

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).

ADD/EDIT CDBG ACCOMPLISHMENT DETAIL (PAGE 1)

The top part of this screen is the same for all LMC* activities:

Activity

Add CDBG Accomplishment Detail (Page 1)

05D - Youth Services

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*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Recreation and Parks	Program Year/IDIS Project ID: 2012/128
IDIS Activity ID: 7349	Activity Owner: BALTIMORE, MD	Project Title: RECREATION AND PARKS
National Objective: LMC		

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

Accomplishment Narrative: (maximum 4000 characters)

***Accomplishments**

Accomplishment Type	Proposed Units
1 - People (General)	<input style="width: 100%;" type="text"/>

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
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; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Accomplishments for Program Year: 2012 Select Another Year:</p> <p style="text-align: right;"> <input style="width: 50px;" type="text"/> <input type="button" value="Edit Selected Year"/> </p> </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
	<ul style="list-style-type: none"> • Before updating information, make sure that the year displayed in ACCOMPLISHMENTS FOR PROGRAM YEAR is the year you are reporting data for.
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	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 most LMC* activities, race/ethnicity and income data is reported by persons:

***Direct Benefit Data by Persons**

Race/Ethnicity

Race	Total	Hispanic/Latino
Select Option ▾	<input type="text"/>	<input type="text"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>

Income Levels

	Total
Extremely Low	<input type="text"/>
Low	<input type="text"/>
Moderate	<input type="text"/>
Non-Low/Moderate	<input type="text"/>
Totals	<input type="text" value="0"/>
Percent Low/Mod	<input type="text"/> %

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For instructions on reporting race and ethnicity data for activities that involve removing architectural barriers or making ADA improvements to public buildings, see Appendix I.

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 Philippine Islands, 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>

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 570.208(a)(2)(ii), 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).

DIRECT BENEFIT DATA BY HOUSEHOLDS

For LMC* activities with an accomplishment type of 04-Households or 10-Housing Units, race/ethnicity and income levels information is reported by households. Count each household as one, regardless of the number of persons in the household.

***Direct Benefit Data by Households**

Race/Ethnicity

Race	Owner		Renter		Total Households	
	Total	Hispanic/Latino	Total	Hispanic/Latino	Total	Hispanic/Latino
Select Option	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>					
Female-Headed Households <small>(tip)</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Income Levels (tip)

	Owner	Renter	Total
Extremely Low	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Low	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Moderate	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Non-Low/Moderate	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Percent Low/Mod	<input type="text" value="0"/> %	<input type="text" value="0"/> %	<input type="text" value="0"/> %

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Currently, the system incorrectly displays the owner/renter categories for LMC activities. Until this is fixed, report data for LMC activities that require information by Household under the owner category.

Race/Ethnicity

Field	Description
Race	Select the race for which counts are to be entered. The HUD definitions are provided on page 11-4.
Owner: Total	Enter the number of households of this race.
Owner: Hispanic/Latino	Of the total households of this race, enter the number that are Hispanic/Latino.
Total Households: Total	This read-only field will be the same as OWNER: TOTAL.
Total Households: Hispanic/Latino	This read-only field will be the same as OWNER HISPANIC/LATINO.
Totals	These six read-only fields show the totals for all races.

Field	Description
Female-Headed Households: Owner	Of the total owner households of <u>all</u> races, enter the total 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"/>					

Please see page 13-6 for definitions of these fields.

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)

05D - Youth Services

- CDBG Accomplishment has been saved successfully.

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*** Indicates Required Field**

Grantee/PJ Activity ID:	Activity Name: Recreation and Parks	Program Year/IDIS Project ID: 2012/128
IDIS Activity ID: 7349	Activity Owner: BALTIMORE, MD	Project Title: RECREATION AND PARKS
National Objective: LMC		
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* except 03T	Public Facilities & Infrastructure	11-11
05*	Public Services	11-13
05R, LMCSV	Direct Financial Assistance to Homebuyers	11-14
05S, LMCSV	Short-Term Rental Assistance	11-15
LMC/LMCSV 05C, 05Q, 05T HELP PREVENT HOMELESSNESS is Yes	Homelessness Prevention	11-16
14E, 17*, 18B, 18C	Assistance to Businesses	11-17
LMCMC, 18C	Job Performance Measures	11-18

PUBLIC FACILITIES & INFRASTRUCTURE

These fields are displayed for LMC* activities with any 03* matrix code except 03T:

Public Facilities & Infrastructure	
Total Persons Assisted :	
<input type="text" value="112"/>	
Of the Total Persons, Number of:	
	Number of Persons
With New Access to this type of Public Facility or Infrastructure Improvement	<input type="text"/>
With Improved Access to this Type of Public Facility or Infrastructure Improvement	<input type="text"/>
With access to Public Facility or Infrastructure that is No Longer Substandard	<input type="text"/>
Total	<input type="text" value="0"/>

Field	Description
Total Persons Assisted	This read-only field shows the total number of persons reported on the Page 1 accomplishment screen.
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 matrix code is 03C or the HELP THE HOMELESS field on the Page 1 activity setup screen (see page 4-5) is Yes, these performance measures for shelters are also displayed:

Of the Total Persons, Number of:	
	Number of Persons
Homeless Persons Given Overnight Shelter	<input type="text"/>
Beds Created in Overnight Shelter or Other Emergency Housing	<input type="text"/>
Total	<input type="text" value="0"/>

Save | Save and Previous Page | Cancel

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 :

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.

DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS

The block of fields below is displayed for LMCSV activities with a matrix code of 05R.

Note: For a 05R activity, this is the only place that you may report the number of first-time homebuyers receiving housing counseling. The number of households receiving housing counseling should not be reported in any other fields. Only for activities with a matrix code of 05U (Housing Counseling) may grantees report the number of households receiving housing counseling as the accomplishment.

Direct Financial Assistance to Homebuyers

Total Households Assisted: (tip)

Of the Total Households, Number of:

	Number of Households
First-Time Homebuyers	<input type="text"/>
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	<input type="text"/>
Downpayment Assistance/Closing Costs	<input type="text"/>

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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Total Households, Number of:	
First-Time Homebuyers	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number of first-time homebuyers.
Of the Number of First-Time Homebuyers, Number Receiving Housing Counseling	Of the households that are first-time homebuyers, enter the number receiving housing counseling. This cannot exceed FIRST-TIME HOMEBUYERS.
Downpayment Assistance/Closing Costs	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number receiving downpayment assistance and/or assistance with closing costs.

SHORT-TERM RENTAL ASSISTANCE

These fields are displayed only for an LMCSV activity with a matrix code of 05S:

Short-Term Rental Assistance

Total Households Assisted:

Of the Households Assisted, the Number:

	Number of Households
Receiving short-term rental assistance (not more than three months)	<input type="text"/>
That were previously homeless	<input type="text"/>
Of those, the number that were chronically homeless	<input type="text"/>

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Field	Description
Total Households Assisted	This read-only field shows the total number of households reported on the previous screen.
Of the Households Assisted, the Number:	
Receiving short-term rental assistance (not more than three months)	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that received short-term rental assistance.
That were previously homeless	Of the TOTAL HOUSEHOLDS ASSISTED, enter the number that were previously homeless. See Appendix J for the HUD definition of "homeless."
Of those, the number that were chronically homeless	Of the households THAT WERE PREVIOUSLY HOMELESS, enter the number that were chronically homeless. See Appendix J for HUD's definition of "chronically homeless."

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 570.208(a)(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.