Chapter 10
LMA ACCOMPLISHMENT SCREENS

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

LMA   Low/mod area benefit
LMAFI   Low/mod area benefit, community development financial institution (CDFI)
LMASA Low/mod area benefit, neighborhood revitalization strategy area (NRSA)

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 section of the Page 1 accomplishment screen is the same for all activities:

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
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:
	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

Field	Description
	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.
	• 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).
Actual Units	This field is displayed (as shown below) only if the matrix code is 04–Clearance and Demolition or 04A–Cleanup of Contaminated Sites. Enter the number of accomplishments achieved during the program year being reported.

For most LMA* activities, these are the only fields displayed on the Page 1 screen. Click the [Save and Continue] button to go to the second accomplishment screen (see page 10-6).

Additional data items are collected if the activity has a matrix code of 15 or an objective of LMAFI/LMASA.

CODE ENFORCEMENT

For code enforcement (matrix code 15) activities with an ACCOMPLISHMENT TYPE of Housing Units, the first accomplishment screen also includes these fields:

Search Field	Description
Housing units receiving violations	Enter the total number of housing units receiving code violations.
Housing units where code violations have been corrected using CDBG funds	Enter the number of units where code violations have been corrected using CDBG funds.
Housing units where code violations have been corrected by the owner	Enter the number of units where code violations have been corrected by the owner.
Housing units where code violations have been corrected using other funds	Enter the number of units where code violations have been corrected using other funds.
Describe specific public and private improvements or services provided in the code enforcement area	Code enforcement must be conducted in deteriorated or deteriorating areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest decline in an area.
IDIS Activity IDs where code corrections are being tracked	Enter IDIS Activity IDs when code violations are corrected using CDBG funds.

When you have finished, click the [Save and Continue] button to display the second accomplishment screen.

JOB CREATION/RETENTION

For LMAFI/LMASA activities with an ACCOMPLISHMENT TYPE of Jobs, 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					0 %
Actually Retained					0 %

Actual FTE Jobs: (tip)
0

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 *hours* (not 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 *hours* (not 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. Part-time hours are converted to FTEs on the basis of one FTE equaling 40 hours.

When you have finished, click the [Save and Continue] button to display the second accomplishment screen.

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 2)

Performance measures are entered on the second accomplishment screen. The top part of the screen identifies the activity you are processing:

Activity

Edit CDBG Accomplishment Detail (Page 2)

03K - Street Improvements

- **CDBG Accomplishment has been saved successfully.**

[Save] | [Save and Previous Page] | [Cancel]

* Indicates Required Field

Grantee/PJ Activity ID:	Activity Name: Lambert Street Improvements	Program Year/IDIS Project ID: 2011/27
IDIS Activity ID: 12763	Activity Owner: BIRMINGHAM, AL	Project Title: Infrastructure
National Objective: LMA		

Accomplishments for Program Year:
2012

Notice that ACCOMPLISHMENTS FOR PROGRAM YEAR is now a protected field. It can only be changed on the previous screen.

The performance measures data you are asked to provide depends chiefly on the activity's matrix code, as outlined below:

Matrix Code	Performance Measure	See Page
03*	Public Facilities & Infrastructure	10-7
05*	Public Services	10-8
14E, 17*, 18*	Assistance to Businesses	10-9
LMAFI/LMASA ACCOMP TYPE is Jobs	Job Performance Measures	10-10
03* and 05* HELP HOMELESS is Yes	Help the Homeless	10-11
05C, HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	10-12

PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMA* activities with any 03* matrix code:

Public Facilities & Infrastructure

Total Persons Assisted :
5,983

Of the Total Persons, Number of:

	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	
With Improved Access to this Type of Public Facility or Infrastructure Improvement	
With access to Public Facility or Infrastructure that is No Longer Substandard	
Total	0

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15).
Of the Total Persons, Number:	
With New Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides a new facility/improvement, enter the number of persons with access to the facility. If the activity is funded in subsequent years, persons benefiting in the subsequent years continue to be reported as having new access.
With Improved Access to this Type of Public Facility or Infrastructure Improvement	When the activity provides improved access to a facility/improvement, enter the number of persons who have improved access.
With Access to Public Facility or Infrastructure that is No Longer Substandard	When the activity provides a facility/improvement that is no longer substandard, enter the number of persons no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, two additional performance measure fields are displayed. Turn to page 10-11 for details.

PUBLIC SERVICES

These fields are displayed for LMA activities with a matrix code of 05*:

Public Services

Total Persons Assisted :
699

Of the Total Persons, Number of:

	Number of Persons
With New or Continuing Access to a Service or Benefit	
With Improved Access to a Service or Benefit	
Receive a Service or Benefit that is No Longer Substandard	
Total	0

Field	Description
Total Persons Assisted	This read-only field displays the TOTAL LOW/MOD UNIVERSE POPULATION from setup screen Page 3 (see page 4-15).
Of the Total Persons, Number:	
With New or Continuing Access to a Service or Benefit	When the activity provides a new service or benefit, enter the number of persons with access to the service or benefit. If the activity is funded in subsequent years, persons 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 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 no longer subject to substandard facilities.
Total	This read-only field must equal the number in TOTAL PERSONS ASSISTED before the activity can be completed.

If the HELP THE HOMELESS field on the Page 1 activity setup screen is Yes, two additional fields are displayed. Turn to page 10-11 for details.

For 05C activities only: If the HELP PREVENT HOMELESSNESS field on the Page 1 setup screen (see page 4-5) is Yes, additional performance measures are displayed. For details, see page 10-12.

ASSISTANCE TO BUSINESSES

These fields are displayed for LMA* activities with a matrix code of 14E, 17*, or 18*:

Assistance to Businesses

	Total	Number Expanding	Number Relocating
New Businesses Assisted			
Existing Businesses Assisted			
Total	0		

	Total
Number of Business Facades/Buildings Rehabilitated	
Number of Businesses Assisted that Provide Goods or Services to Meet the Needs of a Service Area	

Specify DUNS # for Each Business Assisted

DUNS #: _____ Ext: _____

[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 570.208(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.

JOB PERFORMANCE MEASURES

This information is collected for LMAFI/LMASA activities with an ACCOMPLISHMENT TYPE of Jobs:

Job Performance Measures

Actual FTE Jobs Created:
5

Actual FTE Jobs Retained:
7

Created

	Total
Of Jobs Created, Number of Jobs With Employer Sponsored Health Care Benefits	
Of Jobs Created, Number of Persons Unemployed Prior to Taking Jobs Created Under this Activity	

Retained

	Total
Of Jobs Retained, Number of Jobs With Employer Sponsored Health Care Benefits	

Types of Jobs Created/Retained

Job Category	Jobs Created	Jobs Retained
Officials and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (Skilled)		
Operatives (Semi-Skilled)		
Laborers (Unskilled)		
Service Workers		

For definitions of these fields, see page 13-7.

HELP THE HOMELESS

These fields are displayed for LMA activities with a matrix code of 03* or 05* if the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes:

Of the Total Persons, Number of:	Number of Persons
Homeless Persons Given Overnight Shelter	
Beds Created in Overnight Shelter or Other Emergency Housing	
Total	0

Save | Save and Previous Page | Cancel

Field	Description
Of the Total Persons, Number of:	
Homeless Persons Given Overnight Shelter	If applicable to this activity, enter the number of homeless persons sheltered overnight.
Beds Created in Overnight Shelter or Other Emergency Housing	If applicable to this activity, enter the number of beds.
Total	This read-only field is the sum of the two previous fields.

HOMELESSNESS PREVENTION

These fields are displayed for an LMA activity with a matrix code of 5C if the HELP PREVENT HOMELESSNESS field on the CDBG Page 1 setup screen (see page 4-5) is Yes:

Field	Description
Of the Total Persons Assisted, Number:	
Receiving Emergency Financial Assistance to Prevent Homelessness	Leave this field blank: it is not applicable when the matrix code is 05C–Legal Assistance.
Receiving Emergency Legal Assistance to Prevent Homelessness	Of the TOTAL PERSONS ASSISTED, enter the number that received emergency financial assistance to prevent homelessness.

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