

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.

Performance Measurement System User Guide

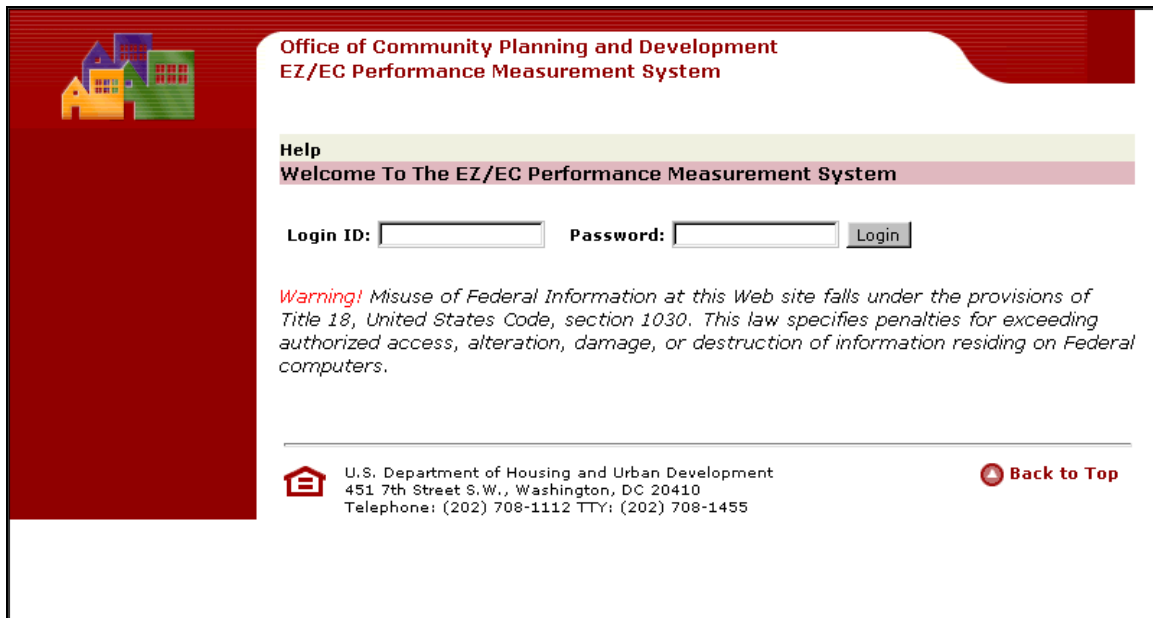
Designees must submit the following reports Implementation Plans and Annual Reports.

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



The screenshot shows the login interface for the Office of Community Planning and Development's EZ/EC Performance Measurement System. The page has a red header and a dark red sidebar on the left containing a house icon. The main content area is white and contains the following elements:

- Header: Office of Community Planning and Development
EZ/EC Performance Measurement System
- Section: Help
- Text: Welcome To The EZ/EC Performance Measurement System
- Form fields: Login ID: Password: Login
- Warning: *Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage, or destruction of information residing on Federal computers.*
- Footer: U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
- Link:  [Back to Top](#)

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



Implementation Plan
[Edit Plans](#)
[Add New Plan](#)
[Submit Plans](#)
[View Plans](#)

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 Plans

 [Printable Version](#)
 1 - 10 / 107


Plan #	Description	Status	Updated
G3.C1.P1	Establish Entrepreneurial Training Program for EC	Returned	4/26/2002
G3.C1.P3	Market the new J.S. Knight Convention Center to ma	Returned	4/19/2002
G3.C1.P4	Business Contact Program	Approved	7/23/2001
G3.C1.P5	Utilize Private Industry Council to increase train	Returned	4/19/2002
G3.C1.P7	Workforce Training - Train and employ EC residents	Returned	4/19/2002
G3.C1.P8	Establish Family Day Care in EC homes	Approved	7/23/2001
G3.C1.P9	Communities of Opportunity - Wage subsidies for bu	Approved	9/2/1999
G3.C1.P12	Establish Family Day Care Training in EC homes and	Approved	9/2/1999
G3.C2.P3	Akron Industrial Incubator - Renovate space for us	Approved	7/24/2001
G3.C2.P4	Promote and support Safe Harbor Minority Business	Approved	7/30/2001

Go To: ([G3.C1.P1-G3.C2.P4](#)) ([G3.C2.P5-G3.C2.P15](#)) ([G3.C2.P16-G3.C3.P3](#)) ([G3.C3.P5-G4.C1.P8](#))
[\(G4.C1.P9-G4.C1.P18\)](#) ([G4.C1.P19-G4.C3.P1](#)) ([G4.C3.P2-G4.C3.P18](#)) ([G4.C3.P19-G4.C3.P28](#))
[\(G4.C3.P29-G4.C5.P2\)](#) ([G4.C5.P3-G4.C7.P2](#)) ([G4.C7.P3-G4.C8.P1](#))

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.

The screenshot shows the 'Add Program/Project' form in the Performance Measurement System. The page header includes 'Office of Community Planning and Development' and 'EZ/EC Performance Measurement System'. A navigation menu at the top contains 'Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out'. A left sidebar lists 'Implementation Plan' with sub-links: 'Edit Plans', 'Add New Plan', 'Submit Plans', and 'View Plans'. The main form area contains the following fields:

- Goal:** G1 Strategic Vision for Change: Summary of Strategic Plan (dropdown)
- Category:** G1 [None] (dropdown)
- Program/Project Title:** (text input)
- Program/Project Description:** (text input with vertical scrollbar)
- Baseline:** (text input with vertical scrollbar)
- Proposed Outcome:** (text input with vertical scrollbar)
- Plan Status:** Active (dropdown)

A red asterisk note states: '* All text fields are limited to 255 characters.' Below the form is a 'Next' button. The footer contains the U.S. Department of Housing and Urban Development contact information and a 'Back to Top' link.

- **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

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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

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- 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.

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

The screenshot displays the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. On the left is a red sidebar with navigation options: 'Implementation Plan', 'Edit Plans', 'Add New Plan', 'Submit Plans', and 'View Plans'. The main content area has a header with 'Office of Community Planning and Development EZ/EC Performance Measurement System' and 'EC - A'. Below the header is a navigation bar with links: 'Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help Add Program/Project'. The form fields are: 'Goal: G2 Community-Based Partnership', 'Category: G2.C2 Capacity Building', 'Program/Project Title: Community Center for Activities', 'Program/Project Description: Community Center providing swimming, dance and craft lessons', 'Activities for Community', 'Baseline: Activities for Community', 'Proposed Outcome: Busy Activity Center', and 'Plan Status: Active'. A 'Spell Check' button is also visible.

- 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 red underline.
- 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.

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The screenshot displays the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The header includes the location 'EC - Akron, OH' and navigation links: 'Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out'. The main title is 'I. Goals & Baseline for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC'. The left sidebar contains a menu for 'Implementation Plan' with options: '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', and 'View Plans'. The main content area shows: 'Goal: Economic Opportunity Category: Workforce Development', 'Program/Project Title: Establish Entrepreneurial Training Program for EC residents / business', 'Program/Project Description: Encourage Entrepreneurial Development', 'Baseline: Sporadic, one-time, specific seminars offered by ARDB, Women's Network, WEGO, area banks', and 'Proposed Outcome: Educate EC residents and business owners in ongoing entrepreneurship training'. Below this, it shows 'Total Budget: \$63,000.00' and 'Plan Status: Complete'. A note states '* All text fields are limited to 255 characters.' and a 'Next' button is present. The footer includes the U.S. Department of Housing and Urban Development contact information and a 'Back to Top' link.

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:

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The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The header includes the system name and 'EC - Akron, OH'. A navigation bar contains links for 'Impl. Plan', 'Annual Report', 'Governance Contact', 'Search', 'Change Password', 'Help', and 'Log out'. The main content area is titled 'I. Goals & Baseline for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC'. It displays the following information:

- Goal:** Economic Opportunity **Category:** Workforce Development
- Program/Project Title:** Establish Entrepreneurial Training Program for EC residents / business
- 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

At the bottom of the form, it shows 'Total Budget: \$63,000.00' and 'Plan Status: Complete'. A red note states: '* All text fields are limited to 255 characters.' A 'Next' button is located below the note. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

- 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:

The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface for Plan G3.C1.P3. The header includes the system name and 'EC - Akron, OH'. A navigation bar contains links for 'Impl. Plan', 'Annual Report', 'Governance Contact', 'Search', 'Change Password', 'Help', and 'Log out'. The main content area is titled 'I. Goals & Baseline for Plan G3.C1.P3 Market the new J.S. Knight Convention Center to ma'. It displays the following information:

- Goal:** Economic Opportunity **Category:** Workforce Development
- Program/Project Title:** Market the new J.S. Knight Convention Center to maximize use
- 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.


At the bottom of the form, it shows 'Total Budget: \$43,177,958.00' and 'Plan Status: Active'. A red note states: '* To save changes, click on the "Finish" button.' 'Back' and 'Finish' buttons are located below the note. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

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- 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

[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
<input type="checkbox"/> A. Akron Development Corporation	No	\$5,000.00	\$0.00
<input type="checkbox"/> B. Fresh Fields	No	\$0.00	\$0.00
<input type="checkbox"/> C. Private	Yes	\$5,000.00	\$0.00
<input type="checkbox"/> D. University of Akron	No	\$4,000.00	\$0.00
Non EZ/EC Grant Funds Totals		\$14,000.00	\$0.00

[Next](#)



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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.

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- 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.

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EC - Akron, OH

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

* To save changes, click on the "Finish" button.

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
No	A. Akron Development Corporation	No	\$5,000.00	\$0.00
No	B. Fresh Fields	No	\$0.00	\$0.00
No	C. Private	Yes	\$5,000.00	\$0.00
No	D. University of Akron	No	\$4,000.00	\$0.00
Non EZ/EC Grant Funds Totals			\$14,000.00	\$0.00

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- Press **Finish** to save information.

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

** To save changes, click on the "Finish" button.*

Add	Sources of Funds Entity	Private
Yes	1995 - 1996 CFHS - Federal	No

Back Finish

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- 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:

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EZ/EC Performance Measurement System
EC - Akron, OH

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

Participating Entity Address for Sources of Funds

*Field with * is required.*

Name *:

Address:

City:

State: Zip:

Private: Yes No

Next

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- 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,

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

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

The screenshot shows a web application interface for the Office of Community Planning and Development. The page title is 'EZ/EC Performance Measurement System' and the location is 'EC - Akron, OH'. The navigation menu includes 'Impl. Plan', 'Annual Report', 'Governance Contact', 'Search', 'Change Password', 'Help', and 'Log out'. The current page is 'Participating Entity Address for Sources of Funds'. A red note states: '* To save changes, click on the "Finish" button.' The form displays the following information: Name: Sam Maxwell, Address: 11111 Sun Drive, City: St. Louis, State: MO, Zip: 234234, and Private: No. There are 'Back' and 'Finish' buttons. The footer includes the U.S. Department of Housing and Urban Development address and a 'Back to Top' link.

- 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.

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EC - Akron, OH

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

III. Uses of Funds for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Delete	Lead Implementing Entity	Amount
<input type="checkbox"/>	A. Akron Community Health Resources	\$0.00
<input type="checkbox"/>	B. Akron Health Department	\$0.00
<input type="checkbox"/>	C. Christmas In April	\$0.00
<input type="checkbox"/>	D. University of Akron	\$63,000.00
Total Amount		\$63,000.00

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- 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.

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

III. Uses of Funds for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

** To save changes, click on the "Finish" button.*

Delete	Lead Implementing Entity	Amount
Yes	A. Akron Community Health Resources	\$0.00
No	B. Akron Health Department	\$34,555.00
No	C. Christmas In April	\$0.00
No	D. University of Akron	\$63,000.00
Total Amount		\$97,555.00

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- Press **Finish** to save information.

3.2.4.1 Add Existing Entity

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

Office of Community Planning and Development
EZ/EC Performance Measurement System
EC - Charlotte, NC

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

III. Use of Funds for Plan G2.C1.P1 Promote capacity building through improved governa

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Add Uses of Funds Entity

- [Bank of America CDC](#)
- [Bank of Mecklenburg](#)
- [Banks/Lending Institutions](#)
- [Belmont CDC](#)
- [Branch Bank & Trust](#)
- [BRIDGE Jobs Program, Inc](#)
- [Centura Bank](#)
- [Charlotte - Clean Air Act](#)
- [Charlotte Housing Authority](#)
- [Charlotte-Mecklenburg Dev Corp, Chamber of Commerce](#)

Go To: **(Ban-Cha)** **(Cha-Cit)** **(Cit-Fli)** **(Fra-Mec)** **(Mec-Pri)** **(Red-Sma)** **(Sma-Wes)** **(Wil-YMC)**

Next

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- Check the box for the Entity(ies) that you want to add.
- Press **Next**. The following screen appears.

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EZ/EC Performance Measurement System
EC - Charlotte, NC

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

III. Use of Funds for Plan G2.C1.P1 Promote capacity building through improved governa

** To save changes, click on the "Finish" button.*

Add Uses of Funds Entity
Yes Bank of America CDC

Back Finish

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- Press **Finish** to save changes.

3.2.4.2 Add New Entity

- Press the Add New Entity 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

Lead Implementing Entity Address for Uses of Funds

*Field with * is required.*

Name *:

Address:

City:

State: Zip:

Next

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

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EC - Akron, OH

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Lead Implementing Entity Address for Uses of Funds

** To save changes, click on the "Finish" button.*

Name: Max Samuels
Address: 22222
Moon Street
City: E. St. Louis
State: IL
Zip: 234234

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- 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.

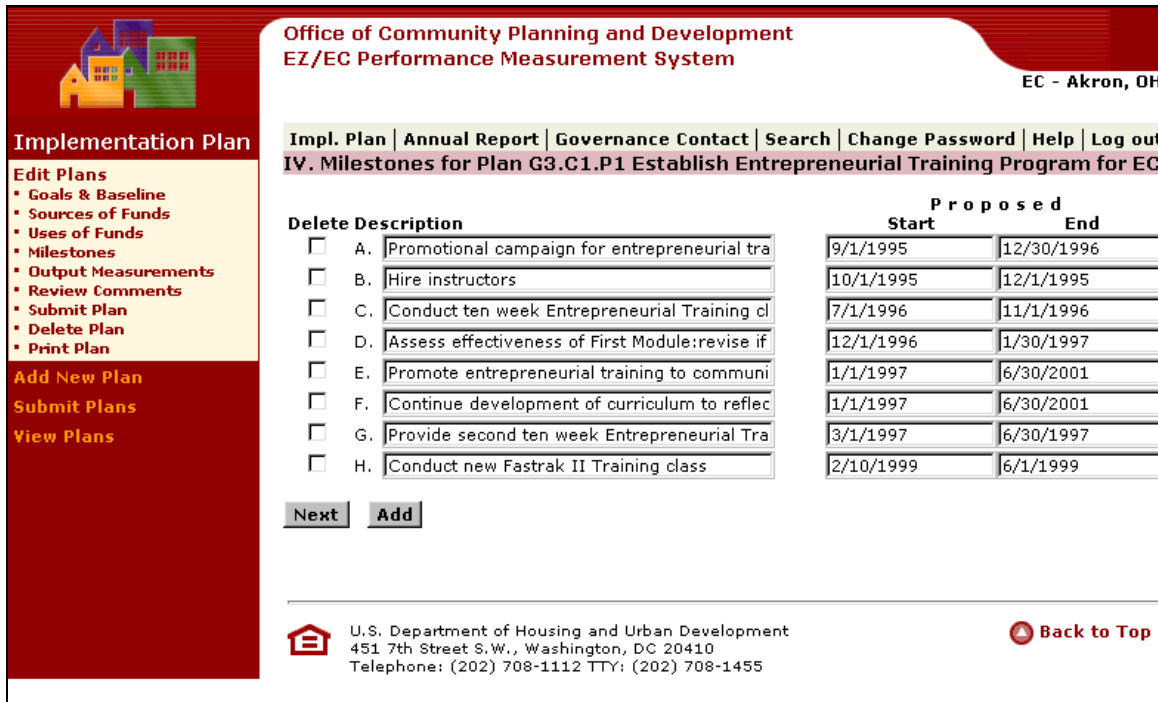
- **Milestones:** Milestones are the major steps taken by the EZ/EC and lead entities to implement the project/program. The proposed start and end dates for the milestones indicate the time frame in which the milestone will be completed.
- Milestones should begin, in most cases, with the date the EZ 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

Performance Measurement System User Guide

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.



The screenshot displays the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The page title is 'EC - Akron, OH'. The navigation menu includes 'Impl. Plan', 'Annual Report', 'Governance Contact', 'Search', 'Change Password', 'Help', and 'Log out'. The main content area is titled 'IV. Milestones for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC'. It features a table with columns for 'Delete', 'Description', and 'Proposed' (with sub-columns for 'Start' and 'End'). Below the table are 'Next' and 'Add' buttons. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

Delete	Description	Proposed	
		Start	End
<input type="checkbox"/>	A. Promotional campaign for entrepreneurial tra	9/1/1995	12/30/1996
<input type="checkbox"/>	B. Hire instructors	10/1/1995	12/1/1995
<input type="checkbox"/>	C. Conduct ten week Entrepreneurial Training cl	7/1/1996	11/1/1996
<input type="checkbox"/>	D. Assess effectiveness of First Module:revise if	12/1/1996	1/30/1997
<input type="checkbox"/>	E. Promote entrepreneurial training to communi	1/1/1997	6/30/2001
<input type="checkbox"/>	F. Continue development of curriculum to reflec	1/1/1997	6/30/2001
<input type="checkbox"/>	G. Provide second ten week Entrepreneurial Tra	3/1/1997	6/30/1997
<input type="checkbox"/>	H. Conduct new Fastrak II Training class	2/10/1999	6/1/1999

- 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.

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EZ/EC Performance Measurement System
EC - Akron, OH

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

** To save changes, click on the "Finish" button.*

Delete	Description	Proposed	
		Start	End
No	A. Promotional campaign for entrepreneurial training	9/1/1995	12/30/199
No	B. Hire instructors	10/1/1995	12/1/199
No	C. Conduct ten week Entrepreneurial Training class	7/1/1996	11/1/199
No	D. Assess effectiveness of First Module:revise if needed	12/1/1996	1/30/199
No	E. Promote entrepreneurial training to community (ongoing)	1/1/1997	6/30/200
No	F. Continue development of curriculum to reflect modern business functions (ongoing)	1/1/1997	6/30/200
No	G. Provide second ten week Entrepreneurial Training course	3/1/1997	6/30/199
No	H. Conduct new Fastrak II Training class	2/10/1999	6/1/199

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- Press **Finish** to save

3.2.5.1 Adding a New Milestone

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

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EZ/EC Performance Measurement System
EC - Akron, OH

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

Delete	Description	Proposed	
		Start	End
<input type="checkbox"/>	A. Promotional campaign for entrepreneurial tra	9/1/1995	12/30/1996
<input type="checkbox"/>	B. Hire instructors	10/1/1995	12/1/1995
<input type="checkbox"/>	C. Conduct ten week Entrepreneurial Training cl	7/1/1996	11/1/1996
<input type="checkbox"/>	D. Assess effectiveness of First Module:revise if	12/1/1996	1/30/1997
<input type="checkbox"/>	E. Promote entrepreneurial training to communi	1/1/1997	6/30/2001
<input type="checkbox"/>	F. Continue development of curriculum to reflec	1/1/1997	6/30/2001
<input type="checkbox"/>	G. Provide second ten week Entrepreneurial Tra	3/1/1997	6/30/1997
<input type="checkbox"/>	H. Conduct new Fastrak II Training class	2/10/1999	6/1/1999
<input type="checkbox"/>	I.		

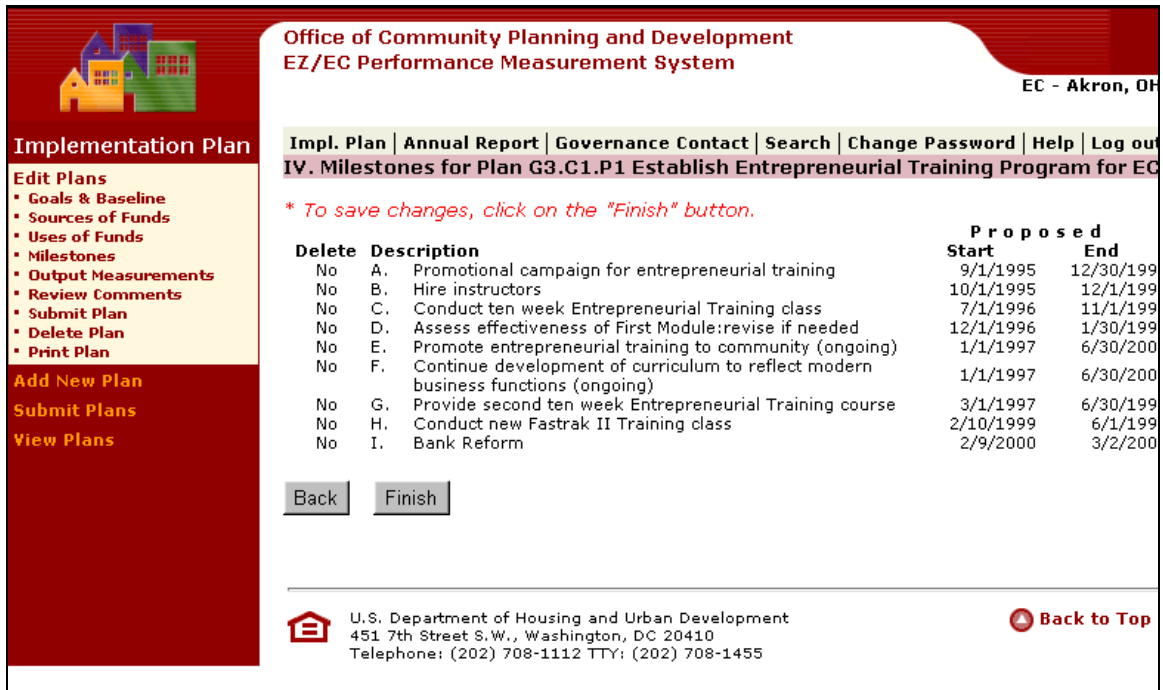
Next Add

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

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The screenshot displays the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The page title is 'EC - Akron, OH'. A navigation bar includes links for 'Impl. Plan', 'Annual Report', 'Governance Contact', 'Search', 'Change Password', 'Help', and 'Log out'. The main content area is titled 'IV. Milestones for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC'. A red note states: '* To save changes, click on the "Finish" button.' Below this is a table of milestones with columns for 'Delete', 'Description', 'Proposed Start', and 'Proposed End'. The table lists nine milestones (A through I) with their respective descriptions and dates. At the bottom of the table are 'Back' and 'Finish' buttons. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' button.

Office of Community Planning and Development
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Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out

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

* To save changes, click on the "Finish" button.

Delete	Description	Proposed Start	Proposed End
No	A. Promotional campaign for entrepreneurial training	9/1/1995	12/30/199
No	B. Hire instructors	10/1/1995	12/1/199
No	C. Conduct ten week Entrepreneurial Training class	7/1/1996	11/1/199
No	D. Assess effectiveness of First Module:revise if needed	12/1/1996	1/30/199
No	E. Promote entrepreneurial training to community (ongoing)	1/1/1997	6/30/200
No	F. Continue development of curriculum to reflect modern business functions (ongoing)	1/1/1997	6/30/200
No	G. Provide second ten week Entrepreneurial Training course	3/1/1997	6/30/199
No	H. Conduct new Fastrak II Training class	2/10/1999	6/1/199
No	I. Bank Reform	2/9/2000	3/2/200

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- 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.



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V. Output Measurements for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Delete	Description	Proposed
	A. Job Training	
	1. Number of job training programs	<input type="text" value="3"/>
	2. Number of EZ/EC residents trained	<input type="text" value="30"/>
	3. Number of EZ/EC resident trainees placed in jobs	<input type="text" value="0"/>
	B. Job Match	
	1. Number of job match programs	<input type="text" value="0"/>
	2. Number of EZ/EC residents participating	<input type="text" value="0"/>
	3. Number of EZ/EC residents placed in jobs	<input type="text" value="0"/>
	C. Job Fairs	
	1. Number of job fairs	<input type="text" value="0"/>
	2. Number of EZ/EC residents attending	<input type="text" value="0"/>
	3. Number of EZ/EC residents placed in jobs	<input type="text" value="0"/>
	D. Other Workforce Development Programs	
	1. Number of other workforce development programs	<input type="text" value="0"/>
	2. Number of EZ/EC residents placed in jobs	<input type="text" value="0"/>


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

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V. Output Measurements for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

** To save changes, click on the "Finish" button.*

Delete	Description	Proposed
A.	Job Training	
	1. Number of job training programs	3
	2. Number of EZ/EC residents trained	30
	3. Number of EZ/EC resident trainees placed in jobs	0
B.	Job Match	
	1. Number of job match programs	3
	2. Number of EZ/EC residents participating	34
	3. Number of EZ/EC residents placed in jobs	0
C.	Job Fairs	
	1. Number of job fairs	0
	2. Number of EZ/EC residents attending	0
	3. Number of EZ/EC residents placed in jobs	1
D.	Other Workforce Development Programs	
	1. Number of other workforce development programs	0
	2. Number of EZ/EC residents placed in jobs	0

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- 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

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- 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

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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.



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EZ/EC Performance Measurement System

EC - Akron, OH

Implementation Plan

Edit Plans

- Goals & Baseline
- Sources of Funds
- Uses of Funds
- Milestones
- Output Measurements
- Add Other Outputs
- Review Comments
- Submit Plan
- Delete Plan
- Print Plan

Add New Plan


Submit Plans

View Plans


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V. Output Measurements for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

Add	Description
	A. Community-Based Partnership
	1. Governance Board
	a. Governance Board
<input type="checkbox"/>	i. Number of public meetings
	2. Capacity Building
	a. Capacity Building
<input type="checkbox"/>	i. Number of EZ/EC board members trained
<input type="checkbox"/>	ii. Number of implementing agencies trained
<input type="checkbox"/>	iii. Number of EZ/EC residents trained
<input type="checkbox"/>	iv. Number of EZ/EC staff hired
<input type="checkbox"/>	v. Number of organizations supported
<input type="checkbox"/>	ii. Number of EZ/EC families served
	e. Homeless Services
<input type="checkbox"/>	i. Number of homeless programs
<input type="checkbox"/>	ii. Number of homeless persons served
	f. Substance Abuse Programs
<input type="checkbox"/>	i. Number of substance abuse programs
<input type="checkbox"/>	ii. Number of EZ/EC residents served
	g. Recreation/Art Programs
<input type="checkbox"/>	i. Number of recreation/art programs
<input type="checkbox"/>	ii. Number of EZ/EC residents served
	h. Other Human Service Programs
<input type="checkbox"/>	i. Number of other human service programs
<input type="checkbox"/>	ii. Number of EZ/EC residents served
	D. Other unique output measurement:
<input type="checkbox"/>	1. <input style="width: 80%;" type="text"/>



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

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V. Output Measurements for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC

** To save changes, click on the "Finish" button.*

Add/Delete	Description
Add	Number of public meetings

Back Finish

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- 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.

The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The left sidebar contains a navigation menu with 'Implementation Plan' selected, and sub-items like 'Edit Plans', 'Add New Plan', 'Submit Plans', and 'View Plans'. The main content area has a breadcrumb trail: 'Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out'. Below this is a title bar: 'VI. Review Comments for Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC'. A text input field contains the instruction: 'Include the date the board approved the project.' A 'Next' button is located below the input field.

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

The screenshot shows the same interface as the previous one, but with the 'Finish' button highlighted. A red asterisk note reads: '* To save changes, click on the "Finish" button.' Below the text input field, there are 'Back' and 'Finish' buttons. At the bottom of the page, there is contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' button.


- 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.

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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 Entrepreneurial 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:		
C. Non-EZ/EC Grant Funds:		\$14,000.0
Participating Entity (Non EZ/EC Grant Funds)		
	Private	Cash
1. Akron Development Corporation	No	\$5,000.00
2. Fresh Fields	No	\$0.00
3. Private	Yes	\$5,000.00
4. University of Akron	No	\$4,000.00
Total		\$14,000.00

III. Uses of Program Funds

Lead Implementing Entity	Amount
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	End Date
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.

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

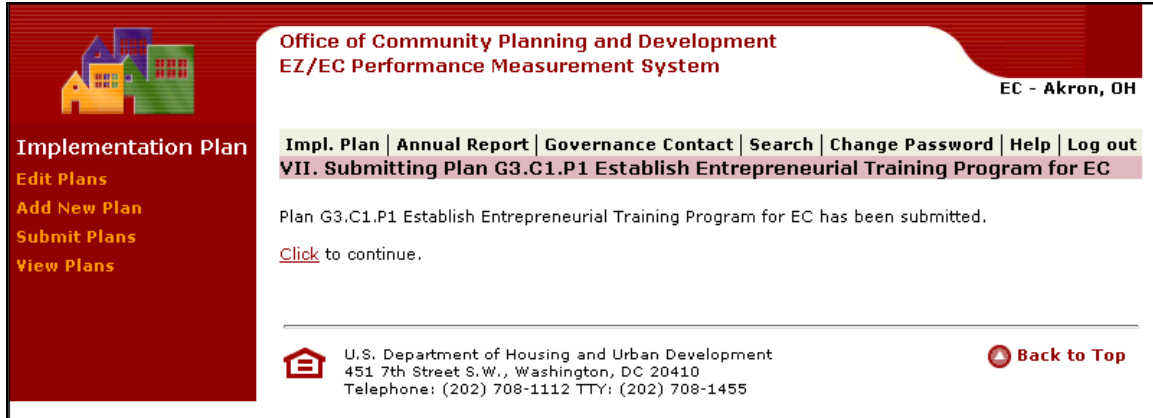
Finish

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

Performance Measurement System User Guide




The screenshot displays the user interface for the Performance Measurement System. On the left is a dark red sidebar with a house icon and the following menu items: **Implementation Plan**, **Edit Plans**, **Add New Plan**, **Submit Plans**, and **View Plans**. The main content area has a white background with a red header. The header text reads: **Office of Community Planning and Development**, **EZ/EC Performance Measurement System**, and **EC - Akron, OH**. Below the header is a navigation bar with links: **Impl. Plan**, **Annual Report**, **Governance Contact**, **Search**, **Change Password**, **Help**, and **Log out**. The main content area features a pink header for the plan: **VII. Submitting Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC**. Below this, a message states: "Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC has been submitted." A [Click](#) link is provided to continue. At the bottom of the page, there is a home icon, contact information for the U.S. Department of Housing and Urban Development (451 7th Street S.W., Washington, DC 20410; Telephone: (202) 708-1112 TTY: (202) 708-1455), and a **Back to Top** button with a red arrow icon.

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.

Performance Measurement System User Guide



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 Entrepreneurial 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):	\$49,000.00	
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-Kin
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	12/30/1999
B. Hire instructors	10/1/1995	12/1/1999
C. Conduct ten week Entrepreneurial Training class	7/1/1996	11/1/1999
D. Assess effectiveness of First Module:revise if needed	12/1/1996	1/30/1999
E. Promote entrepreneurial training to community (ongoing)	1/1/1997	6/30/2000
F. Continue development of curriculum to reflect modern business functions (ongoing)	1/1/1997	6/30/2000
G. Provide second ten week Entrepreneurial Training course	3/1/1997	6/30/1999
H. Conduct new Fastrak II Training class	2/10/1999	6/1/1999

V. Progress Towards Projected Outputs


Outputs	Projecte
A. Job Training <ul style="list-style-type: none"> 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.

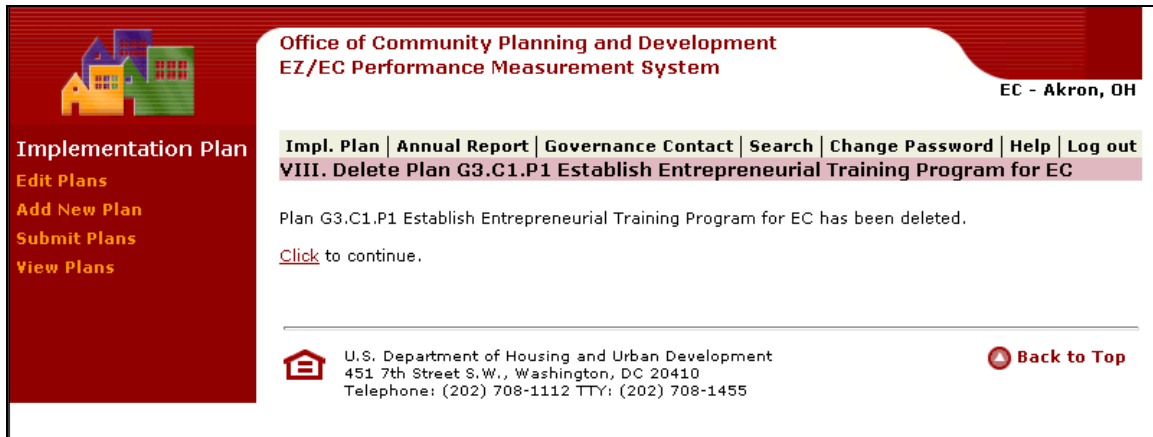
Finish



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[Back to Top](#)

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



The screenshot displays the Office of Community Planning and Development EZ/EC Performance Measurement System interface. The page has a dark red header and a left sidebar with navigation options. The main content area shows a confirmation message for deleting a plan.



Office of Community Planning and Development
EZ/EC Performance Measurement System EC - Akron, OH

Implementation Plan
Edit Plans
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

Plan G3.C1.P1 Establish Entrepreneurial Training Program for EC has been deleted.
[Click](#) to continue.

 U.S. Department of Housing and Urban Development
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Telephone: (202) 708-1112 TTY: (202) 708-1455  [Back to Top](#)

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.

Performance Measurement System User Guide

**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 Entrepreneurial 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):			\$49,000.00
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.

EC - Akron, OH

[Impl. Plan](#) | [Annual Report](#) | [Governance Contact](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

Submit Implementation Plans

Submit	Plan #	Description	Status	Updated
<input checked="" type="checkbox"/>	G3.C1.P3	Market the new J.S. Knight Convention Center to ma	Returned	4/19/2002
<input type="checkbox"/>	G3.C1.P5	Utilize Private Industry Council to increase train	Returned	4/19/2002
<input type="checkbox"/>	G3.C1.P7	Workforce Training - Train and employ EC residents	Returned	4/19/2002
	G3.C1.P4	Business Contact Program	Approved	7/23/2001
	G3.C1.P8	Establish Family Day Care in EC homes	Approved	7/23/2001
	G3.C1.P9	Communities of Opportunity - Wage subsidies for bu	Approved	9/2/1999
	G4.C7.P5	Family Loan Program - Provide small loans to low i	Approved	7/30/2001
	G4.C7.P6	YWCA - Expand day, evening and overnight care for	Approved	7/30/2001
	G4.C7.P7	Serve EC children through the Head Start Program	Approved	10/25/2000
	G4.C7.P8	BICEE After School Educational Excellence Program	Approved	7/30/2001
	G4.C8.P1	Neighborhood Partnership Program - Facilitate comm	Approved	7/30/2001

[Next](#)

- Check the checkbox for the Plan that you want to submit under the Submit column.
- Press **Next**. The following screen will appear.

EC - Akron, OH

[Impl. Plan](#) | [Annual Report](#) | [Governance Contact](#) | [Search](#) | [Change Password](#) | [Help](#) | [Log out](#)

Submit Implementation Plans

** To save changes, click on the "Finish" button.*

Submit	Plan #	Description	Status	Updated
Yes	G3.C1.P3	Market the new J.S. Knight Convention Center to ma	Returned	4/19/2002

[Back](#) [Finish](#)

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- 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.

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
View/Print Implementation Plans

Printable Version

Print	Plan #	Description	Status	Updated
<input checked="" type="checkbox"/>	G3.C1.P3	Market the new J.S. Knight Convention Center to ma	Returned	4/19/2002
<input type="checkbox"/>	G3.C1.P4	Business Contact Program	Approved	7/23/2001
<input type="checkbox"/>	G3.C1.P5	Utilize Private Industry Council to increase train	Returned	4/19/2002
<input type="checkbox"/>	G3.C1.P7	Workforce Training - Train and employ EC residents	Returned	4/19/2002
<input type="checkbox"/>	G4.C7.P7	Serve EC children through the Head Start Program	Approved	10/25/2000
<input type="checkbox"/>	G4.C7.P8	BICEE After School Educational Excellence Program	Approved	7/30/2001
<input type="checkbox"/>	G4.C8.P1	Neighborhood Partnership Program - Facilitate comm	Approved	7/30/2001

Next

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

Performance Measurement System User Guide

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

eu

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.

Performance Measurement System User Guide

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.

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

Annual Reports 1 - 5 / 5

Report Year	Status	Date
2002	In Progress	3/22/2002
2001	Approved	3/11/2002
2000	Approved	3/11/2002
1999	Submitted	4/10/2002
1998	Approved	7/30/1999

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- 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.

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

Executive Summaries Status for 2002 Report

Strategic Vision For Change	New
Community-Based Partnership	New
Economic Opportunity	New
Sustainable Community Development	New
Tax Incentive Utilization Plan	New
Other Considerations	New

Governance Board Status for 2002 Report

Governance Board Report	New
Governance Contacts	Entered

Approved Implementation Plans Status for 2002 Report

Plan #	Description	MS Status	OM Status
G3.C1.P4	Business Contact Pro	Entered	Entered
G3.C1.P8	Establish Family Day	Entered	Entered
G3.C1.P9	Communities of Oppor	Entered	Entered
G3.C1.P12	Establish Family Day	Entered	Entered
G3.C2.P3	Akron Industrial Inc	Entered	New
G3.C2.P4	Promote and support	Entered	New

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.

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](#)

Executive Summaries for 2002

Summary	Status	Description
Strategic Vision For Change	Entered	Strategic Vision for the annual report.
Community-Based Partnership	Entered	Community-Based Partnership for the annual report.
Economic Opportunity	Entered	Economic Opportunity for the annual report.
Sustainable Community Development	Entered	Sustainable Community Development for the annual report.
Tax Incentive Utilization Plan	Entered	Tax Incentive Utilization Plan for the annual report.
Other Considerations	Entered	Other Considerations for the annual report.

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[Back to Top](#)

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

Performance Measurement System User Guide

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

The screenshot shows the 'Office of Community Planning and Development EZ/EC Performance Measurement System' interface. The left sidebar contains a navigation menu for 'Annual Reports' with sub-items: 'Prepare Reports' (Report Status, Executive Summaries, Strategic Vision For Change, Community-Based Partnership, Economic Opportunity, Sustainable Community Development, Tax Incentive Utilization Plan, Other Considerations), 'Governance Board', 'Implementing Plans', 'Submit Report', and 'Print Report'. Below this is an 'Add Report' button. The main content area has a header with 'Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out' and a sub-header 'Strategic Vision For Change for 2002'. A large, empty text area with a vertical scrollbar is present. Below the text area is a 'Next' button. The footer includes the U.S. Department of Housing and Urban Development address and a 'Back to Top' button.

- Make your changes in the narrative field.
- Press **Next**. The following screen appears.

The screenshot shows the same interface as the previous one, but the main content area now displays 'Strategic Visions for St. Louis, Missouri:' followed by two buttons: 'Back' and 'Finish'. The rest of the interface, including the sidebar and footer, remains the same.

- 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.

The screenshot shows a web application interface for the 'Office of Community Planning and Development EZ/EC Performance Measurement System'. The page is titled 'EC - Akron, OH'. A navigation bar includes links for 'Impl. Plan', 'Annual Report', 'Governance Contact', 'Search', 'Change Password', 'Help', and 'Log out'. The main content area is titled 'Governance Board' and contains two sections of questions:

- A. Main Governing Body**
 1. Were meetings open to the public? (Radio buttons: Yes, No)
 2. How many times did you meet during the year? (Text input field)
 3. What percent of the members are residents of the EZ/EC? (Text input field)
- B. Governance Body Subcommittees**
 1. Do you have subcommittees? (Radio buttons: Yes, No)
 2. Are subcommittee meetings open to the public? (Radio buttons: Yes, No)
 3. How many times did subcommittees meet? (Text input field)

A 'Next' button is located below the questions. The footer contains contact information for the U.S. Department of Housing and Urban Development and a 'Back to Top' link.

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

Governance Board

** To save changes, click on the "Finish" button.*

A. Main Governing Body

1. Were meetings open to the public?	Yes
C. How many times did you meet during the year?	4
D. What percent of the members are residents of the EZ/EC?	34

B. Governance Body Subcommittees

1. Do you have subcommittees?	Yes
2. Are subcommittee meetings open to the public?	Yes
H. How many times did subcommittees meet?	6

Back Finish

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- 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.

Performance Measurement System User Guide

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

Governance Contacts

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Name	Title	City	State	Phone
Lt. Paul Calvaruso	Akron Police Dept.	Akron	OH	330-375-239
Mr. Bob Labbe	Family Services	Akron	OH	
Mr. Brent Hendren	City of Akron Office of Economic Development	Akron	OH	3303752133
Mr. Dan Calantrone	Akron Regional Development Board	Akron	OH	330-376-555
Mr. Greg Ervin	Akron Health Dept.	Akron	OH	330-375-296
Mr. John Valle	Akron City Council	Akron	OH	330-375-225
Mr. Larry Wallerstein	Children's Services Board	Akron	OH	3303792023
Mr. Malcolm Costa	Akron / Summit Community Action Agency	Akron	OH	3309964200
Mr. Mike Dowdell	National City Bank	Akron	OH	
Mr. Richard Haas	H & H Machine	Akron	OH	

Go To: (Lt-Mr) (Mr-Ms) (Ms-Ms) (Ms-Re)

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4.1.2.2 Editing a Contact

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

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EZ/EC Performance Measurement System
EC - Akron, OH

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

Governance Contact

*Field with * is required.*

Contact Name *:

Contact Title *:

Address:

City:

State: Zip:

Phone: Fax:

Email:

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

Office of Community Planning and Development
EZ/EC Performance Measurement System
EC - Akron, OH

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Governance Contact

Edit Contacts

- Edit Contact
- Delete Contact
- Print Contact

Add Contact

View Contacts

Return To Report

** To save changes, click on the "Finish" button.*

Contact Name: Lt. Paul Calvaruso
Contact Title: Akron Police Dept.
Address: 217 South High Street
City: Akron
State: OH
Phone: 330-375-2390
Email:
Zip: 44308
Fax:

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- 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.

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](#)

Add Governance Contact

*Field with * is required.*

Contact Name *:
Contact Title *:
Address:
City:
State: **Zip:**
Phone: **Fax:**
Email:

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

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EZ/EC Performance Measurement System EC - Akron, OH

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Add Governance Contact

** To save changes, click on the "Finish" button.*

Contact Name: Sam Maxwell
Contact Title: MR.
Address: 2323 Star Avenue
City: Boise
State: HI
Phone: 234-4567
Email: 234234234
Zip: 234234234
Fax: 234234234


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- Press **Finish** to save information.


4.1.2.4 Viewing a Contact

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



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[View Governance Contacts](#)
 [Printable Version](#)

View	Name	Title	City	State	Phone
<input type="checkbox"/>	Lt. Paul Calvaruso	Akron Police Dept.	Akron	OH	330-375-239
<input type="checkbox"/>	Mr. Bob Labbe	Family Services	Akron	OH	
<input type="checkbox"/>	Mr. Brent Hendren	City of Akron Office of Economic Development	Akron	OH	3303752133
<input type="checkbox"/>	Mr. Dan Calantrone	Akron Regional Development Board	Akron	OH	330-376-555
<input type="checkbox"/>	Mr. Greg Ervin	Akron Health Dept.	Akron	OH	330-375-296
<input type="checkbox"/>	Mr. John Valle	Akron City Council	Akron	OH	330-375-225
<input type="checkbox"/>	Mr. Larry Wallerstein	Children's Services Board	Akron	OH	3303792023
<input type="checkbox"/>	Mr. Malcolm Costa	Akron / Summit Community Action Agency	Akron	OH	3309964200
<input type="checkbox"/>	Mr. Mike Dowdell	National City Bank	Akron	OH	
<input type="checkbox"/>	Mr. Richard Haas	H & H Machine	Akron	OH	
<input type="checkbox"/>	Mr. Rick Reddicord	United Food and Commercial Workers Union	Akron	OH	
<input type="checkbox"/>	Mr. Warren Woolford	Dept. of Planning and Urban Development	Akron	OH	3303752090
<input type="checkbox"/>	Mr. William Beisel	University of Akron Dept. of Continuing Education	Akron	OH	3309726372
<input type="checkbox"/>	Ms. Bernet Williams	Urban League	Akron	OH	3304343101
<input checked="" type="checkbox"/>	Ms. Cathy Tilden	East Akron Community house	Akron	OH	
<input type="checkbox"/>	Ms. Cheryl Wesley Tanner	Project AGAPE	Akron	OH	
<input type="checkbox"/>	Ms. Daisy Alford Smith	Dept. of Human Services	Akron	OH	
<input checked="" type="checkbox"/>	Ms. Deborah Pruitt	Practical People	Akron	OH	3305356601
<input type="checkbox"/>	Ms. Effie Stewart	Akron Housing Network	Akron	OH	3303769636
<input type="checkbox"/>	Ms. Ethel Chambers	Board Member	Akron	OH	330-253-745
<input type="checkbox"/>	Ms. Idessa Williams	Southwest Akron Block Club	Akron	OH	
<input type="checkbox"/>	Ms. Jacqueline Silas-Butler	Caring Communities of Summit County	Akron	OH	3307611621
<input type="checkbox"/>	Ms. Janice Sturkey	Board President	Akron	OH	
<input checked="" type="checkbox"/>	Ms. Joann Robb	Akron Public Schools	Akron	OH	3307611661
<input type="checkbox"/>	Ms. Kathy Beers	Resident	Akron	OH	
<input type="checkbox"/>	Ms. Kathy Wilkins	Arch Street Block Club	Akron	OH	3306030147
<input checked="" type="checkbox"/>	Ms. Nancy Clem	Polymer Training Center	Akron	OH	3303748625
<input type="checkbox"/>	Ms. Pam Hawkins	Akron Metropolitan Housing Authority	Akron	OH	3303769717
<input type="checkbox"/>	Ms. Pat Munka	Downtown Akron Partnership	Akron	OH	3307629550
<input type="checkbox"/>	Ms. Sandra Auburn	Akron Regional Development Board	Akron	OH	
<input type="checkbox"/>	Ms. Virginia Coleman	United Neighborhood Organization	Akron	OH	
<input checked="" type="checkbox"/>	Rev. Duane Crabbs	South Street Ministries	Akron	OH	


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

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Office of Community Planning and Development EZ/EC Performance Measurement System		May 7, 2002
Akron, Ohio Enterprise Community		
<hr/>		
Contact Name: Ms. Kathy Wilkins		
Contact Title: Arch Street Block Club		
Address: 259 Arch Street		
City: Akron		Zip: 44304
State: OH		Fax:
Phone: 3306030147		
Email:		

- 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.

Performance Measurement System User Guide

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.

EC - Akron, OH

Annual Reports

- Prepare Reports
 - Report Status
 - Executive Summaries
 - Governance Board
 - Implementing Plans
 - Submit Report
 - Print Report
- Add Report

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Approved Implementation Plans for 2002

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Plan #	Description	MS Status	OM Status
G3.C1.P4	Business Contact Program	Entered	Entered
G3.C1.P8	Establish Family Day Care in EC homes	Entered	Entered
G3.C1.P9	Communities of Opportunity - Wage subsidies for bu	Entered	Entered
G3.C1.P12	Establish Family Day Care Training in EC homes and	Entered	Entered
G3.C2.P3	Akron Industrial Incubator - Renovate space for us	Entered	New
G3.C2.P4	Promote and support Safe Harbor Minority Business	Entered	New
G3.C2.P5	Renovate lower level of former O'Neil's parking de	Entered	Entered
G3.C2.P6	Develop a business directory to provide informatio	New	Entered
G3.C2.P7	Continue Land Banking for Industrial / Commercial	Entered	New
G3.C2.P8	Redevelop retail portion of Canal Square Apartment	Entered	Entered


Go To: [\(G3.C1.P4-G3.C2.P8\)](#) [\(G3.C2.P10-G3.C2.P19\)](#) [\(G3.C2.P20-G4.C1.P1\)](#) [\(G4.C1.P2-G4.C1.P12\)](#) [\(G4.C1.P13-G4.C1.P23\)](#) [\(G4.C2.P1-G4.C3.P12\)](#) [\(G4.C3.P13-G4.C3.P22\)](#) [\(G4.C3.P23-G4.C4.P1\)](#) [\(G4.C4.P2-G4.C6.P1\)](#) [\(G4.C6.P2-G4.C7.P6\)](#) [\(G4.C7.P7-G4.C8.P1\)](#)

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

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EZ/EC Performance Measurement System


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Report Milestones for Plan G3.C1.P4 Business Contact Program

Description	Projected Start Date	Projected End Date	% Complete as of July 01, 2001	% Complete as of June 30, 2001
A. Develop scope of program	1/1/1997	2/1/1997	<input type="text" value="100"/>	<input type="text" value="100"/>
B. Formulate questionnaire of business operation and perceived unmet needs.	2/1/1997	4/1/1997	<input type="text" value="100"/>	<input type="text" value="100"/>
C. Mail survey to every EC business for EC fund	6/1/1997	6/15/1997	<input type="text" value="100"/>	<input type="text" value="100"/>
D. Tabulate responses	7/1/1997	12/1/1997	<input type="text" value="100"/>	<input type="text" value="100"/>
E. Complete 20 EC business contacts through Industrial Call Program (ARDB)	7/1/1998	6/30/1999	<input type="text" value="100"/>	<input type="text" value="100"/>
F. Complete 20 EC business contacts through Industrial Call Program (ARDB)	7/1/1999	6/30/2000	<input type="text" value="100"/>	<input type="text" value="100"/>
G. Complete 20 EC business contacts through Industrial Call Program (contracted to ARDB)	7/1/2000	6/30/2001	<input type="text" value="100"/>	<input type="text" value="100"/>
H. Complete 20 EC business contacts through Industrial Call Program (contracted to ARDB)	7/1/2001	6/30/2002	<input type="text" value="0"/>	<input type="text"/>

[Next](#)

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- Make percentage adjustment for Milestone in the Percent Completed field
- Press **Next**. The following screen appears.

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Report Milestones for Plan G3.C1.P4 Business Contact Program

** To save changes, click on the "Finish" button.*

Description	Projected Start Date	Projected End Date	% Complete as of July 01, 2001	% Complete as of June 30, 2002
A. Develop scope of program	1/1/1997	2/1/1997	100	10
B. Formulate questionnaire of business operation and perceived unmet needs.	2/1/1997	4/1/1997	100	10
C. Mail survey to every EC business for EC fund	6/1/1997	6/15/1997	100	10
D. Tabulate responses	7/1/1997	12/1/1997	100	10
E. Complete 20 EC business contacts through Industrial Call Program (ARDB)	7/1/1998	6/30/1999	100	10
F. Complete 20 EC business contacts through Industrial Call Program (ARDB)	7/1/1999	6/30/2000	100	10
G. Complete 20 EC business contacts through Industrial Call Program (contracted to ARDB)	7/1/2000	6/30/2001	100	10
H. Complete 20 EC business contacts through Industrial Call Program (contracted to ARDB)	7/1/2001	6/30/2002	0	2

Back Finish

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- Press **Finish** to save information.
- Press the Output Measurements (OM Status) link from the Implementing Plans submenu. The following screen appears.

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Report Output Measurements for Plan G3.C1.P4 Business Contact Program

Description	Project	Actual
A. Job Training		
B. Job Match		
C. Job Fairs		
D. Other Workforce Development Programs		
E. Other unique output measurement:		
1. Number of EZ/EC businesses receiving technical assistance	60	<input type="text" value="58"/>

Next

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- Edit or Add information in the field under the Actual Column
- Press **Next**. The following screen appears.

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Report Output Measurements for Plan G3.C1.P4 Business Contact Program

** To save changes, click on the "Finish" button.*

Description	Project	Actual
A. Job Training		
B. Job Match		
C. Job Fairs		
D. Other Workforce Development Programs		
E. Other unique output measurement:		
1. Number of EZ/EC businesses receiving technical assistance	60	56

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- 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.

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

Submit 2002 Annual Report

** Click on the "Finish" button to submit 2002 annual report to HUD for review.*

[Finish](#)

Executive Summaries Status for 2002 Report

Strategic Vision For Change	Entered
Community-Based Partnership	Entered
Economic Opportunity	Entered
Sustainable Community Development	Entered
Tax Incentive Utilization Plan	Entered
Other Considerations	Entered

Governance Board Status for 2002 Report

Governance Board Report	Entered
Governance Contacts	Entered

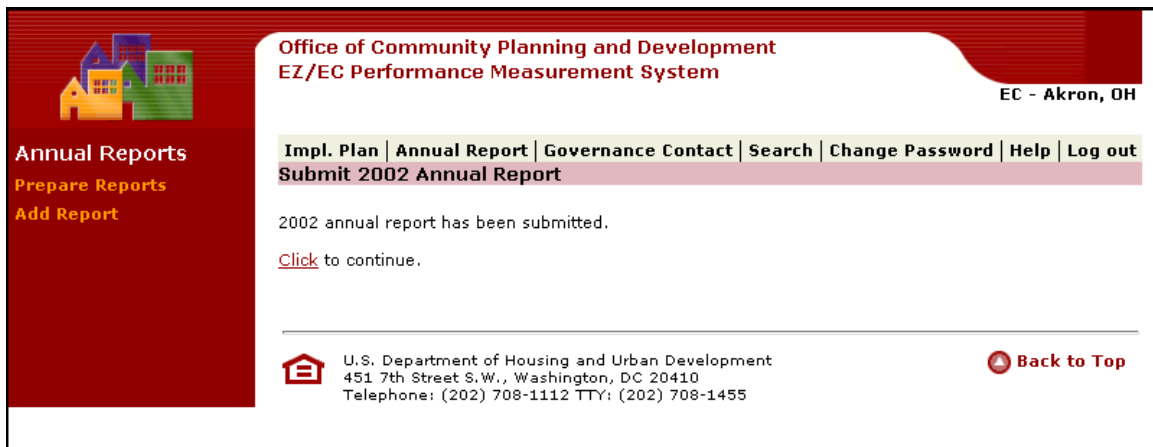
Approved Implementation Plans Status for 2002 Report

Plan #	Description	MS Status	OM Status
G3.C1.P4	Business Contact Pro	Entered	Entered
G3.C1.P8	Establish Family Day	Entered	Entered

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.



The screenshot displays the Office of Community Planning and Development EZ/EC Performance Measurement System interface. The page has a red header and a dark red sidebar on the left. The sidebar contains a logo of houses and the text "Annual Reports", "Prepare Reports", and "Add Report". The main content area has a white background with a red header bar containing the text "Office of Community Planning and Development EZ/EC Performance Measurement System" and "EC - Akron, OH". Below the header is a navigation bar with links: "Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out". A red bar below the navigation bar contains the text "Submit 2002 Annual Report". The main content area displays the message "2002 annual report has been submitted." followed by a link "Click to continue.". At the bottom of the page, there is a footer with the U.S. Department of Housing and Urban Development logo and contact information: "U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410, Telephone: (202) 708-1112 TTY: (202) 708-1455". A "Back to Top" button is also present in the footer.

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**.

Performance Measurement System User Guide

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.

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](#)

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Report Year	Status	Date
2003	In Progress	5/7/2002
2002	Approved	5/7/2002
2001	Approved	3/11/2002
2000	Approved	3/11/2002
1999	Submitted	4/10/2002
1998	Approved	7/30/1999

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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:

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

James Madison

[Impl. Plan](#) | [Annual Report](#) | [Governance Contact](#) | [Search](#) | [Change Password](#) | [Help](#) | [User Guide](#) | [Log out](#)

Executive Summaries Status for 2003 Report

Strategic Vision For Change	New
Community-Based Partnership	New
Economic Opportunity	New
Sustainable Community Development	New
Tax Incentive Utilization Plan	New
Other Considerations	New

Governance Board Status for 2003 Report

Governance Board Report	Entered
Governance Contacts	Entered

Approved Implementation Plans Status for 2003 Report

Plan #	Description	MS Status	OM Status
G2.C1.P1	program/project info	Entered	Entered

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.

Office of Community Planning and Development
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Impl. Plan | Annual Report | **Governance Contact** | Search | Change Password | Help | Log out

Governance Contacts

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Name	Title	City	State	Phone
Lt. Paul Calvaruso	Akron Police Dept.	Akron	OH	330-375-239
Mr. Bob Labbe	Family Services	Akron	OH	
Mr. Brent Hendren	City of Akron Office of Economic Development	Akron	OH	3303752133
Mr. Dan Calantrone	Akron Regional Development Board	Akron	OH	330-376-555
Mr. Greg Ervin	Akron Health Dept.	Akron	OH	330-375-296
Mr. John Valle	Akron City Council	Akron	OH	330-375-225
Mr. Larry Wallerstein	Children's Services Board	Akron	OH	3303792023
Mr. Malcolm Costa	Akron / Summit Community Action Agency	Akron	OH	3309964200
Mr. Mike Dowdell	National City Bank	Akron	OH	
Mr. Richard Haas	H & H Machine	Akron	OH	

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5.1.1.1 Editing a Contact

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

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Governance Contact

*Field with * is required.*

Contact Name *: Lt. Paul Calvaruso
Contact Title *: Akron Police Dept.
Address: 217 South High Street
City: Akron
State: Ohio Zip: 44308
Phone: 330-375-2390 Fax:
Email:

Next

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

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Governance Contact

** To save changes, click on the "Finish" button.*

Contact Name: Lt. Paul Calvaruso
Contact Title: Akron Police Dept.
Address: 217 South High Street
City: Akron
State: OH Zip: 44308
Phone: 330-375-2390 Fax:
Email:

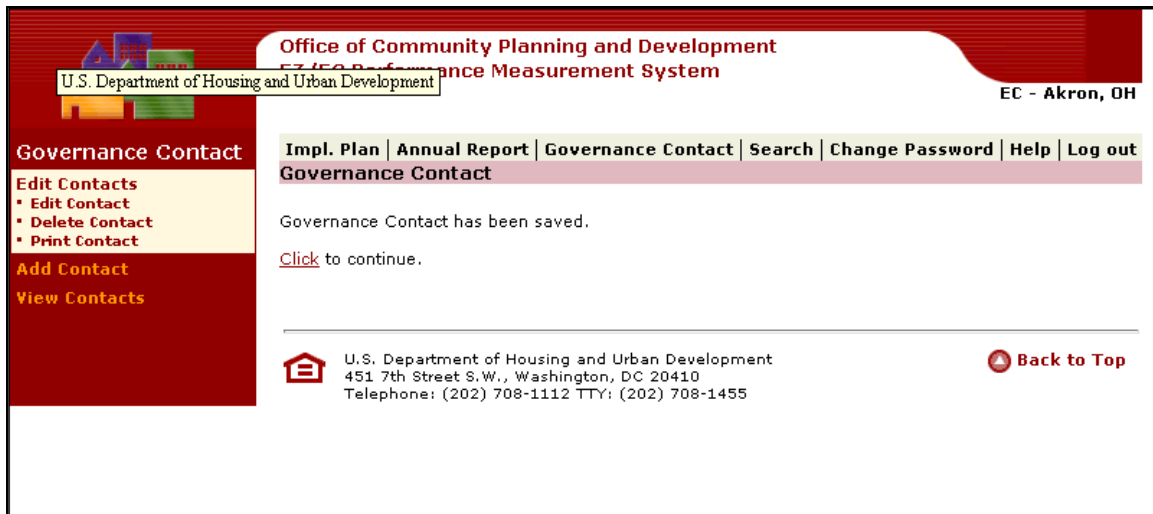
Back Finish

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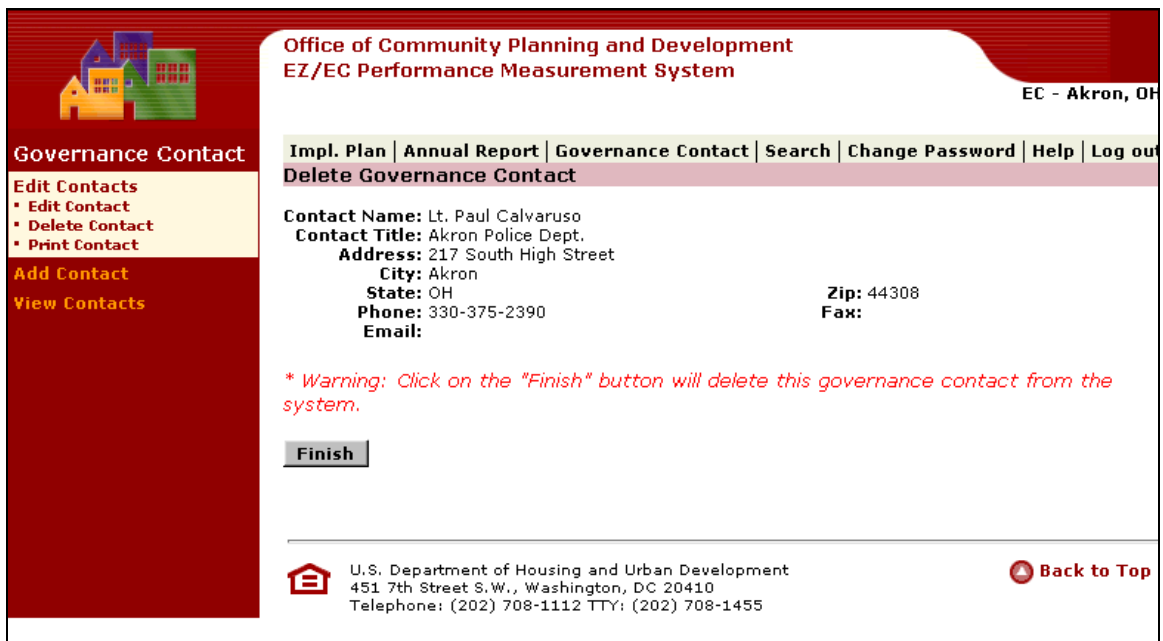
- Press **Finish**.
- You can also press **Back** to amend your edits.

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.

Performance Measurement System User Guide

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

May 7, 2002

Akron, Ohio Enterprise Community

Contact Name: Lt. Paul Calvaruso
Contact Title: Akron Police Dept.
Address: 217 South High Street
City: Akron
State: OH
Phone: 330-375-2390
Email:

Zip: 44308
Fax:

5.1.1.4 Adding a Contact

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

The screenshot shows a web interface for adding a contact. On the left is a red sidebar with a house icon and the text 'Governance Contact', 'Edit Contacts', 'Add Contact', and 'View Contacts'. The main content area has a red header with the text 'Office of Community Planning and Development EZ/EC Performance Measurement System' and 'EC - Akron, OH'. Below the header is a navigation bar with links: 'Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out'. The main form area is titled 'Add Governance Contact' and includes a red note: 'Field with * is required.' The form fields are: 'Contact Name *', 'Contact Title *', 'Address' (with two input lines), 'City', 'State' (a dropdown menu with 'Select a state' selected), 'Zip', 'Phone', 'Fax', and 'Email'. A 'Next' button is located below the form. At the bottom of the page, there is a footer with a house icon, the text 'U.S. Department of Housing and Urban Development 451 7th Street S.W., Washington, DC 20410 Telephone: (202) 708-1112 TTY: (202) 708-1455', and a 'Back to Top' button with a red arrow icon.

- Enter Contact information.
- Press **Next**. 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
Add Governance Contact

** To save changes, click on the "Finish" button.*

Contact Name: Sam Maxwellian
Contact Title: Mr.
Address: 234234 Lunar
City: Athens
State: IL
Phone: 345345
Email: 34534
Zip: 345345
Fax: 345

Back 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 save information.

5.1.1.5 Viewing a Contact

- Press the View Contact 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
View Governance Contacts

Printable Version

View	Name	Title	City	State	Phone
<input type="checkbox"/>	Lt. Paul Calvaruso	Akron Police Dept.	Akron	OH	330-375-239
<input type="checkbox"/>	Mr. Bob Labbe	Family Services	Akron	OH	
<input type="checkbox"/>	Mr. Brent Hendren	City of Akron Office of Economic Development	Akron	OH	3303752133
<input type="checkbox"/>	Ms. Sandra Auburn	Akron Regional Development Board	Akron	OH	
<input type="checkbox"/>	Ms. Virginia Coleman	United Neighborhood Organization	Akron	OH	
<input type="checkbox"/>	Rev. Duane Crabbs	South Street Ministries	Akron	OH	

Next

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

Performance Measurement System User Guide

**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
Phone: 3306030147
Email:

Zip: 44304
Fax:

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.

The screenshot shows the search interface for the Office of Community Planning and Development EZ/EC Performance Measurement System. The page has a red header with a logo of colorful houses on the left. The main content area is white with a red border. At the top right, it says "EC - Akron, O". Below the header is a navigation bar with links: "Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log out". The search section is titled "Search for word or phrase:" and has a text input field and a "Search" button. Below this is a section titled "Search following geographic areas:" with two radio buttons: "Nationwide Search" (selected) and "Specific EZ/EC(s)". Under "Specific EZ/EC(s)", there is a list box titled "Limit search to specific EZ/EC site(s):" containing the following items: "aaa333", "aaaaa", "Akron, Ohio Enterprise Community", "Albany, Georgia Enterprise Community", "Albany-Schenectady-Troy, New York Enterprise Community", "Albuquerque, New Mexico Enterprise Community", and "Atlanta, Georgia Empowerment Zone". Below this is a section titled "Search the following documents:" with two radio buttons: "Annual Reports for" (selected) and "Implementation Plans". The "Annual Reports for" section has a dropdown menu showing "2003". Under "Implementation Plans", there is a list box titled "Limit search to specific category of the Implementation Plan:" containing the following items: "Governance Board", "Capacity Building", "Workforce Development", "Businesses Assisted", "Access To Capital", "Housing", and "Public Safety". At the bottom of the page, there is a footer with a house icon, the text "U.S. Department of Housing and Urban Development", "451 7th Street S.W., Washington, DC 20410", "Telephone: (202) 708-1112 TTY: (202) 708-1455", and a "Back to Top" button with a red triangle icon.

- 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

Performance Measurement System User Guide

- 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.

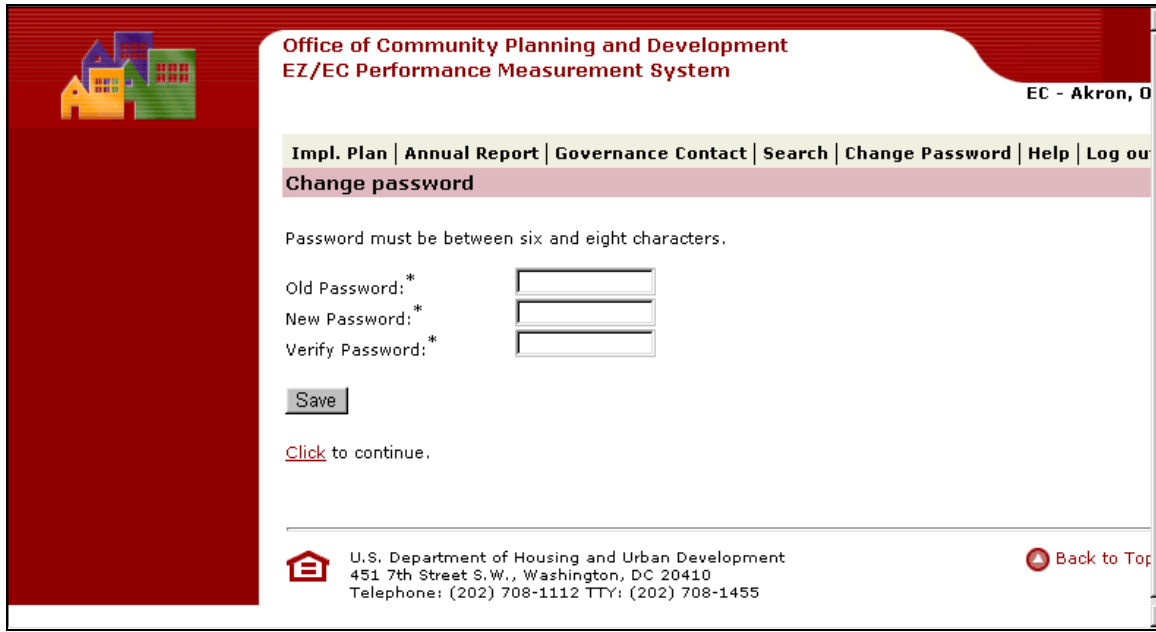


The screenshot shows a web interface with a red header and a navigation menu. The main content area displays search results for annual reports. A search bar is present with the text "Search on annual reports" and "Search Criteria is """. Below the search bar, there is a red instruction: "Click on the year of the Annual Report that you want to view." The results are presented in a table with two columns: "Year" and "Designee".

Year	Designee
2001	New Haven, Connecticut Enterprise Community/Empowerment Zone
2001	St Louis, Missouri Enterprise Community
2001	Pulaski County, Arkansas Enterprise Community
2001	Baltimore, Maryland Empowerment Zone
2001	Providence, Rhode Island Enterprise Community
2001	Flint, Michigan Enterprise Community
2001	Huntington, West Virginia/Ironton, Ohio Enterprise Community/Empowerment Zone
2001	Harrisburg, Pennsylvania Enterprise Community

7 Change Password

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



The screenshot shows a web interface for the Office of Community Planning and Development, EZ/EC Performance Measurement System. The page has a red header with a logo of three houses (yellow, blue, green) on the left. The main content area is white with a red border. At the top right, it says "EC - Akron, O". Below the header, there is a navigation menu with links: "Impl. Plan | Annual Report | Governance Contact | Search | Change Password | Help | Log ou". The "Change password" link is highlighted. Below the navigation, there is a message: "Password must be between six and eight characters." followed by three input fields labeled "Old Password: *", "New Password: *", and "Verify Password: *". A "Save" button is located below the input fields. At the bottom, there is a "Click to continue." link. The footer contains the U.S. Department of Housing and Urban Development logo and contact information: "U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410, Telephone: (202) 708-1112 TTY: (202) 708-1455". A "Back to Top" link is also present.

- Enter Old Password
- Enter New Password
- Verify New Password.
- Press Save

You have changed your password.