# 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

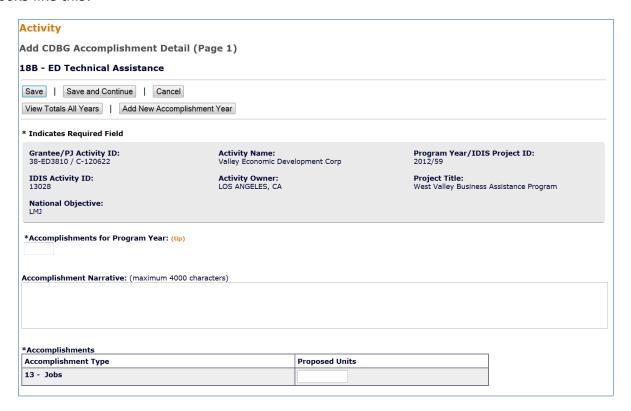
LMJFI Low/mod job creation and retention, public facility/improvement benefit

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:

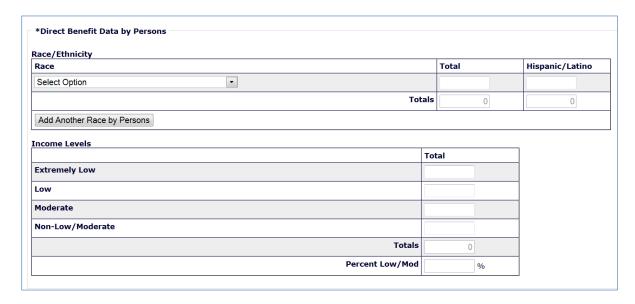


Field	Description		
Accomplishments for Program Year	On the add screen, this field is blank. Enter the program year that you are reporting accomplishments for.		
	On the edit screen, the program year is read-only. A new field, SELECT ANOTHER YEAR, is displayed for use with multi-year activities:		
	Accomplishments for Program Year: 2012  Select Another Year:  Edit Selected Year		
	For multi-year activities, make sure you input annual counts for the correct program year:		
	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		
	Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.		
Accomplishment Narrative	Describe the progress toward achieving accomplishments in the program year specified in the previous field.		
	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.		
Accomplishments			
Accomplishment Type	This read-only field shows the accomplishment type assigned at activity setup (see page 4-4).		
Proposed Units	This read-only field shows the proposed number of accomplishments entered at activity setup (see page 4-4).		

#### **DIRECT BENEFIT DATA BY PERSONS**

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



### Race/Ethnicity

Field	Description
Race	Select the race for which counts by persons are to be entered. The HUD definitions are:
	<b>White</b> : A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
	<b>Black/African American</b> : A person having origins in any of the black racial groups of Africa.
	<b>Asian</b> : 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.
	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.
	<b>Native Hawaiian/Other Pacific Islander</b> : A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	American Indian/Alaskan Native & White: A person having these multiple racial origins as defined above.
	<b>Asian &amp; White</b> : A person having these multiple racial origins as defined above.

Field	Description		
	<b>Black/African American &amp; White</b> : A person having these multiple racial origins as defined above.		
	American Indian/Alaskan Native & Black/African American: A person having these multiple racial origins as defined above.		
	<b>Other Multi-Racial</b> : 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.		

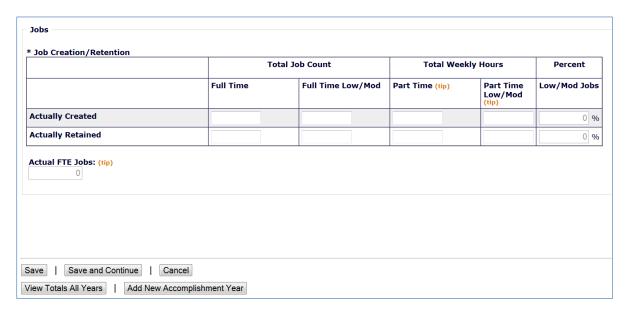
#### **Income Levels**

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:



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.	

## 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)					
18B - ED Technical Assistance					
CDBG Accomplishment has been saved successfully.					
Save   Save and Previous Page   Cancel					
* Indicates Required Field					
Grantee/PJ Activity ID: 38-ED3810 / C-120622	Activity Name: Valley Economic Development Corp	Program Yea 2012/59	r/IDIS Project ID:		
IDIS Activity ID: 13028	tivity ID: Activity Owner: Project Title:  LOS ANGELES, CA West Valley Business Assistance Program				
National Objective: LMJ					
Accomplishments for Program Year: 2012					
Job Performance Measures					
Actual FTE Jobs Created: Actual FTE Jobs Retained: 8					
Created Total					
Of Jobs Created, Number of Jobs With Employer Spon	sored Health Care Benefits				
Of Jobs Created, Number of Persons Unemployed Prio	r to Taking Jobs Created Under this Activity	,			
Retained	Retained Total				
Of Jobs Retained, Number of Jobs With Employer Spot	nsored Health Care Benefits				
Types of Jobs Created/Retained					
Job Category	Jobs Created	Jobs Retained	d		
Officials and Managers					
Professional					
Technicians					
Sales					
Office and Clerical					
Craft Workers (Skilled)					
Operatives (Semi-Skilled)					
Laborers (Unskilled)					
Service Workers					

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.

Field	Description	
Actual FTE Jobs Created	This read-only field shows the number of FTE (full-time equivalent) jobs created from the previous screen.	
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	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.	
	The job categories are based on Economic Development Administration (EDA) job classifications, and are defined in Appendix H.	
	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.	
	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.	

#### **ASSISTANCE TO BUSINESSES**

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

	Total		Number Expanding	Number Relo	ocating
lew Businesses Assisted					
xisting Businesses Assisted					
Total	0				
				Total	
Number of Business Facades/Buildi	ngs Rehabilitated				
Number of Businesses Assisted that	t Provide Goods o	r Services to Mee	et the Needs of a Service Area		
Specify DUNS # for Each Busines	ss Assisted				
specify Dolas # for Each Busines					

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 570.208(a)(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.