</p>
<p>Nature of Agency Efforts</p>	<p>Table displays if safe harbor benchmarks were not met for either Section 3 worker hours or Targeted Section 3 worker hours reported in the Section 3 Table.</p> <p>Check all options that that apply and maintain records documenting efforts checked. A response is required if table is displayed.</p>

Field	Description
Homeless Persons Given Overnight Shelter	If applicable, enter the number of persons sheltered overnight. This cannot exceed TOTAL PERSONS ASSISTED.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable, enter the number of beds made available in the shelter by the activity.

PUBLIC SERVICES

These fields are displayed for LMC* activities with a matrix code of 05* or 03T:

Public Services	
Total Persons Assisted :	
<input type="text" value="1,600"/>	
Of the Total Persons, Number of:	
	Number of Persons
With New or Continuing Access to a Service or Benefit	<input type="text"/>
With Improved Access to a Service or Benefit	<input type="text"/>
Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>

Note that if you have input direct beneficiary data by households on the Page 1 accomplishment screen, the three labels circled on the above screen print will be Total *Households* Assisted, Of the Total *Households*, and Number of *Households*. Count each household as one, regardless of the number of persons in the household.

Field	Description
Total Persons/Households Assisted	This read-only field shows the total number of persons or households reported on the previous screen.
Of the Total Persons/ Households, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service, enter the number of persons/households with access to the service or benefit. If the activity is funded in subsequent years, persons/households benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to a Service or Benefit	When the activity provides improved access to a service, enter the number of persons/households who have improved access.
Receive a Service or Benefit that is No Longer Substandard	When the activity provides a service that is no longer substandard, enter the number of persons/households no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED or TOTAL HOUSEHOLDS ASSISTED before the activity can be completed.

If the matrix code is 03T or the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, the performance measures shown on page 11-11 are also displayed.

HOMELESSNESS PREVENTION

For LMC/LMCSV activities with a matrix code of 05C, 05Q, or 05T, these fields are displayed if you answered Yes to the HELP PREVENT HOMELESSNESS question on the first activity setup screen (see page 4-5):

Homeless Prevention

Total Persons Assisted:

Of the Total Persons Assisted, Number of:

	Number of Persons
Receiving Emergency Financial Assistance to Prevent Homelessness	<input type="text"/>
Receiving Emergency Legal Assistance to Prevent Homelessness	<input type="text"/>

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If a person received both financial and legal assistance, include the person in the counts for both fields.

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the previous screen.
Of the Total Persons Assisted, the Number:	
Receiving Emergency Financial Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received short-term rental assistance.
Receiving Emergency Legal Assistance...	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency legal assistance to prevent homelessness.

ASSISTANCE TO BUSINESSES

These fields are displayed for LMC/LMCSV activities with a matrix code of 14E, 17*, 18B, or 18C:

Assistance to Businesses			
	Total	Number Expanding	Number Relocating
New Businesses Assisted	<input type="text"/>		
Existing Businesses Assisted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 <input type="text"/>		
			Total
Number of Business Facades/Buildings Rehabilitated			<input type="text"/>
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area			<input type="text"/>
Specify DUNS # for Each Business Assisted			
DUNS #:	<input type="text"/>	Ext:	<input type="text"/>
<input type="button" value="Add Another DUNS #"/>			

If the matrix code is 18C: The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18C may be aggregated in one activity. Unless the activity is one identified at 570.483(b)(4)(vi) for which job aggregation is allowed, each business assisted under 18C must be set up as a separate activity.

Field	Description
New Businesses Assisted	Enter the number of start-up businesses assisted.
Existing Businesses Assisted	Enter the number of existing businesses assisted.
Number Expanding	Of the EXISTING BUSINESSES ASSISTED, enter the number that are expanding as a result of the assistance.
Number Relocating	Of the EXISTING BUSINESSES ASSISTED, enter the number that are relocating as a result of the assistance.
Total	A read-only field showing the total number of new and existing businesses assisted.
Number of Business Facades/Buildings Rehabilitated	Of the TOTAL businesses, enter the number receiving assistance for the rehabilitation of business facades/buildings.
Number of Businesses that Provide Goods or Services...	Of the TOTAL businesses, enter the number providing goods or services to meet the needs of a service area, neighborhood, or community.
Specify DUNS # for Each Business Assisted	A DUNS number is required for a business that receives direct financial assistance. Otherwise it is optional.
DUNS # / Ext.	Enter the 9-digit DUNS number and the 4-digit extension.
[Add Another DUNS #]	For activities where aggregation of businesses is permitted, click this button to add a DUNS # for another business.

JOB PERFORMANCE MEASURES

The following information is collected for LMCMC activities:

Job Performance Measures

Actual FTE Jobs Created: **Actual FTE Jobs Retained:**

Created

	Total
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	<input type="text"/>

Retained

	Total
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	<input type="text"/>

Types of Jobs Created/Retained

Job Category	Jobs Created	Jobs Retained
Officials and Managers	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>
Technicians	<input type="text"/>	<input type="text"/>
Sales	<input type="text"/>	<input type="text"/>
Office and Clerical	<input type="text"/>	<input type="text"/>
Craft Workers (Skilled)	<input type="text"/>	<input type="text"/>
Operatives (Semi-Skilled)	<input type="text"/>	<input type="text"/>
Laborers (Unskilled)	<input type="text"/>	<input type="text"/>
Service Workers	<input type="text"/>	<input type="text"/>

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For information on filling out these fields, see page 13-7.

This is the last LMC* accomplishment screen. When you click [Save], the Edit Activity screen (see page 3-7) will be displayed.