

Chapter 13

LMJ ACCOMPLISHMENT SCREENS

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

- LMJ Low/mod job creation and retention
- LMJFI Low/mod job creation and retention, public facility/improvement benefit
- LMJP Low/mod job creation and retention, location-based

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).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The first accomplishment screen is the same for all LMJ activities. The top part of the screen looks like this:

Activity

Add CDBG Accomplishment Detail (Page 1)

18A - ED Direct Financial Assistance to For-Profits

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*** Indicates Required Field**

Grantee/PJ Activity ID: 2011 BA	Activity Name: HANCOCK, TOWN OF	Program Year/IDIS Project ID: 2011/12
IDIS Activity ID: 9944	Activity Owner: MAINE	Project Title: 2011 BUSINESS ASSISTANCE GRANTS
National Objective: LMJ		

***Accomplishments for Program Year: (tip)**

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

Accomplishment Type	Proposed Units
13 - Jobs	<input style="width: 100%;" type="text"/>

Field	Description
Accomplishments for Program Year	<p>On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.</p> <p>On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:</p> <div style="border: 1px solid gray; height: 30px; width: 100%; margin: 10px 0;"></div> <p>For multi-year activities, make sure you input annual counts for the correct program year:</p> <ul style="list-style-type: none"> To add accomplishments for the second and subsequent years of an activity, click the [Add New Accomplishment Year] button at the top/bottom of the screen, type in the new year, and enter the new accomplishments. Do not include accomplishments that have been reported in a previous year. Once accomplishments have been entered for more than one year, use the SELECT ANOTHER YEAR field to view accomplishments for a different year.

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>

DIRECT BENEFIT DATA BY PERSONS

For all LMJ* activities, race/ethnicity and income levels data are reported by persons:

***Direct Benefit Data by Persons**

Race/Ethnicity

Race	Total	Hispanic/Latino
Select Option ▼	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Totals	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/>	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/>

Income Levels

Income Levels	Total
Extremely Low	<input style="width: 80%;" type="text"/>
Low	<input style="width: 80%;" type="text"/>
Moderate	<input style="width: 80%;" type="text"/>
Non-Low/Moderate	<input style="width: 80%;" type="text"/>
Totals	<input style="width: 80%; text-align: center; border: 1px solid gray;" type="text" value="0"/>
Percent Low/Mod	<input style="width: 80%;" type="text"/> %

Race/Ethnicity

Field	Description
Race	<p>Select the race for which counts by persons are to be entered. The HUD definitions are:</p> <p>White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Black/African American: A person having origins in any of the black racial groups of Africa.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.</p> <p>American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <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</p>

Field	Description
	multiple racial origins as defined above. American Indian/Alaskan Native & Black/African American: A person having these multiple racial origins as defined above. Other Multi-Racial: Category used for reporting individual responses that are not included in any of the categories listed above.
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.
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.

JOB CREATION/RETENTION

Job creation and retention data are reported for all LMJ* activities:

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)

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Field	Description
Actually Created	
Total Job Count Full Time	Enter the total number of full-time jobs created.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs created, enter the number created for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> (<u>not</u> the number of part-time jobs) created.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours created, enter the number created for LMI persons.
Actually Retained	
Total Job Count Full Time	Enter the total number of full-time jobs retained.
Total Job Count Full Time Low/Mod	Of the total number of full-time jobs retained, enter the number retained for LMI persons.
Total Weekly Hours Part Time	Enter the total number of weekly part-time job <i>hours</i> (<u>not</u> the number of part-time jobs) retained.
Total Weekly Hours Part Time Low/Mod	Of the total number of weekly part-time job hours retained, enter the number retained for LMI persons.
Actual FTE Jobs	This read-only field shows the number of full-time equivalent (FTE) jobs created and/or retained. To determine compliance with the national objective, part-time hours are converted to FTEs on the basis of one FTE equaling 40 hours.

SECTION 3

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

Field	Description
Targeted Section 3 Worker Hours	<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>
Calculated Percentage	<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>
Safe Harbor Benchmark Met	<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>
Nature of Agency Efforts	<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>

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

On the second accomplishment screen, job performance measures are reported for all LMJ* activities:

Activity

Edit CDBG Accomplishment Detail (Page 2)

18A - ED Direct Financial Assistance to For-Profits

● CDBG Accomplishment has been saved successfully.

Save | Save and Previous Page | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: 2011 BA	Activity Name: HANCOCK, TOWN OF	Program Year/IDIS Project ID: 2011/12
IDIS Activity ID: 9944	Activity Owner: MAINE	Project Title: 2011 BUSINESS ASSISTANCE GRANTS
National Objective: LMJ		

Accomplishments for Program Year:
2012

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	8	<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"/>

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.
Actual FTE Jobs Created	This read-only field shows the number of FTE (full-time equivalent) jobs created from the previous screen.

Field	Description
Actual FTE Jobs Retained	This read-only field shows the number of FTE jobs retained from the previous screen.
Created	
Of Jobs Created, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	Enter a value only if ACTUAL FTE JOBS CREATED is greater than zero.
Retained	
Of Jobs Retained, Number of Jobs with Employer Sponsored Health Care Benefits	Enter a value only if ACTUAL FTE JOBS RETAINED is greater than zero.
Types of Jobs Created/Retained	<p>For each of the nine job categories, enter the number of jobs created in this program year in the first column and the number of jobs retained in this program year in the second column.</p> <p>The job categories are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix H.</p> <p>If ACTUAL FTE JOBS CREATED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p> <p>If ACTUAL FTE JOBS RETAINED is greater than zero, the sum of the values entered in the Jobs Created column must be greater than zero before you will be allowed to complete the activity.</p>

ASSISTANCE TO BUSINESSES

These fields are displayed for LMJ* activities when the matrix code is 14E, 17*, or 18*:

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 18A or 18C: The fact that this screen lets you report more than one business assisted does not mean that assistance to individual businesses under 18A or 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 18A or 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 to Meet the Needs...	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.

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