Training

Manual

for Designees

*Renewal Communities/Empowerment
Zones/Enterprise Communities
(RC/EZ/EC) Performance Measurement System
(PERMS) - C39*

U.S. Department of Housing and Urban Development

July 2002

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1 Introduction

The RC/EZ/EC Initiative Office, Performance Measurement System (PERMS) is a cutting-edge Internet-based system which allows EZ/ECs to enter, store, transmit, modify and share their program information easily and in a consistent fashion. HUD is then able to review the information submitted by each community and perform an assessment of their progress on-line. The system also contains a Search Module and Database that capture information on programs and projects, including budgets, obligations, milestones, and outputs.

HUD is congressionally mandated to obtain performance reports from the EZ/ECs and to evaluate their progress. HUD's monitoring oversight over the EZ/ECs is primarily derived from section 1391(d)(2) of the Omnibus Budget Reconciliation Act of 1993 and HUD's regulations at 24 CFR Part 597.400-430 and Part 598.415-430 which provide for reporting, performance reviews, validation of designation and revocation of designation under appropriate circumstances. According to the January 12, 1995 Federal Register, Part II, 24 CFR Part 597 regarding Empowerment Zones and Enterprise Communities, each EZ/EC is required to periodically submit reports on their accomplishments. These reports must identify the community, local government, and State actions, which have been taken to meet the goals and objectives, identified the EZ/ECs' strategic plan.

HUD fulfills this mandate by requiring the EZ/ECs to report activities and progress via PERMS. EZ/ECs are required to create an Implementation Plan (IP) in PERMS for each activity/project undertaken. They are also required to submit an Annual Report(AR) which includes information on their progress toward meeting the projected outputs and milestones identified in each of their Implementation Plans. HUD then reviews the progress of each EZ/EC based on the reported information. PERMS allows for easy, electronic modification and permits users to share information by viewing each others' data. The system has streamlined the reporting and review process, and allows EZ/EC staff immediate access to Implementation Plans and Annual Reports. In addition, the HUD Office of Community Renewal is able to use PERMS to run searches and queries on submitted information and to compile program data (including tallies on program progress and results) in an easy and expeditious manner. Finally, PERMS allows the EZ/EC designees to create and modify their program data and Annual Reports without having to recreate existing data and documents, thus saving the EZ/ECs time and money. Overall, PERMS is a tremendous improvement over prior paper reporting methods, and can serve as a model for organizations involved in performance measurement and evaluation.

In 2002, PERMS has been modified to match the look and feel of other CPD systems. It now includes a red menu on the left hand side that you will remember from the RC/EZ On Line Application System. It will be easier to identify IPs on which to take action. The system now has spell check and an email notification system. The search feature has also been improved. Next year, the Renewal Communities will be added to PERMS and designees will be able to run summary reports on line using PERMS data.
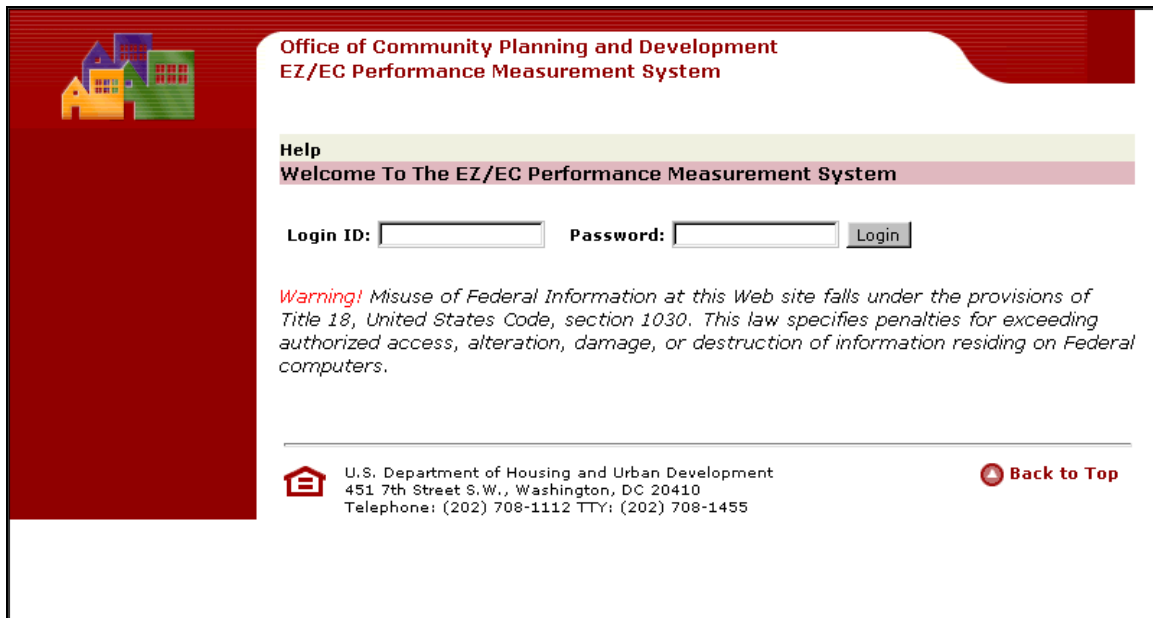
Designees must submit the following reports Implementation Plans and Annual Reports.

2   Logging On

You can enter the system through the Login screen found on the Internet at
http://www.ezec.hud.gov.
If you are experiencing technical problems while using PERMS, please call the PERMS helpline at: 1-800-483-9059

- Enter Login ID.
- Enter Password.
- Press **Login**. The following screen appears.

This screen contains a list of Implementation Plans for the Designee. It is organized by Plan Number, Description, Status, and last Update.

If you know a specific Implementation Number, press the link at the bottom of the page to show that plan in the list.

Plans that are showing in the window are in bold face in the **Go To** list.

	Submitted Plans may be viewed under the View Plans link.

3   Implementation Plan

The designee Implementation Plan Process submenus contains the following options:

- *Add New Plan*   Enters new projects and programs into PERMS. Plans may remain in system marked "In Progress" until ready for submission to HUD for approval.
- *Edit Plans*   Allows you to edit Implementation Plans in PERMS (e.g., adjust milestones, funding sources, outputs, etc.)
- *Submit Plans*   Submits Implementation Plans to HUD for approval.

- *View Plans*   Permits you to view plans without making modifications.

3.1 Creating a New Plan

You can create new Baseline and Implementation Plan information, save the information, and then confirm the information. Once the plan has been created, you can hyperlink to the plan to edit any of the information.

- Press the Add New Plan link the following screen appears.

- **Selecting Goals and Categories:** Before a RC or EZ or EC enters an Implementation Plan, it must determine which goal the activity furthers. The four goals in PERMS embody the key principles of the Initiative.

Goals of the RC/EZ/EC Initiative

Goal I: *Strategic Vision for Change* is a summary of the community's strategic plan. It identifies what the community will become and creates a strategic map for revitalization. The vision should build on assets and coordinate a response to community needs in a comprehensive fashion.

Goal II: *Community Based Partnerships* requires involving participants from all segments of the community, including political and governmental leadership, community groups, local

public health and social service departments, the nonprofit sector, other community institutions and individual citizens.

Goal III: *Economic Opportunity* includes job creation within the community and throughout the region, entrepreneurial initiatives, small business expansion, job training and other important services, such as affordable child care and transportation services.

Goal IV: *Sustainable Community Development* advances the creation of livable and vibrant communities through comprehensive approaches that coordinate economic, physical, environmental, community and human development.

- Use the dropdown box to insert Goal.

Goals and Categories in PERMS

- Each Goal has a set of standard Categories. Categories are types of community needs or broad problem areas that a Strategic Plan identifies and the Implementation Plans addresses. Each Implementation Plan is classified by Goal and Category, using the format of goal number, category number and plan number (for example, G3C2P1 for the goal Economic Opportunity, the category Businesses Assisted, Plan 1). In the PERMS Designee Module, Implementation Plans are created by selecting the Implementation Plans button and then "Add New Plan". The screen that appears shows a drop-down menu for both the goals and the categories. Goal 1, Strategic Vision for Change does not have any categories.

- For each project or program to be entered into an Implementation Plan, the RC/EZ/EC should select a Goal and Category for which the boilerplate outputs are most appropriate.

Goal			Category
G1	Strategic Vision for Change		Not Available
G2	Com.-Based Partnership	C1	Governance Board
G2	Com.-Based Partnership	C2	Capacity Building
G3	Economic Opportunity	C1	Workforce Development
G3	Economic Opportunity	C2	Businesses Assisted
G3	Economic Opportunity	C3	Assess to Capital
G4	Sustainable Com. Develop.	C1	Housing
G4	Sustainable Com. Develop.	C2	Public Safety
G4	Sustainable Com. Develop.	C3	Infrastructure
G4	Sustainable Com. Develop.	C4	Environment
G4	Sustainable Com. Develop.	C5	Health
G4	Sustainable Com. Develop.	C6	Education
G4	Sustainable Com. Develop.	C7	Human Services
G4	Sustainable Com. Develop.	C8	Other Programs/Projects

- Once the EZ/EC has selected the goal and category, it then fills out the rest of the Implementation Plan template in PERMS. There should be only one Implementation Plan per program/project.

- Use the dropdown box to select a Category.

- **Type in the narrative field the Title/Need, Program/Project, Baseline and Proposed Outcome.**

- **Title:** The field for the title is labeled as "Program/Project". The title of the Implementation Plan should be the name of the activity to be undertaken. (If the Implementation Plan is for a Round II EZ that is also reporting as an EC, the title of EZ Plans should start with "EZ - name of your plan".)

- **Need:** The first term that must be described is Need. Need is a brief discussion of why the RC/EZ/EC is undertaking the project or program in the community.

- **Baseline:** The Baseline is the situation/problem that exists at the time the project begins. Ideally it will be quantifiable (e.g., the poverty rate, unemployment rate, etc.)

- **Proposed Outcome:** The Proposed Outcome is the overall result of the activity, and thus corresponds directly to the baseline; it should reflect the *broad* goal of the activity, and not simply repeat the outputs.

- **Status:** Status is the Implementation Plan's status. The status could be active, complete, postponed, or canceled.

  ⇒ **'Active'** indicates the project or program is still in progress. If a plan is 'active', milestone dates should reflect recent and future activity.
  ⇒ **'Complete'** indicates the project or program has been finished and evaluated.

  ⇒ **'Postponed'** should be used if you intend to implement a plan, but it is not currently on schedule. When the project or program becomes active, the budget, milestones, etc. should be updated as appropriate.

  ⇒ **'Canceled'** should be used for a Plan for which funding has been spent, but the project or program was canceled mid-stream. The budget in a canceled plan should reflect the exact amount expended, and milestones and outputs should be edited as appropriate to denote accomplishments achieved at the time of cancellation. A program or project for which a Plan was entered, but no activity was undertaken and no funding was expended should be deleted from the system.

- Set Plan Status.

- Press **Next**. The following screen will appear which allows the user to verify the entered information.

- Press **Finish** to save New Plan.

Once you have created a New Plan, you also need to provide information on the following:

- Sources of Funds

- Uses of Funds

- Milestones

- Outputs

To do this, choose Edit Plan. Instructions for how to edit an Implementation Plan can be found in section 3.2 of this Users' Guide.

3.2 Editing an Implementation Plan

You may edit various sections of Implementation Plans that are created in PERMS, including:
- Goals and baselines
- Sources of funds
- Uses of funds
- Milestones

- Output measurements

Under the "Edit Plan" submenu, you may also do the following:

- Review comments from HUD staff on submitted plans
- Submit Plan
- Delete plans
- Print plans

3.2.1 Selecting an Implementation Plan to Edit

- Select a Plan to edit by clicking on the corresponding Implementation Plan number, marked in <u>red underline</u>.

- Note: Only 10 Implementation Plans may be displayed on one window, so you may need to click on the corresponding range of Implementation Plan numbers located on the "Go to" section at the bottom of the window, to get to the appropriate Implementation Plan number.

- After selecting a plan, the following screen appears, and the submenu for "Edit Plans" is displayed on the left-hand menu. Use this left-hand menu to select the section of the Implementation Plan you would like to edit. For detailed instructions for each submenu item, see the sections 3.2.2 – 3.2.6 of this User Guide.

3.2.2 Modifying Goals and Baselines

After selecting a plan to edit from the list of Implementation Plans, the first screen available for modification is the Goals and Baselines section. Edits to this section may also be made by clicking on the "Goals & Baselines" button under the "Edit Plans" submenu found on the left-hand toolbar. The following screen should appear:

- Edit entries under Goals and Baselines (e.g., Program/Project title, Program/Project Description, Baseline, or Proposed Outcome) by making changes in the appropriate fields.

- Press Next. The following screen appears:

- Press Finish to save changes, or press Back to make additional edits. If additional edits are made, make sure to press Next and then Finish to save changes when all edits are complete.

3.2.3 Modifying Source of Funds

When you have selected a plan to edit, press the "Sources of Funds" link under the "Edit Plans" submenu on the left-hand toolbar. The following screen appears:

Office of Community Planning and Development
EZ/EC Performance Measurement System

EC - Akron, OH

Implementation Plan

Edit Plans
- **Goals & Baseline**
- **Sources of Funds**
- Add Existing Entity
- Add New Entity
- **Uses of Funds**
- **Milestones**
- **Output Measurements**
- **Review Comments**
- **Submit Plan**
- **Delete Plan**
- **Print Plan**

Add New Plan

Submit Plans

View Plans

Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out

II. Sources of Funds for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Total Amount: $63,000.00

Participating Entity		Cash	
HHS EZ Funds (Round I)		$ 49,000.00	
HUD EZ Funds (Round II)		$ 0.00	
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter		$ 0.00	

Non EZ/EC Grant Funds

Delete	Participating Entity	Private	Cash	In-Kind
☐	A. Akron Development Corporation	No	$ 5,000.00	$ 0.00
☐	B. Fresh Fields	No	$ 0.00	$ 0.00
☐	C. Private	Yes	$ 5,000.00	$ 0.00
☐	D. University of Akron	No	$ 4,000.00	$ 0.00
	Non EZ/EC Grant Funds Totals		**$14,000.00**	**$0.00**

Next

U.S. Department of Housing and Urban Development
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⬆ Back to Top

Sources of Funds

- 'Sources' and 'Uses' of funds should reflect the total projected funds *over the life of the program or project*. Sources and Uses can be modified over time to reflect any significant budget changes.

- Under 'Sources of Program/Project Funds', there are separate fields for the EZ/EC Grant Funds (Round I HHS funds and the Round II HUD funds) and Non-EZ/EC Grant Funds (all other sources of funding for the project). Non-EZ/EC Grant Funds should list the names of the other participating entities contributing cash or in-kind services or donations (valued in dollars). Funds from private, for-profit enterprises should be marked as 'private', using the 'private' box. Funds from non-profits, foundations and from government organizations are not considered 'private' sources of funds in PERMS.

- All local, state, and federal government grants should be identified as specifically as possible (for example, HUD - Youthbuild 1998; HUD - CDBG 1999; DOL - Youth Opportunity 2000).

- **Round II HUD Grant Funds** *must be* **spent in conjunction with economic development activities. Implementation Plans should reflect how the project or program helps to promote economic development.**

- Edit Sources of Funds in the appropriate fields

- To Delete an Entity, mark the checkbox next to the Entity.

- Press Next. The following screen appears.

- Press **Finish** to save information.

3.2.3.1 Add Existing Entity

PERMS saves the information for Sources of Funds entities so that it may be selected for multiple plans. In order to add an existing entity under Sources of Funds, follow the procedures below:

- After a plan is selected for edits, press "Add Existing Entity" under Sources of Funds on the left-hand toolbar. The following screen appears:

- If the Sources of Funds Entity is not showing, press the appropriate link in the Go To section.

- Check the box for the Entity(ies) that you want to add.

- Press **Next**. The following screen appears.

- Press **Finish** to save changes.

3.2.3.2   Add New Entity

If a Source of Fund entity is not listed under existing entities, you must add a new entity.

- When you have selected a plan to edit, press the "Add New Entity" link under Sources of Funds on the left-hand toolbar. The following screen appears:

- Add New Entity information: Name, Address, City, State and Zip code. Private should only be marked "Yes" for private, for-profit entities. Funds from non-profits,

foundations, and government organizations are **not** considered "private" sources of funds in PERMS.

- Press **Next**. The following screen appears.

- Press **Finish** to save changes.

3.2.4   Modifying Use of Funds

Uses of Funds: The Lead Implementing Entity or Entities for the project is listed under uses of funds. This should be the name of the organization(s) with the lead responsibility for overseeing/implementing the project or program

You can confirm use of funding source information, save confirmation screen, and return to Modify Use of Fund submenu.

You can also add a new use of funds, confirm the new use of funds, and then save the new use of funds.

You can also add multiple existing uses of funds, confirm multiple existing uses of funds, and then save multiple existing uses of funds.

- Press the Use of Funds link. The following screen appears.

- Adjust amount in the amount field.

- If you need to delete the Implementing Entity, check the Delete checkbox.

- Press **Next**. The following screen will appear.

- Press **Finish** to save information.

3.2.4.1 Add Existing Entity

- Press the Add Existing Entity. The following screen appears.

- Check the box for the Entity(ies) that you want to add.

- Press **Next**. The following screen appears.

- Press **Finish** to save changes.

3.2.4.2   Add New Entity

- Press the Add New Entity link. The following screen appears.

- Add New Entity information.
- Press **Next**. The following screen appears.

- Press **Finish** to save changes.

3.2.5   Modifying Milestones

You can confirm milestone information, saves confirmation screen, and return to Modify Milestone submenu.

You can also add a new milestone, confirm the new milestone, and then save the new milestone.
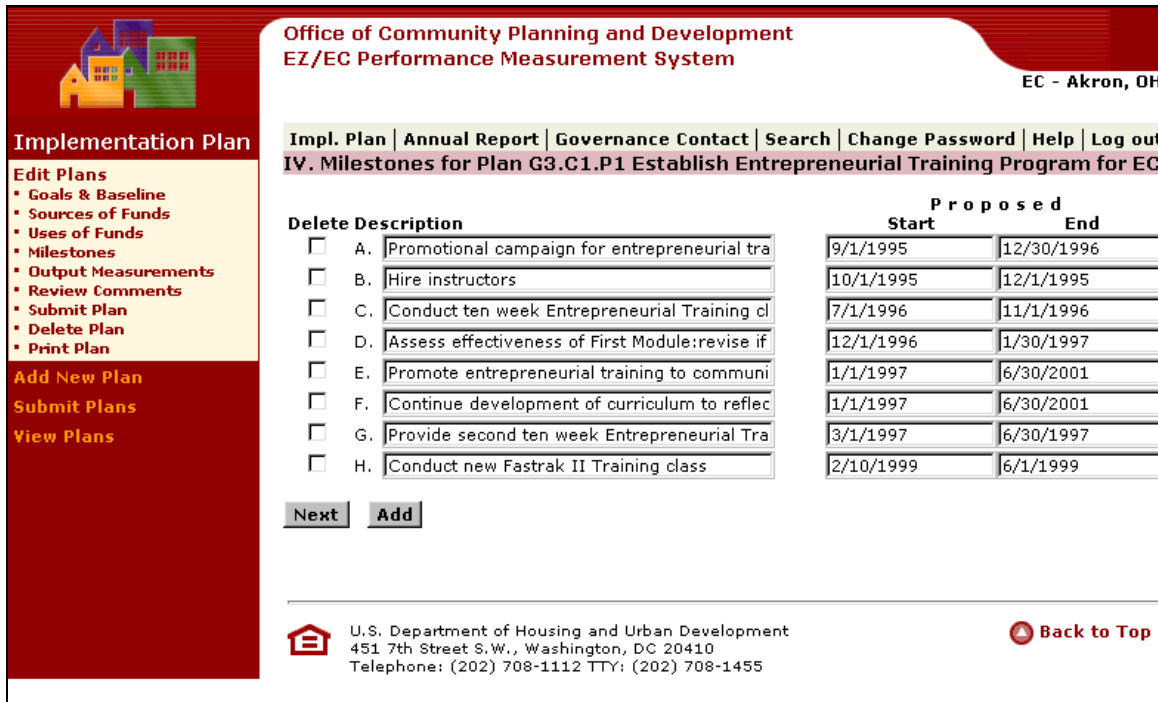
- **Milestones:** Milestones are the major steps taken by the EZ/EC and lead entities to implement the project/program. The proposed start and end dates for the milestones indicate the time frame in which the milestone will be completed.

- Milestones should begin, in most cases, with the date the EZ Board approved the project and should also include EZ monitoring and evaluation of project. All major steps (issuance of RFPs, selection of a service provider, start and end of project, etc). should be listed. If the activity is to be carried out over a period of years, interim goals should be delineated.

- It is important that milestones clearly identify which entity is undertaking each step listed (for example - the EZ, or the lead entity). Use the active voice and be as specific as possible.

If the status of the plans is still marked as 'active', milestones should reflect recent and future activity (at least a year out, if possible). If a plan is 'complete', the last milestone

should show time of completion and evaluation of the activity, if appropriate. Milestones should also indicate why and when a plan was 'postponed' or 'canceled'.

- Press the Milestone link. The following screen appears.

- Edit the Milestones and Proposed Start and **Finish** Dates.

- Check the Delete Checkbox for any Milestone you would like to delete.

- Press **Next**. The following screen will appear.

- Press **Finish** to save

3.2.5.1 Adding a New Milestone

- Press Add to add a Milestone. The following field will appear.

- Press **Next**. The following screen will appear.

- Press **Finish** to save the new Milestone.

3.2.6 Modifying Output Measurement

You can confirm output measurement information, save confirmation screens, and return to the Modify Output Measurement submenu.

You can also add multiple output measurements, confirm multiple output measurements, and then save the multiple output measurements.

- EZ/ECs must complete the Output Measurement Section with **proposed cumulative outputs for the life of the Implementation Plan**. Outputs are the results immediately created upon implementation of a project or program. Outputs are set when programs and projects are designed, and should clearly explain what quantifiable "product" is created by the activity. For example, where the baseline problem is a high school dropout rate of 42 percent, a possible output is 200 students participating in an after school-tutoring program. If that is the data that the EZ/EC wants to reflect, the EZ/EC might choose "number of K-12 school programs" and "number of EZ/EC children served" as output measurements.

- Like the predefined Categories within each Goal, the Categories have predefined Output Measurements. The Goal/Category combination chosen for each Plan should be that which best describes the project or activity. Template output measurements are generated by the choice of goal and category. Not all the template output measurements need to be completed - only the applicable measurements need to show cumulative goals. If an activity can not be fully characterized by the predefined output measurements, there is the flexibility for the RC/EZ/EC to use the dropdown 'other' menu for output measurements.

- In that event that an EZ/EC needs to create an output measurement unique to a particular program, they can type a new output in the provided text field. In most cases, 'other' outputs should be used in addition to, not instead of, the standardized outputs associated with each category. **We strongly encourage EZ/ECs to present their data in the standardized output measurements whenever possible.**

- Press the Output Measurement link. The following screen appears.

- Edit the Output Measurement.
- Press **Next**. The following screen will appear.

- Press **Finish** to save.

3.2.6.1   Adding a New Output Measurement

Following is a list of Output Measurements:

Community-Based Partnership
    Governance Board
        Governance Board
        Number of public meetings
    Capacity Building
        Capacity Building
            Number of EZ/EC board members trained
            Number of implementing agencies trained
            Number of EZ/EC residents trained
            Number of EZ/EC staff hired
            Number of organizations supported

Economic Opportunity
    Workforce Development
        Job Training
            Number of job training programs
            Number of EZ/EC residents trained
            Number of EZ/EC resident trainees placed in jobs
        Job Match
            Number of job match programs
            Number of EZ/EC residents participating
            Number of EZ/EC residents placed in jobs
        Job Fairs
            Number of job fairs
            Number of EZ/EC residents attending
            Number of EZ/EC residents placed in jobs
        Other Workforce Development Programs
            Number of other workforce development programs
            Number of EZ/EC residents placed in jobs
    Businesses Assisted
        Business assistance programs
            Number of EZ/EC businesses receiving financial assistance
            Number of EZ/EC businesses receiving technical assistance
            Number of non-EZ/EC businesses receiving assistance
        Jobs created or retained from businesses assisted
            Number of jobs created or retained
        Other Business Assistance Programs
            Number of EZ/EC businesses receiving assistance
            Number of jobs created or retained
    Access To Capital

Loan Pools
Dollar size of loan pools established
Number of loans closed
EZ/EC resident jobs created from loans
Other Capital/Credit Access Programs
Number of capital/credit access programs
Number of businesses served
Number of EZ/EC residents hired

Sustainable Community Development
Housing
New Housing Construction Projects
Number of new units
Housing Rehabilitation Projects
Number of rehabilitated units
Homeownership Programs
Number of homeownership programs
Number of EZ/EC residents served
Homeless Housing
Number of homeless housing programs
Number of homeless residents served
Lead-based Paint Abatement
Number of homes inspected
Number of homes remediated
Other Housing Programs
Number of other housing programs
Number of EZ/EC residents served
Public Safety
Public Safety Programs
Number of public safety programs
Number of EZ/EC residents served
Crime Prevention Programs
Number of crime prevention programs
Number of EZ/EC residents served
Other Public Safety and Crime Prevention Programs
Number of other public safety and crime prevention programs
Number of EZ/EC residents served
Infrastructure
Streetscape Improvement Programs
Number of streetscape improvement programs
Transportation Programs
Number of transportation programs
Number of EZ/EC residents served
Parks/Playgrounds
Number of parks/playgrounds built/rehabilitated
Number of EZ/EC residents served

New/Rehabilitated Facilities
Number of new facilities constructed
Number of facilities rehabilitated
Other infrastructure activities and programs
Number of other infrastructure activities programs
Number of EZ/EC residents served
Environment
Brownfields Projects
Number of Brownfields sites identified
Number of Brownfields sites remediated
Neighborhood Beautification/Anti-graffiti Programs
Number of neighborhood beautification/anti-graffiti programs
Number of vacant lots remediated
Code enforcement
Number of code enforcement inspections
Number of demolitions
Other Environmental Programs
Number of other environmental programs
Number of EZ/EC residents served
Health
Health-related Programs
Number of health-related programs
Number of EZ/EC residents served
Health-care Facilities
Number of new health-care facilities opened
Number of rehabilitated health-care facilities opened
Number of facilities expanded
Other Health Programs
Number of other health programs
Number of EZ/EC residents served
Education
Pre-school/HeadStart programs
Number of pre-school/HeadStart programs
Number of EZ/EC children served
K-12 School Programs
Number of K-12 school programs
Number of EZ/EC children served
Vocational Education/GED Programs
Number of vocational education/GED programs
Number of EZ/EC residents served
Post-Secondary Assistance Programs
Number of post-secondary assistance programs
Number of EZ/EC residents served
Other Educational Programs
Number of other educational programs
Number of EZ/EC residents served

Human Services
> Child Care Programs
>> Number of childcare programs
>> Number of EZ/EC families served
> Elderly Programs
>> Number of elderly programs
>> Number of EZ/EC residents served
> Youth Programs
>> Number of youth programs
>> Number of EZ/EC youths served
> Family Programs
>> Number of family programs
>> Number of EZ/EC families served
> Homeless Services
>> Number of homeless programs
>> Number of homeless persons served
> Substance Abuse Programs
>> Number of substance abuse programs
>> Number of EZ/EC residents served
> Recreation/Art Programs
>> Number of recreation/art programs
>> Number of EZ/EC residents served
> Other Human Service Programs
>> Number of other human service programs
>> Number of EZ/EC residents served

- Press the Add Other Output Measurement link. The following field will appear.

- Check the Checkbox for the Output Measurement that you would like to Add. The following screen will appear.

- Press **Finish** to save the new Output Measurement.

3.3 Deleting, Submitting, Editing, Comments, Printing a Plan

The Delete, Submit, Edit Comment, Print Plan command buttons appear on the Select Plan submenu.

Once a plan is selected you have the following options under the Edit Plan submenu:

3.3.1 Review Comment

You can edit comments and then confirm the editing modifications.

- Press the Review Comment link. The following screen appears.

- Edit Comments.

- Press **Next**. The following screen appears.

- Press **Finish** to save Edit.

3.3.2   Submitting a Plan

You can Submit the Plan and then confirm the submission.

- Press the Submit Plan link. The following screen appears.

Office of Community Planning and Development
EZ/EC Performance Measurement System

EC - Akron, OH

Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out

Implementation Plan

Edit Plans
• Goals & Baseline
• Sources of Funds
• Uses of Funds
• Milestones
• Output Measurements
• Review Comments
• Submit Plan
• Delete Plan
• Print Plan

Add New Plan
Submit Plans
View Plans

VII. Submitting Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

* Click on the "Finish" button to submit this plan to HUD for review.

[Finish]

Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 1: Establish Entrepreneurial Training Program for EC

I. Baseline
Program/Project
Description: Encourage Enterpreneurial Development
Baseline: Sporadic, one-time, specific seminars offered by ARDB, Women's Network, WEGO, area banks
Proposed Outcome: Educate EC residents and business owners in ongoing entrepreneurship training
HHS EZ Funds(Round I): $49,000.00
HUD EZ Funds(Round II): $0.00
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: $0.00
Non-EZ/EC Grant Funds: $14,000.00
Total Budget: $63,000.00
Plan Status: Complete
Review Status: Returned

II. Sources of Program Funds

A.	HHS EZ Funds (Round I):		$49,000.0
B.	HUD EZ Funds (Round II):		$0.0
	Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:		$0.0
C.	Non-EZ/EC Grant Funds:		$14,000.0

Participating Entity (Non EZ/EC Grant Funds)	Private	Cash	In-Kin
1. Akron Development Corporation	No	$5,000.00	$0.0
2. Fresh Fields	No	$0.00	$0.0
3. Private	Yes	$5,000.00	$0.0
4. University of Akron	No	$4,000.00	$0.0
Total		**$14,000.00**	**$0.0**

III. Uses of Program Funds

Lead Implementing Entity	Amoun
A. Akron Community Health Resources	$0.0
B. Akron Health Department	$0.0
C. Christmas In April	$0.0
D. University of Akron	$63,000.0
Total	**$63,000.0**

IV. Status of Projected Milestones

Milestone(s)	Start Date	En Dat
A. Promotional campaign for entrepreneurial training	9/1/1995	12/30/199
B. Hire instructors	10/1/1995	12/1/199
C. Conduct ten week Entrepreneurial Training class	7/1/1996	11/1/199
D. Assess effectiveness of First Module:revise if needed	12/1/1996	1/30/199
E. Promote entrepreneurial training to community (ongoing)	1/1/1997	6/30/200
F. Continue development of curriculum to reflect modern business functions (ongoing)	1/1/1997	6/30/200
G. Provide second ten week Entrepreneurial Training course	3/1/1997	6/30/199
H. Conduct new Fastrak II Training class	2/10/1997	6/1/199

V. Progress Towards Projected Outputs

Outputs	Projecte
A. Job Training	
1. Number of job training programs	
2. Number of EZ/EC residents trained	3
B. Job Match	
C. Job Fairs	
D. Other Workforce Development Programs	

VI. Review Comments

Include the date the board approved the project.

* Click on the "Finish" button to submit this plan to HUD for review.
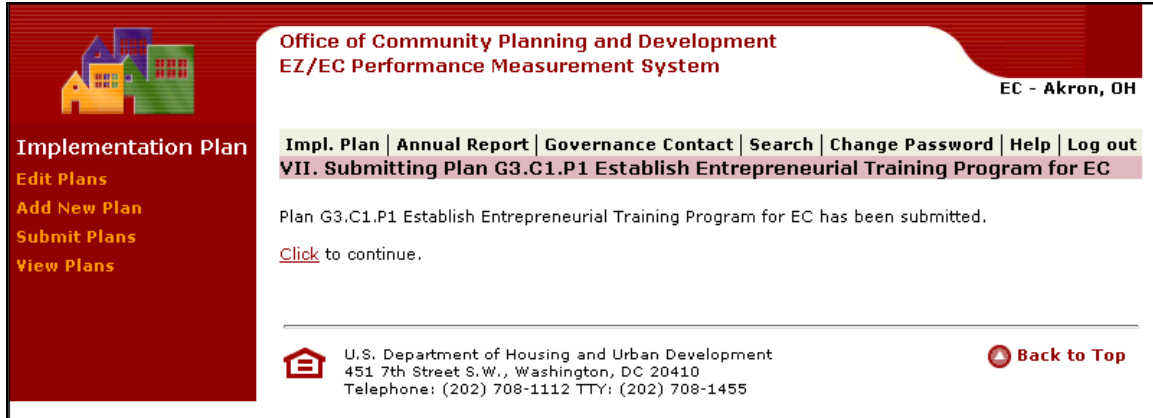
[Finish]

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

⌾ Back to Top

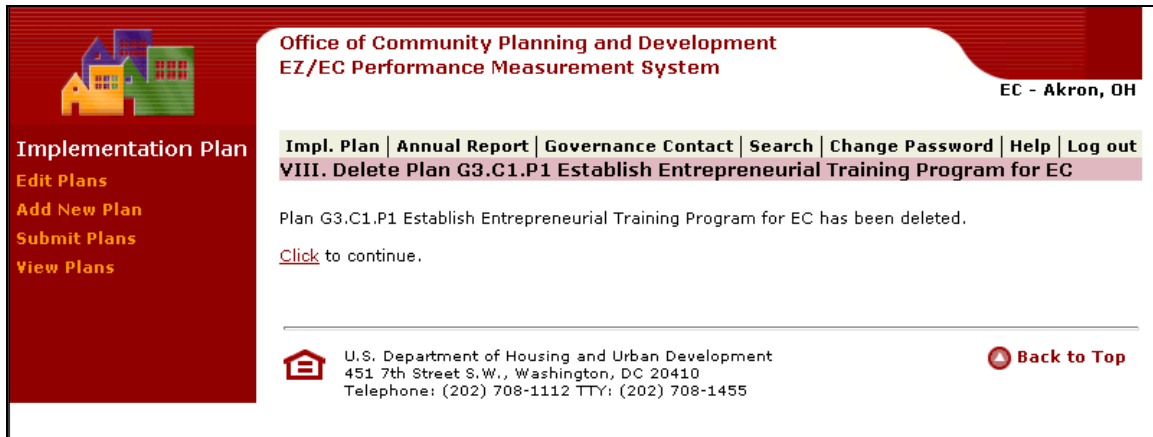• Press **Finish** to Submit Plan for HUD Review. The following screen appears.

3.3.2.1 Deleting a Plan

You can Delete a Plan and then confirm the Deletion. Press the Delete Plan link. The following screen appears.

Office of Community Planning and Development
EZ/EC Performance Measurement System

EC - Akron, OH

Implementation Plan

Edit Plans
* Goals & Baseline
* Sources of Funds
* Uses of Funds
* Milestones
* Output Measurements
* Review Comments
* Submit Plan
* Delete Plan
* Print Plan

Add New Plan

Submit Plans

View Plans

Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out

VIII. Delete Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

* Warning: Click on the "Finish" button will delete this plan from the system.

[Finish]

Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 1: Establish Entrepreneurial Training Program for EC

I. Baseline
Program/Project
Description: Encourage Enterpreneurial Development
Baseline: Sporadic, one-time, specific seminars offered by ARDB, Women's Network, WEGO, area banks
Proposed Outcome: Educate EC residents and business owners in ongoing entrepreneurship training
HHS EZ Funds(Round I): $49,000.00
HUD EZ Funds(Round II): $0.00
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: $0.00
Non-EZ/EC Grant Funds: $14,000.00
Total Budget: $63,000.00
Plan Status: Complete
Review Status: Submitted

II. Sources of Program Funds

A. HHS EZ Funds (Round I):			$49,000.0
B. HUD EZ Funds (Round II):			$0.0
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:			$0.0
C. Non-EZ/EC Grant Funds:			$14,000.0
Participating Entity (Non EZ/EC Grant Funds)	**Private**	**Cash**	**In-Kin**
1. Akron Development Corporation	No	$5,000.00	$0.0
2. Fresh Fields	No	$0.00	$0.0
3. Private	Yes	$5,000.00	$0.0
4. University of Akron	No	$4,000.00	$0.0
Total		**$14,000.00**	**$0.0**

III. Uses of Program Funds

Lead Implementing Entity	Amoun
A. Akron Community Health Resources	$0.0
B. Akron Health Department	$0.0
C. Christmas In April	$0.0
D. University of Akron	$63,000.0
Total	**$63,000.0**

IV. Status of Projected Milestones

Milestone(s)	Start Date	En Dat
A. Promotional campaign for entrepreneurial training	9/1/1995	12/30/199
B. Hire instructors	10/1/1995	12/1/199
C. Conduct ten week Entrepreneurial Training class	7/1/1996	11/1/199
D. Assess effectiveness of First Module:revise if needed	12/1/1996	1/30/199
E. Promote entrepreneurial training to community (ongoing)	1/1/1997	6/30/200
F. Continue development of curriculum to reflect modern business functions (ongoing)	1/1/1997	6/30/200
G. Provide second ten week Entrepreneurial Training course	3/1/1997	6/30/199
H. Conduct new Fastrak II Training class	2/10/1999	6/1/199

V. Progress Towards Projected Outputs

Outputs	Projecte
A. Job Training	
1. Number of job training programs	
2. Number of EZ/EC residents trained	3
B. Job Match	
C. Job Fairs	
D. Other Workforce Development Programs	

VI. Review Comments

Include the date the board approved the project.

* Warning: Click on the "Finish" button will delete this plan from the system.

[Finish]

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- Press **Finish** to Delete the Plan from the system. The following screen appears.

3.3.3   Printing a Plan.

You can print the plan and then confirm print command.

- Press the Print Plan link. The following screen appears.

Office of Community Planning and Development
EZ/EC Performance Measurement System

May 7, 2002

Akron, Ohio Enterprise Community

Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 1: Establish Entrepreneurial Training Program for EC

I. Baseline
Program/Project
Description: Encourage Enterpreneurial Development
Baseline: Sporadic, one-time, specific seminars offered by ARDB, Women's Network, WEGO, area banks
Proposed Outcome: Educate EC residents and business owners in ongoing entrepreneurship training
HHS EZ Funds(Round I): $49,000.00
HUD EZ Funds(Round II): $0.00
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: $0.00
Non-EZ/EC Grant Funds: $14,000.00
Total Budget: $63,000.00
Plan Status: Complete
Review Status: Submitted

II. Sources of Program Funds
		Private	Cash	In-Kind
A.	HHS EZ Funds (Round I):			$49,000.00
B.	HUD EZ Funds (Round II):			$0.00
	Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:			$0.00
C.	Non-EZ/EC Grant Funds:			$14,000.00

Participating Entity (Non EZ/EC Grant Funds)
		Private	Cash	In-Kind
1.	Akron Development Corporation	No	$5,000.00	$0.00
2.	Fresh Fields	No	$0.00	$0.00
3.	Private	Yes	$5,000.00	$0.00
4.	University of Akron	No	$4,000.00	$0.00
	Total		**$14,000.00**	**$0.00**

III. Uses of Program Funds
Lead Implementing Entity		**Amount**
A.	Akron Community Health Resources	$0.00
B.	Akron Health Department	$0.00
C.	Christmas In April	$0.00
D.	University of Akron	$63,000.00
Total		**$63,000.00**

IV. Status of Projected Milestones

	Milestone(s)	Start Date	End Date
A.	Promotional campaign for entrepreneurial training	9/1/1995	12/30/1996
B.	Hire instructors	10/1/1995	12/1/1995
C.	Conduct ten week Entrepreneurial Training class	7/1/1996	11/1/1996
D.	Assess effectiveness of First Module:revise if needed	12/1/1996	1/30/1997
E.	Promote entrepreneurial training to community (ongoing)	1/1/1997	6/30/2001
F.	Continue development of curriculum to reflect modern business functions (ongoing)	1/1/1997	6/30/2001
G.	Provide second ten week Entrepreneurial Training course	3/1/1997	6/30/1997
H.	Conduct new Fastrak II Training class	2/10/1999	6/1/1999

V. Progress Towards Projected Outputs
Outputs		**Projected**
A.	Job Training	
	1. Number of job training programs	3
	2. Number of EZ/EC residents trained	30
B.	Job Match	
C.	Job Fairs	
D.	Other Workforce Development Programs	

The selected Plan will be printed.

3.4 Submitting a Plan

You can submit plans to Headquarters for Review. You can also confirm that the Plan has been submitted.

- Press the Submit Plan link. The following screen appears.

- Check the checkbox for the Plan that you want to submit under the Submit column.

- Press **Next**. The following screen will appear.

- Press **Finish** to Submit the Plan.

	A plan cannot be submitted if Source of Funds and Use of Funds are not equal. A message indicating this will appear if that is the case with this plan

3.5 Viewing a Plan

You see a list of Implementation Plans. Then you can select and display specific read-only Plans.

- Press the View Plan link. The following screen will appear.

- Press the checkbox for the Plan that you want to view.
- Press **Next**. The following screen will appear.

<div style="border: 1px solid black;">

Office of Community Planning and Development
EZ/EC Performance Measurement System

May 7, 2002

Akron, Ohio Enterprise Community

Plan G3.C1.P3 Market the new J.S. Knight Convention Center to ma

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 3: Market the new J.S. Knight Convention Center to ma

I. Baseline
Program/Project
Description: Revitalize the Central Business District
Baseline: 29 events held in 1994
Proposed Outcome: Maximize the use of the Convention Center by increasing events and creating employment opportunities.
HHS EZ Funds(Round I): $100,000.00
HUD EZ Funds(Round II): $0.00
Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: $0.00
Non-EZ/EC Grant Funds: $43,077,958.00
Total Budget: $43,177,958.00
Plan Status: Active
Review Status: Returned

II. Sources of Program Funds

A.	HHS EZ Funds (Round I):			$100,000.00
B.	HUD EZ Funds (Round II):			$0.00
	Amount of HUD Round II EZ grant obligated to a subvendor by a signed contract or commitment letter:			$0.00
C.	Non-EZ/EC Grant Funds:			$43,077,958.00

	Participating Entity (Non EZ/EC Grant Funds)	**Private**	**Cash**	**In-Kind**
1.	2000 - 2001 J.S. Knight Center capital improvements	No	$100,000.00	$0.00
2.	2000 - 2001 J.S. Knight Center marketing budget	No	$150,000.00	$0.00
3.	City (construction costs)	No	$16,209,490.00	$0.00
4.	Convention and Visitors Bureau (construction)	No	$5,500,000.00	$0.00
5.	J.S. Knight Center 1998-1999 (marketing)	Yes	$150,000.00	$0.00
6.	J.S. Knight Center 1999 - 2000 (marketing)	Yes	$150,000.00	$0.00
7.	Private contributions (various)	Yes	$4,155,968.00	$0.00
8.	State of Ohio (construction costs)	No	$16,662,500.00	$0.00
	Total		**$43,077,958.00**	**$0.00**

III. Uses of Program Funds

Lead Implementing Entity	**Amount**
A. Akron Children's Hospital Adolescent Services Network	$100,000.00
B. J.S. Knight Convention Center	$43,077,958.00
Total	**$43,177,958.00**

IV. Status of Projected Milestones

Milestone(s)	**Start Date**	**End Date**
A. Book 50 events at center	1/1/1995	6/30/1996
B. Create 20 permanent and 25 part time jobs	1/1/1995	6/30/1999
C. Develop a coordinated marketing strategy for city and region	3/1/1995	12/30/1996
D. Develop marketing tools to effectively reach regional and State opportunities for business	6/1/1995	1/1/2006
E. Actively market center to niche audience	6/1/1995	1/1/2006
F. Review and analyze marketing strategies	1/1/1996	1/1/2006
G. Book 50 events at center	7/1/1996	6/30/1997
H. Book 50 events at center	7/1/1997	6/30/1998
I. Hire additional event staff	7/1/1998	1/1/1999
J. Hire additional food service staff	7/1/1998	1/1/1999
K. Increase total event revenue by 20%	7/1/1998	6/30/1999
L. Book 50 events at center	7/1/1998	6/30/1999
M. Book 50 events at center	7/1/1999	6/30/2000
N. Complete expansion to meet client needs	7/1/1999	6/30/2001
O. Book 50 events at center	7/1/2000	6/30/2001
P. Complete improvements to refrigeration unit	1/1/2001	6/30/2001

V. Progress Towards Projected Outputs

Outputs	**Projected**
A. Job Training	
B. Job Match	
C. Job Fairs	
D. Other Workforce Development Programs	
1. Number of EZ/EC resident jobs created or retained	45
2. Events	300

VI. Review Comments

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4   Annual Reports

The Designee Annual report Process allows you to create New Annual Reports and to edit/prepare Existing Annual reports.

The HUD RC/EZ/EC Initiative Office requires annual reporting of performance via PERMS. The reporting period runs from July 1 to June 30 of the following year. The 2001 Annual Reports reflect data through June 30, 2001.

- Each year, usually in May, the Annual Report templates are made available via PERMs to RC/EZ/EC grantees. All approved Implementation Plans will automatically be included in the Report template. Grantees must add an Executive Summary and a report on Governance, and must report on progress made toward implementing each Plan (see details below).

- By May/June, all Implementation Plans that are to be included in the Annual Report (i.e. all Plans for which some activity was undertaken prior to the end the reporting period, June 30) must have 'approved' status. If possible, Implementation Plans should be kept up-to-date throughout the year and submitted for review and approval to HUD HQ as edits are made. By doing so, grantees can avoid the need to make dozens of last minute updates in the weeks prior to submission of the Report. This also lessens the burden for HUD HQ staff, who need to carefully review each plan before it can be approved. *Note - Implementation Plans for projects and programs that will not become active until after the end of the reporting period should be left 'in-progress' until after the Report has been submitted for the final time. By leaving these Plans 'in-progress', they will not be captured in the Annual Report.*

4.1   Designee Annual Report Prepare Reports Process

Annual Reports must include an Executive Summary, a report on Governance, and a report on progress on Implementation Plans.

As part of the Annual Report, EZs and ECs must provide a summary of their cumulative accomplishments since designation, as well as a Governance Report. The Executive Summary component of PERMs has five sections which must be completed by the EZ or EC. A sixth section, 'Tax Incentive Utilization Plan', need only be completed by Round II EZs; this section is optional for Round I EZs and ECs. **The Executive Summary component is designed to capture cumulative data, such as total jobs created or the total dollar amount of loans made to EZ or EC businesses.** These are narrative sections and should summarize the accomplishments of the EZ or EC.

Strategic Vision for Change: The Strategic Vision for Change is a summary of the Strategic Plan, setting goals and a vision for what the community strives to become.

Community Based Partnerships: This section should describe the partnerships and collaborative efforts in the RC/EZ/EC community.

Economic Opportunity: Job creation and retention, business expansions and services related to employment and business attraction and retention should be summarized in this section.   Narrative should include total number of jobs created, total number of businesses assisted, etc.

Sustainable Community Development: This section captures comprehensive programs ranging from safety to environment to health and housing. Narrative should include total number of housing units built, total number served by particular programs, etc.

Tax Incentive Utilization Plan: Round II EZs must report on how they are using EZ tax incentives to further their Strategic Plan. This section is optional for Round I EZ/ECs.

Other Considerations: RC/EZ/ECs have the option of presenting any other information they wish to include in this section.

From the Annual Report submenu, you can select an Annual Report that has been approved, submitted, in progress or returned.

- Press the Annual reports Tab or the Prepare Reports link.

- Press the Year link under the Report Year column to access the Annual Report you want to see. If the status of the Annual Report is in progress, you can display the Summary of the Annual Report. The following screen will appear.

This is the Report Status screen. You can then choose from the following options:

- Edit Executive Summary

- Edit Governance Board Report

- Edit Governance Contact

- Select Implementation Plan to Report

- Confirm Submitted Annual Report

- Display Annual Report

4.1.1 Editing an Executive Summary

You can access the Edit Executive Summary Menu from the Display Summary of the Annual Report. From the Edit Executive Summary Screen, you can make changes to the executive summary, confirm those changes, and then post the changes.

- From the Report Status screen, press the Executive Summaries link. The following screen will appear.

The Executive Summary areas are the following:

- Strategic Vision For Change

- Community-Based Partnership

- Economic Opportunity

- Sustainable Community Development

- Tax Incentive Utilization Plan

- Other Considerations

- Choose the link for the Summary you want to review or edit. The following screen appears.

- Make your changes in the narrative field.

- Press **Next**. The following screen appears.

- Press **Finish** to save the changes that you made.

This sequence is the same for each of the Executive Summaries.

4.1.2   Governance Board

RC/EZ/ECs need to answer each question in the Governance Report section.

- Select the 'Review Governance Contacts' button to make sure that all governance contacts are up-to-date.

- Press the Governance Board link under the Prepare Reports submenu. The following screen appears.

- Use the Radio buttons and fields to answer the questions on the screen.
- Press **Next**. The following screen appears.

- Press **Finish** to save information.

4.1.2.1   Review Contacts

You can also view a list of Government Contacts, select Government Contacts, and view the list of Selected Government Contacts.

- Press the Review Contact Tab.

The following screen will appear.

4.1.2.2 Editing a Contact

- To edit a Contact, Press the link of the Contact that you want to edit.

- Edit the fields that you need to change.
- Press **Next**. The following screen will appear.

- You can also press **Back** to amend your edits.

- Press **Finish** to Save information.

4.1.2.3 Adding a Contact

- Press the Add a Contact link. The following screen appears.

- Enter Contact information.

- Press **Next**. The following screen appears.

- Press **Finish** to save information.

4.1.2.4   Viewing a Contact

- Press the View Contact link. The following screen appears.

- Check the Contacts that you want to view.

- Press **Next**. The following screen appears.

- Press **Return to Report** to Return to the Annual Report

4.1.3   Selecting an Implementation Plan to Report

Following the Governance Report are all the Implementation Plans for projects and activities begun from designation to the end of the reporting period. The Implementation Plans are rolled automatically into the Annual Report template. The EZ/ECs then need only to add percentages complete for milestones, and 'to date' outputs.

- **Milestones** - The 'starting percent complete' is the percentage complete at the beginning of the reporting period. The numbers will roll automatically into this column from the previous year's Report. The 'ending percent complete' is the percentage complete by the end of the reporting period. **EZ/ECs must fill in this column for each milestone.** Percentages should be entered in quartiles (0, 25, 50, 75, 100), thus for most milestones, you will need to estimate. In the rare case that quartiles are not appropriate for a particular milestone given its timeline, intervals of 10 can be used.

- **Outputs** - The EZ/EC must fill in the 'to date' actual outputs. 'To date' output data is cumulative, reflecting outputs attained from the inception of the project up through the end of the reporting period.

Before you submit your Annual Report to HUD, don't forget to:

- Print out the Report and review it for completeness. It is much easier to catch errors and omissions when you can view the Report in its entirety.

- Ensure that the RC/EZ/EC Director has reviewed it. An RC/EZ/EC staff member can prepare the Report, but all Directors should approve it prior to submission.

- Ensure that the Governance Board has reviewed and approved it.

You can access the Select Implementation Plan to Report Menu from the Display Summary of the Annual Report. From the list of approved Implementation Plans you can edit Milestone Information and Output Measurement, confirm Milestone Information and Output Measurement, and then post Milestone Information and Output Measurements.

- Press the Implementing Plans link. The following screen appears.

- Press the link for the Milestone Status (MS Status) you want to see. The following screen appears.

- Make percentage adjustment for Milestone in the Percent Completed field

- Press **Next**. The following screen appears.

- Press **Finish** to save information.

- Press the Output Measurements (OM Status) link from the Implementing Plans submenu. The following screen appears.

- Edit or Add information in the field under the Actual Column

- Press **Next**. The following screen appears.

- Press **Finish** to save information.

4.1.4   Submit Report

You need to submit your completed Annual Reports to Headquarters for Review. You can also confirm that the Report has been submitted.

- Press the Submit Report link in the left margin. The following screen appears.

If you have submitted everything necessary for the report, the screen will show that you have entered all necessary items, in which case you should select the FINISH button to submit the report. Another screen will appear indicating that you have successfully submitted the report.

If you have not submitted everything necessary for the report, you will not see the FINISH button. Instead, you will see warning messages alerting you to items that you must complete before you can successfully submit the report.

- Press **Finish** to Submit the Report. The following screen appears.

4.1.5 Printing an Annual Report

To view and print an annual report, select the Annual Report tab from the top menu bar. The available Annual Reports will be listed by year. Select by year the report you wish to View/Print. The report will be displayed for viewing. If you wish to print the report, choose the print function from your Internet browser menu.

4.2 Creating a New Annual Report

Once Headquarters approves an annual report for one year, you are able to begin working on an annual report for the following year. To begin working on a new report, click on "Add Report" from the left margin. A screen will appear asking you to click "Finish" to create the new report.

- Press **Finish**.

What you have now is a shell for your new annual report. This shell is based on the contents of the annual report from the previous year. This shell for your new report contains the governance contacts and all approved implementation plans. However, you need to update the governance contact information. Also, you must edit the implementation plans to update the actual outputs and milestone completion percentages. Also, the governance report and executive summary sections are blank at this point. You must add text to these sections.

One important note is that your Internet browser does not regard your typing in a narrative field as activity. As a result the system may log you off after a period of inactivity, perhaps even as short as 30 minutes. We urge you, therefore, to create the longer narrative sections such as the Executive Summaries using a word processing software. Then, you can copy and paste this text into the appropriate narrative fields in PERMS.

4.2.1 Preparing a New Annual Report

Once you have created the New Annual Report, press the Prepare Report link. The following screen appears and it shows a list of reports by year along with their status.

To continue the process of preparing the new annual report, please look to the **Report Year** column and click on the year of the report on which you are working, in this case 2003.

The following screen appears:

This screen shows the shell of the new annual report. It shows first the sections of the executive summary, then the governance report, and then the approved implementation plans.

You must edit each of these sections to complete this new annual report. Once you complete it you will be able to submit it to Headquarters.

5 Governance Contacts Tab

From the Government Contacts submenu, you can view, edit, confirm, and post government contact information.

- Press the Governance Contact Tab. The following screen will appear.

5.1.1.1 Editing a Contact

- To edit a Contact, Press the link of the Contact that you want to edit.

- Edit the fields that you need to change.

- Press **Next**. The following screen will appear.

- Press **Finish.**

- You can also press **Back** to amend your edits.

After you press **Finish**, the following confirmation screen will appear.
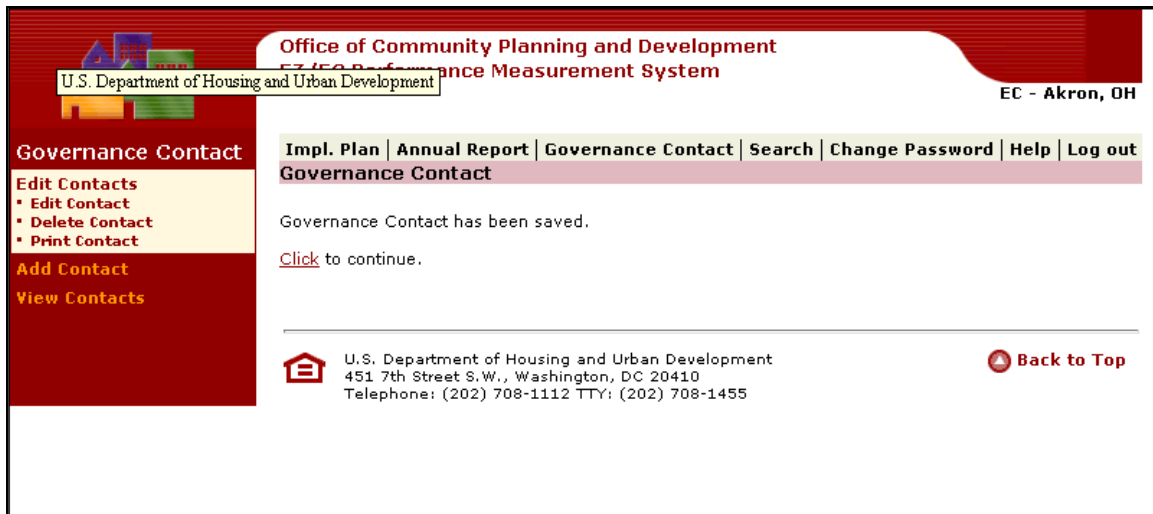
5.1.1.2 Deleting a Contact

Once you have chosen a Contact, you can delete that Contact by using the Delete link in the left margin.
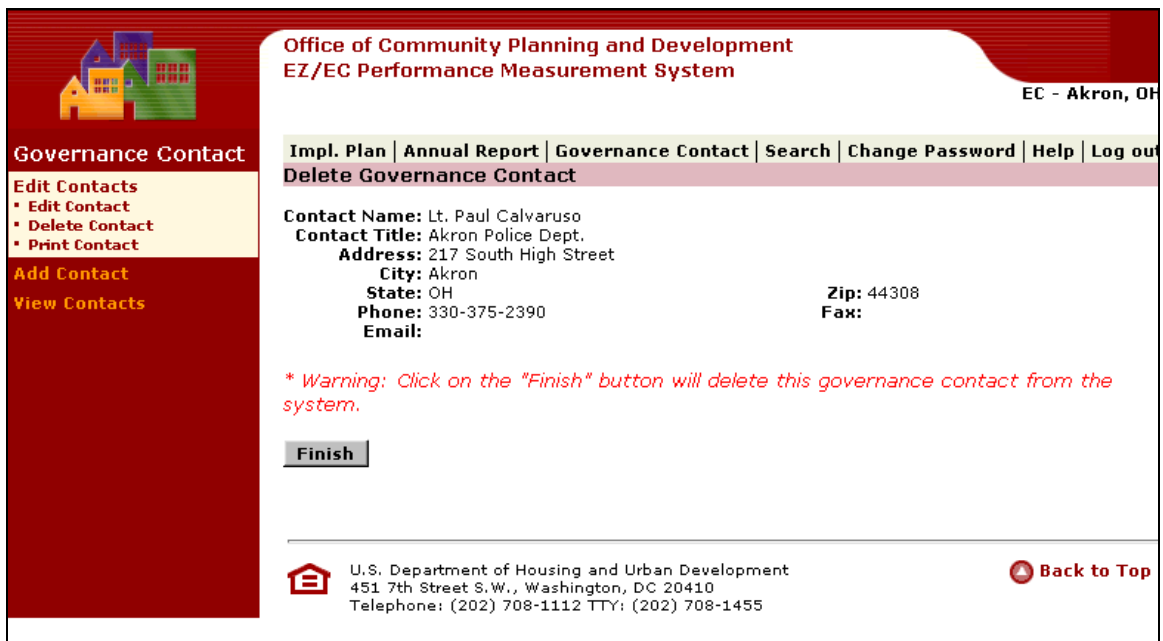
- Press **Finish** to delete Contact.

5.1.1.3 Printing a Contact

Once you have chosen a Contact, you can Print the Contact information.

- Press the Print Contact link. The following screen appears.

5.1.1.4 Adding a Contact

- Press the Add a Contact link. The following screen appears.

- Enter Contact information.
- Press **Next**. The following screen appears.

- Press **Finish** to save information.

5.1.1.5 Viewing a Contact

- Press the View Contact link. The following screen appears.

- Check the Contacts that you want to view.
- Press **Next**. The following screen appears.

Office of Community Planning and Development
EZ/EC Performance Measurement System

May 7, 2002

Akron, Ohio Enterprise Community

Contact Name: Ms. Kathy Wilkins
Contact Title: Arch Street Block Club
Address: 259 Arch Street

City: Akron
State: OH   **Zip:** 44304
Phone: 3306030147   **Fax:**
Email:

6 Search Process

You can enter search criteria that are desired. The system will produce existing Implementation Plans and Annual Reports that contain the Search Criteria. You then can display the plans. When finished you then return to the Search Criteria screen.

6.1 Search

You can use the Search submenu to access existing Implementation Plans and Annual Reports for editing or review.

- Press the Search tab. The following screen appears.

- Enter Word or Phrase

- Choose the geographical area radio button.

- Highlight specific EZ, if desired.

- Choose Annual reports by year or Implementation Plans

- Highlight Category in Implementation Plan

Designee 67

- Press the Search Command button. The following screen appears.

- Press on the link for the Report or Plan you want to Review. A screen similar to the following will appear. Press the links to view the Report or Plan that you want to review.
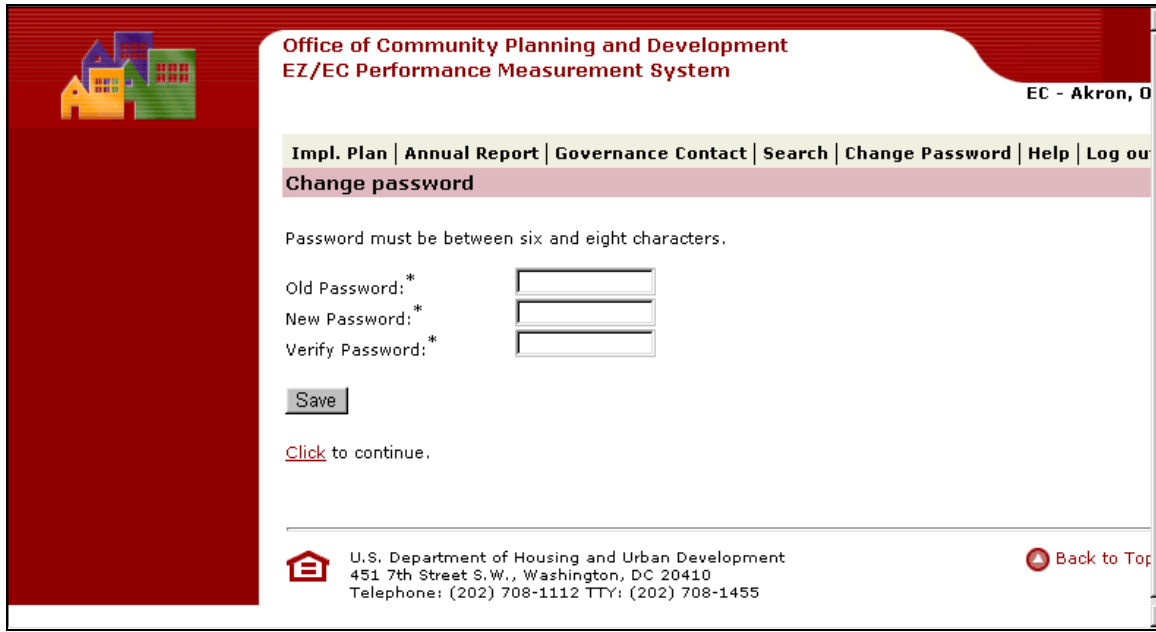
7   Change Password

- Press the Change Password tab. The following screen appears.

- Enter Old Password

- Enter New Password

- Verify New Password.

- Press Save

You have changed your password.