

Proposed CED Performance Progress Report Forms
Renewal of Office of Community Services (OCS) Community
Economic Development (CED) Standard Reporting Format

Originally Submitted: December 2016

2nd Submission: June 6, 2017

3rd Submission: June 9, 2017

COVER PAGE

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS Number	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: <i>(Month, Day, Year)</i> End Date: <i>(Month, Day, Year)</i>	7. Reporting Period End Date <i>(Month, Day, Year)</i>	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> <i>annual</i> <input type="checkbox"/> <i>semi-annual</i> <input type="checkbox"/> <i>quarterly</i> <input type="checkbox"/> <i>other</i> <i>(If other, describe: _____)</i> _____	
10. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
10a. Typed or Printed Name and Title of Authorized Certifying Official		10c. Telephone <i>(area code, number and extension)</i>	
		10d. Email Address	
10b. Signature of Authorized Certifying Official		10e. Date Report Submitted <i>(Month, Day, Year)</i>	
		11. Agency use only	

Performance Measures SF-PPR Form A

1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	Page	of	Pages
		3b. EIN	4. Reporting Period End Date (Month, Day, Year)		

A. Performance Measures						
(1) Indicator Number	(2) Objective/Goal	(3) Indicator	(4) Baseline	(5) Project Target	(6) Actual To Date	(7) Explanation
A-01-B	Create new businesses to employ low-income individuals	Total # of new businesses created				
A-02-B		# of new businesses that were created AT LEAST 12 months ago				
A-03-B		# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months				
A-04-B	Expand existing businesses to employ low-income individuals	Total # of businesses expanded				
A-00-J	Create positions to employ all individuals (low-income and non-low-income)	Total # of full-time positions created for low-income and non-low-income individuals				
A-05-J	Create positions to employ low-income individuals	Total # of part-time positions created for low-income individuals				
A-06-J		Total # of full-time positions created for low-income individuals				
A-07-J		# of those full-time positions that were created for low-income				

OMB Approval Number:
Expiration Date:

		individuals AT LEAST six months ago					
A-08-J		# of full-time positions created for low-income individuals that have been or were operational in the community for AT LEAST six consecutive months					
A-09-J	Create full-time positions with benefits for low- income individuals	Total # of positions created for low-income individuals with health care benefits					
A-10-J		Total # of full-time positions created for low-income individuals with paid sick leave					
A-11-J		Total # of full-time positions created for low-income individuals with retirement benefits					
A-12-J		Total # of full-time positions created for low-income individuals with profit- sharing					
A-13-E	Prepare low- income individuals for employment	Total # of low-income individuals trained in skills for the jobs created					
A-14-E		# of those low-income individuals trained who were TANF recipients					

A-15-E		# of low-income individuals who received a certification for a full-time position created					
A-16-E	Employ low-income individuals in positions created	Total # of low-income individuals, including TANF recipients, employed in the full-time positions created					
A-17-E		# of those low-income individuals employed who were TANF recipients					
A-18-E	Create full-time positions for low-income individuals with opportunity for advancement	Average STARTING wage of all low-income individuals, including TANF recipients, placed in full-time positions created					
A-19-E		Average STARTING wage of TANF recipients placed in full-time positions created					
A-20-E		# of low-income individuals in full-time positions created who received job promotions					
A-21-E		# of low-income individuals in full-time positions created who received pay raises					
A-22-E	Help low-income	Total # of					

	individuals retain new jobs	low-income individuals who were hired into a CED-created full-time position AT LEAST six months ago					
A-23-E		Total # of low-income individuals who retained their full-time jobs for AT LEAST six consecutive months					
A-24-E		# of TANF recipients who were hired into a CED-created full-time position AT LEAST six months ago					
A-25-E		Total # of TANF recipients who retained their full-time jobs for AT LEAST six consecutive months					
A-26-F	Leverage additional funds to increase project success	How many total dollars has your project leveraged?					
A-27-F		How many dollars has your project leveraged from government funds?					
A-28-F		How many dollars has your project leveraged from the private sector?					
A-29-F		How many dollars has your project leveraged					

		from loans?					
A-30-F		How many dollars has your project leveraged from other sources?					

Notes on SF-PPR Form A:

The letters identify the type of information requested:

- B indicates that these fields describe progress on outcomes related to new business creation information
- J indicates that these fields describe progress on outcomes related to new job creation information
- E indicates that these fields describe progress on outcomes related to participant employment information
- F indicates that these fields describe progress on outcomes related to leveraging additional funds

Program Indicators SF-PPR Form B

Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency
3a. DUNS	3b. EIN
4. Reporting Period End Date <i>(Month, Day, Year)</i>	

B. Program Indicators

(1) Activity Number or Label	(2) Activity Description	(3)	(4) Explanation
Project Description			
A-01	Project Strategy & Update		
A-02	Type(s) of New Business Created		
A-03	Distinctive Characteristics of Participants		
A-04	Distinctive Characteristics of Community		
A-05	Geographic location		
A-06	Composition of Board of Directors/Board Leadership		
A-07	Public and Private Partnerships		
A-08	Will or did your organization purchase equity in a business with CED grant funds?		
A-09	Will or did your organization create a loan or revolving loan fund with CED funds?		
Highlights & Major Accomplishments			
B-01	New Business Creation		
B-02	Business Expansion		
B-03	New Job Creation		
B-04	Population Served		
B-05	Participant Recruitment		
B-06	Participant Training		
B-07	Participant Placement in Jobs		
B-08	Participant Retention		
B-09	Leveraged Funding		
B-10	Partnerships		
B-11	Filing of Notice of Federal Interest (for projects involving real property only)		
B-12	Job Creation Involving Flexible Work Policies		
B-13	Other Accomplishments		
Challenges & Resolutions			
C-01	New Business Creation		
C-02	Business Expansion		
C-03	New Job Creation		
C-04	Population Served		
C-05	Participant Recruitment		
C-06	Participant Training		
C-07	Participant Placement in Jobs		
C-08	Participant Retention		
C-09	Leveraged Funding		
C-10	Partnerships		
C-11	Filing of Notice of Federal Interest (for projects involving		

OMB Approval Number:
Expiration Date:

	real property only)		
C-12	Job Creation Involving Flexible Work Policies		
C-13	Other Challenges		
Changes			
D-01	Planned Services		
D-02	Planned Timeline		
D-03	Planned Outcomes		
D-04	Budget		
D-05	Leveraged Funding		
D-06	Partnerships		
D-07	Staffing		
D-08	Composition of Board of Directors/Board Leadership		
D-09	In the Community		
D-10	In the Field		
D-11	Other Changes		

**Instructions for Completing the Proposed CED Performance
Progress Report**

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

The Performance Progress Report will be used by the Office of Community Services to collect comparative data required to account for the expenditure of Federal funds, assess the progress and impact of the Community Economic Development (CED) program and provide feedback to assist grantees.

The data collected also fulfill the requirements of the Office of Management and Budget (OMB) for assessing program performance.

Instructions for Cover Page

Unless otherwise specified below, the Cover Page fields are automatically populated with your grant information.

Item	Data Elements	Information
1.	Federal Agency and Organizational Element to Which Report is Submitted	The name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	Federal Grant or Other Identifying Number Assigned by Federal Agency	The grant/award number contained in the award document.
3a.	DUNS Number	The recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	The recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	The name of recipient organization and address, including ZIP code.
5.	Recipient Identifying Number or Account Number	The account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	The project/grant period established in the award document during which Federal sponsorship begins and ends.
7.	Reporting Period End Date	The ending date of the reporting period. For semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31 and 9/30. For final PPRs, the reporting period end date shall be the end date of the project/grant period.

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

Item	Data Elements	Information
8.	Final Report?	This field is not automatically populated. Mark appropriate box. Check “yes” only if this is the final report for the project/grant period specified in Box 6.
9.	Report Frequency	The term corresponding to the requirements contained in the award document. “Other” may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10a.	Certification – Name and Title	The name and title of the Authorized Certifying Official.
10b.	Certification - Signature	This field is not automatically populated. The Authorized Certifying Official should sign here to certify the report.
10c.	Certification – Telephone	The area code, telephone number and extension of the Authorized Certifying Official.
10d.	Certification – Email Address	The email address of the Authorized Certifying Official.
10e.	Certification – Date Report Submitted	The date (month, day, year) the report is submitted.

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

Instructions for CED SF-PPR Form A

Form A will primarily collect the quantitative data about your project.

Items 1, 2, 3a, 3b, and 4 on Form A are automatically populated with your grant information.

The Performance Measures Table for the SF-PPR Form A

Column 1 lists the indicator number. The A corresponds to the form; the number corresponds to the sequential question or line of data, and the last letter (B, J, E, F) identifies the type of information requested. B indicates that these fields are related to new business creation information. J indicates that these fields are related to new job creation information. E indicates that these fields are related to participant employment information. F indicates that this field is related to leveraging additional funds.

Column 2 describes the program objective/goal. For example, “New businesses created to employ low-income individuals.”

Column 3 describes the indicators of progress toward the objective/goal in Column 2 to be used to report in the rest of the columns in the row. Indicators are measurable elements of the desired results of the program. For example, “Total # of new businesses created” and “# of new businesses created that have been or were operational in the community for AT LEAST 12 consecutive months.”

Column 4 describes where the project was on this indicator as of the last reporting period. For example, as of the end of the last reporting period, 10 full-time jobs for low-income individuals were created, so at the beginning of the next reporting period, the baseline for the Total # of full-time positions created for low-income individuals would be 10. In the first reporting period, this number will be 0. In subsequent reports, this number will be auto-populated by the reporting system and will be the same number that was entered in the “actual to date” column in the previous report.

Column 5 describes the final target for the project. For example, if the project expects to create 25 jobs for low-income individuals at the end of the project, this number would be 25. This number will not change from one reporting period to another. This number will be automatically populated in the reporting system based on the information provided in your application.

Column 6 documents the grantees cumulative progress toward the project goal. This is where grantees enter in cumulative project information based on the most recent reporting period. Keep in mind, all data to be entered should be cumulative. For example, as of the last reporting period, a grantee may have created 10 full-time jobs for low-income individuals. In the subsequent reporting period, the grantee created an additional two full-time jobs for low-income individuals. As a result, for the subsequent reporting period, in column 6, a grantee would indicate that they created 12 full-time jobs for low-income individuals.

Column 7 provides the grantee space to provide any additional information that the OCS Project Specialist might need to better understand the data. If the value entered in Column 6 is 0, the grantee must enter information in Column 7 to explain why no progress has been made toward the goal to date. When data has been entered in Column 6, grantees should provide the names of the businesses created/expanded or positions created in Column 7. The grantee may also use this space to explain any variance between actual performance (Column 6) and the performance target (Column 5).

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

Objectives & Goals and Indicators –

The table below has five columns:

Column 1, “Indicator number,” contains the corresponding question number on the PPR form A.

Column 2, “Indicator,” contains the question, or data element, requested on the PPR form.

Column 3, “Description of Indicator,” contains a description of the data requested. In some cases, the description in this column refers to just one indicator; in others, it pertains to multiple related indicators. This description elaborates on the questions in the PPR and provides clarification on the data requested. In cases where the description applies to multiple indicators, it clarifies relationships between the multiple indicators.

Column 4, “Check your data,” defines relationships among related answers. The inequalities listed in each cell specify which data elements are subsets of other data elements and should therefore contain numbers that are not greater than the answers for which they are a subset. You should use the information in this column to ensure you filled out the PPR form properly.

Column 5, “Example,” provides sample scenarios and how the data would be recorded in the PPR.

The objectives and goals describe the information that OCS wants the grantee not only to collect, but to include in the grant and annual planning. Given the diversity of CED projects, not all of the objectives will apply to every grantee.

Note: With the exception of A-00-J, which captures total # of full-time positions created (low-income and non-low-income), all other indicators on the PPR form A deal with individuals.

Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)																				
Objective: Create new businesses to employ low-income individuals																								
A-01-B	Total # of new businesses created	This indicator measures how many total businesses were created with the CED grant	$A-01-B \geq A-02-B$	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total new businesses created</td> <td>20</td> </tr> <tr> <td>Number of those that were created AT LEAST 12 months ago</td> <td>15</td> </tr> <tr> <td>Number of those that are still in existence</td> <td>10</td> </tr> <tr> <td>Number of those that are no longer in existence</td> <td>5</td> </tr> <tr> <td>Number of businesses created less than 12 months ago</td> <td>5</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-01-B</td> <td>20</td> </tr> <tr> <td>A-02-B</td> <td>15</td> </tr> <tr> <td>A-03-B</td> <td>10</td> </tr> </tbody> </table>	Scenario		Total new businesses created	20	Number of those that were created AT LEAST 12 months ago	15	Number of those that are still in existence	10	Number of those that are no longer in existence	5	Number of businesses created less than 12 months ago	5	Answers		A-01-B	20	A-02-B	15	A-03-B	10
Scenario																								
Total new businesses created	20																							
Number of those that were created AT LEAST 12 months ago	15																							
Number of those that are still in existence	10																							
Number of those that are no longer in existence	5																							
Number of businesses created less than 12 months ago	5																							
Answers																								
A-01-B	20																							
A-02-B	15																							
A-03-B	10																							
A-02-B	# of new businesses that were created AT LEAST 12 months ago	These two indicators measure how many of the businesses that were created with CED funds at least 12 months ago remained in existence after 12 months. The purpose of these indicators is to measure the longevity of the businesses that have been created, while correcting for businesses that were created less than 12 months ago. This allows OCS to accurately calculate the percentage of new businesses lasting at least 12 months without having businesses less than 12 months old skew the result. NOTE: Businesses created more than 12 months ago that lasted at least 12 months but have since folded should still be counted in A-03-B.	$A-02-B \leq A-01-B$ $A-02-B \geq A-03-B$																					
A-03-B	# new businesses created AT LEAST 12 months ago that have been or were operational in the community for AT LEAST 12 consecutive months		$A-03-B \leq A-02-B$																					
Objective: Expand existing businesses to employ low-income individuals																								
A-04-B	Total # of businesses expanded	This indicator measures the number of already-existing businesses that were expanded using																						

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)																
		CED funds. It does not measure new businesses that were created with CED funds, but rather businesses that existed before the CED grant and that the CED grant helped expand.																		
Objective: Create positions to employ all individuals (low-income and non-low-income)																				
A-00-J	Total # of full-time positions created (low-income and non-low-income)	This indicator measures the total number of full-time positions that were created using CED funds, including positions created for low-income individuals and those created for non-low-income individuals.	<p>A-00-J ≥ A-06-J A-00-J ≥ A-07-J A-00-J ≥ A-08-J A-00-J ≥ A-09-J A-00-J ≥ A-10-J A-00-J ≥ A-11-J A-00-J ≥ A-12-J</p>	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total full-time jobs created for low-income individuals</td> <td align="right">100</td> </tr> <tr> <td>Total full-time jobs created for non-low-income individuals</td> <td align="right">20</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-00-J</td> <td align="right">120</td> </tr> <tr> <td>A-06-J</td> <td align="right">100</td> </tr> </tbody> </table>	Scenario		Total full-time jobs created for low-income individuals	100	Total full-time jobs created for non-low-income individuals	20	Answers		A-00-J	120	A-06-J	100				
Scenario																				
Total full-time jobs created for low-income individuals	100																			
Total full-time jobs created for non-low-income individuals	20																			
Answers																				
A-00-J	120																			
A-06-J	100																			
Objective: Create positions to employ low-income individuals																				
A-05-J	Total # of part-time positions created for low-income individuals	This indicator measures the total number of part-time positions that were created for low-income individuals using CED funds.																		
A-06-J	Total # of full-time positions created for low-income individuals	This indicator measures the total number of full-time positions created for low-income individuals with CED funds, regardless of whether they were filled by TANF recipients.	<p>A-06-J ≥ A-07-J A-06-J ≥ A-08-J A-06-J ≤ A-21-E</p>																	
A-07-J	# of those full-time positions that were created for low-income individuals AT LEAST six months ago	These two indicators measure how many of the positions that were created for low-income individuals at least six months ago remained in existence six months after they were created. The purpose of this indicator is to measure the longevity of positions created for low-income individuals, while correcting for positions that were created less than six months ago. This allows OCS to accurately calculate the percentage of new positions for low-income individuals lasting at least six months without having jobs less than six months old skew the result. NOTE: Positions for low-income individuals that were created more than six months ago and lasted at least six months but no longer exist should still be counted in A-08-J.	<p>A-07-J ≤ A-06-J A-07-J ≥ A-08-J</p>	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total full-time jobs created</td> <td align="right">100</td> </tr> <tr> <td>FT jobs created AT LEAST 6 months ago</td> <td align="right">60</td> </tr> <tr> <td>FT jobs lasting AT LEAST 6 months</td> <td align="right">30</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-06-J</td> <td align="right">100</td> </tr> <tr> <td>A-07-J</td> <td align="right">60</td> </tr> <tr> <td>A-08-J</td> <td align="right">30</td> </tr> </tbody> </table>	Scenario		Total full-time jobs created	100	FT jobs created AT LEAST 6 months ago	60	FT jobs lasting AT LEAST 6 months	30	Answers		A-06-J	100	A-07-J	60	A-08-J	30
Scenario																				
Total full-time jobs created	100																			
FT jobs created AT LEAST 6 months ago	60																			
FT jobs lasting AT LEAST 6 months	30																			
Answers																				
A-06-J	100																			
A-07-J	60																			
A-08-J	30																			
A-08-J	# of full-time positions created for low-income individuals that have been or were operational in the community for AT LEAST six consecutive months		<p>A-08-J ≤ A-06-J A-08-J ≤ A-07-J</p>																	
Objective: Create full-time positions with benefits for low-income individuals																				

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

Indicator number	Indicator	Description of Indicator	Check your data	Example (if relevant)												
A-09-J	Total # of full-time positions created for low-income individuals with health care benefits	These four indicators document the quality of the positions created for low-income individuals. Not all grantees can create positions with health care benefits or opportunity for advancement. However, those grantees that do will want to show the accomplishment of creating higher quality jobs.	A-09-J ≤ A-06-J													
A-10-J	Total # of full-time positions created for low-income individuals with sick leave		A-10-J ≤ A-06-J													
A-11-J	Total # of full-time positions created for low-income individuals with retirement benefits		A-11-J ≤ A-06-J													
A-12-J	Total # of full-time positions created for low-income individuals with profit-sharing		A-12-J ≤ A-06-J													
Objective: Prepare low-income individuals for employment																
A-13-E	Total # of low-income individuals trained in skills for the jobs created	This indicator documents the number of low-income individuals who were trained. It includes TANF recipients.	A-13-E ≥ A-14-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Number of low-income individuals trained by CED program</td> <td align="right">100</td> </tr> <tr> <td>Number of those low-income individuals who were TANF recipients</td> <td align="right">20</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-13-E</td> <td align="right">100</td> </tr> <tr> <td>A-14-E</td> <td align="right">20</td> </tr> </tbody> </table>	Scenario		Number of low-income individuals trained by CED program	100	Number of those low-income individuals who were TANF recipients	20	Answers		A-13-E	100	A-14-E	20
Scenario																
Number of low-income individuals trained by CED program	100															
Number of those low-income individuals who were TANF recipients	20															
Answers																
A-13-E	100															
A-14-E	20															
A-14-E	# of those low-income individuals trained who were TANF recipients	This indicator documents the number of low-income individuals who were trained who were TANF recipients when they first took part in CED-funded training.	A-14-E ≤ A-13-E													
A-15-E	# of low-income individuals who received a certification for a full-time position created	This indicator documents the number of low-income individuals who received a certification for a full-time position created with CED funds. It includes TANF recipients														

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

Objective: Employ low-income individuals in the positions created																		
A-16-E	Total # of low-income individuals, including TANF recipients, employed in the full-time positions created	This indicator measures the total number of low-income individuals placed in the full-time positions created with CED funds. This number accounts for turnover.	A-16-E ≥ A-06-J A-16-E ≥ A-16-E A-16-E ≥ A-21-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total jobs created</td> <td align="center">100</td> </tr> <tr> <td>Total number of low-income individuals employed in those jobs through the course of the grant period</td> <td align="center">125</td> </tr> <tr> <td>Total number of those low-income individuals who were TANF recipients</td> <td align="center">50</td> </tr> <tr> <th colspan="2">Answers</th> </tr> <tr> <td>A-16-E</td> <td align="center">125</td> </tr> <tr> <td>A-17-E</td> <td align="center">50</td> </tr> </tbody> </table>	Scenario		Total jobs created	100	Total number of low-income individuals employed in those jobs through the course of the grant period	125	Total number of those low-income individuals who were TANF recipients	50	Answers		A-16-E	125	A-17-E	50
Scenario																		
Total jobs created	100																	
Total number of low-income individuals employed in those jobs through the course of the grant period	125																	
Total number of those low-income individuals who were TANF recipients	50																	
Answers																		
A-16-E	125																	
A-17-E	50																	
A-17-E	# of those low-income individuals employed who were TANF recipients	This indicator measures the total number of low-income individuals who were TANF recipients at the time they were placed in the full-time positions created with CED funds. This number accounts for turnover.	A-17-E ≤ A-16-E A-17-E ≥ A-24-E															
Objective: Create full-time positions for low-income individuals with opportunity for advancement																		
A-18-E	Average STARTING wage of all low-income individuals, including TANF recipients, placed in full-time positions created	These two indicators measure the average wage at which individuals in CED-funded positions are hired. These numbers only account for starting wage, and do not factor in the new wages of employees who have been awarded raises.																
A-19-E	Average STARTING wage of TANF recipients placed in full-time positions created																	
A-20-E	# of low-income individuals in positions created who received job promotions	These two indicators measure the upward mobility in the jobs created.	A-20-E ≤ A-16-E															
A-21-E	# of low-income individuals in full-time positions created who received pay raises		A-21-E ≤ A-16-E															
Objective: Help low-income individuals retain new jobs																		
A-22-E	Total # of low-income individuals who were hired into a CED-created full-time position AT LEAST six months ago	These two indicators measure the total number of low-income individuals who were employed in a job created with CED funds and remained in that job for at least six consecutive months. It includes individuals who retained their jobs for at least six months and then left the jobs, as well as individuals who retained their jobs for longer than six months. Low-income individuals include TANF recipients.	A-22-E ≥ A-06-J A-22-E ≤ A-16-E A-22-E ≥ A-23-E A-22-E ≥ A-24-E	<table border="1"> <thead> <tr> <th colspan="2">Scenario</th> </tr> </thead> <tbody> <tr> <td>Total jobs created</td> <td align="center">100</td> </tr> <tr> <td>Total low-income individuals employed in the jobs created</td> <td align="center">125</td> </tr> <tr> <td>Number of those low-income individuals who were hired AT LEAST 6 months ago</td> <td align="center">60</td> </tr> <tr> <td>Number of those low-income individuals employed who kept their jobs for AT LEAST 6 months</td> <td align="center">40</td> </tr> <tr> <td>Number of the total low-income individuals employed who were also TANF recipients</td> <td align="center">50</td> </tr> </tbody> </table>	Scenario		Total jobs created	100	Total low-income individuals employed in the jobs created	125	Number of those low-income individuals who were hired AT LEAST 6 months ago	60	Number of those low-income individuals employed who kept their jobs for AT LEAST 6 months	40	Number of the total low-income individuals employed who were also TANF recipients	50		
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A-23-E	Total # of low-income individuals who retained their full-time jobs for AT LEAST six consecutive months	A-23-E ≤ A-22-E																

Appendix B: Instructions for Completing the Proposed CED Performance Progress Report

A-24-E	# of TANF recipients who were hired into a CED-created full-time position AT LEAST six months ago	<p>These two indicators measure the total number of TANF recipients who were employed in a position created with CED funds and remained in that position for at least six consecutive months. It includes individuals who retained their jobs for at least six months and then left the jobs, as well as individuals who retained their jobs for longer than six months. TANF recipients are a subset of low-income individuals, so every TANF recipient should also be counted as a low-income individual.</p>	<p>A-24-E ≤ A-17-E A-24-E ≤ A-22-E A-24-E ≥ A-23-E</p>	<table border="1"> <tr> <td data-bbox="1499 396 1814 472">Number of those TANF recipients who were hired AT LEAST 6 months ago</td> <td data-bbox="1814 396 1892 472">25</td> </tr> <tr> <td data-bbox="1499 472 1814 548">Number of TANF recipients who were employed AT LEAST 6 months</td> <td data-bbox="1814 472 1892 548">20</td> </tr> <tr> <td colspan="2" data-bbox="1499 548 1892 574">Answers</td> </tr> <tr> <td data-bbox="1499 574 1814 600">A-22-E</td> <td data-bbox="1814 574 1892 600">60</td> </tr> <tr> <td data-bbox="1499 600 1814 626">A-23-E</td> <td data-bbox="1814 600 1892 626">40</td> </tr> </table>		Number of those TANF recipients who were hired AT LEAST 6 months ago	25	Number of TANF recipients who were employed AT LEAST 6 months	20	Answers		A-22-E	60	A-23-E	40
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A-23-E	40														
A-25-E	# of TANF recipients who retained their full-time jobs for AT LEAST six consecutive months	<p>A-25-E ≤ A-22-E A-25-E ≤ A-23-E A-25-E ≤ A-24-E</p>													
Objective: Leverage additional funds to increase project success															
A-26-F	How many dollars total dollars has your project leveraged?	This indicator measures the amount of money leveraged through all non-CED sources. It is a sum of A-27-F, A-28-F, A-29-F, and A-30-F. This indicator will automatically be calculated based on what you enter in the other fields.	<p>A-26-F equals the sum of A-27-F, A-28-F, A-29-F and A-30-F</p> <p>A-27-F A-28-F A-29-F <u>+ A-30-F</u> A-26-F</p>												
A-27-F	How many dollars has your project leveraged from government funds?	<p>These four indicators measure the amount of money leveraged through any non-CED source.</p>													
A-28-F	How many dollars has your project leveraged from the private sector?														
A-29-F	How many dollars has your project leveraged from loans?														
A-30-F	How many dollars has your project leveraged from other sources?														