User Guide

for Public Trust Officer (PTO)

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 Public Trust Officer (PTO) staff is responsible for assessing whether designees are meeting the criteria established by the RC/EZ/EC program. The PERMS System guides the PTO through the assessment process of each of the following:

- Annual Report
- Implementation Plans
- Governance Report
- Overall Progress

2 Logging On
From the Login Screen you can enter the PERMS system.

- Enter your Login ID.
- Enter your password.
- Press **Login**. The following screen appears.
3 PTO Main Process

Once the login is complete, the Main PTO screen appears with the following submenus:

- Designee
- Assessment
- Search
- Change Password
- Help
- Logout

From this screen, the PTO must first select a designee to proceed. All Annual Reports and Implementation Plans are associated with this designee.

3.1 Selecting a Designee

- Press the Designee that you want to evaluate, the following screen appears.
3.1.1 Viewing an Implementation Plan

- Press the Implementation Plans link on the left margin. The following screen appears.

  - Check the checkbox (es) for the Plan(s) that you want to review.
  - Press View. The following screen appears.
Plan G.01.RS Utilize Private Industry Council to increase train

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 5: Utilize Private Industry Council to increase train

1. Baseline Program/Project
   Description: Develop skills of unemployed residents
   Baseline: Private Industry Council assists area residents, but does not track EC residents
   Proposed Outcome: Recruit 80 EC residents annually for training, resulting in 26 placements annually.
   HHS E2 Funds (Round I): $500
   HUD E2 Funds (Round II): $500
   Amount of HUD Round I E2 grant obligated to a subrecipient by a signed contract or commitment letter: $0
   Non-E2/EC Grant Funds: $599,960.00
   Total Budget: $599,960.00
   Plan Status: Complete
   Review Status: Returned

2. Sources of Program Funds
   A. HHS E2 Funds (Round I): $500
   B. HUD E2 Funds (Round II): $0
   C. Non-E2/EC Grant Funds: $599,960.00

   Participating Entity (Non E2/EC Grant Funds)
<table>
<thead>
<tr>
<th>Participating Entity (Non E2/EC Grant Funds)</th>
<th>Private</th>
<th>Cash in Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>JTPA (1997 - 1998)</td>
<td>No</td>
<td>$16,300.00</td>
</tr>
<tr>
<td>JTPA (1998 - 1999)</td>
<td>No</td>
<td>$16,380.00</td>
</tr>
<tr>
<td>JTPA (1999 - 2000)</td>
<td>No</td>
<td>$15,800.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$599,960.00</td>
</tr>
</tbody>
</table>

3. Uses of Program Funds
   Lead Implementing Entity: Akron Private Industry Council
   Amount: $599,960.00
   Total: $599,960.00

4. Status of Projected Milestones
   Milestone(s)                              Start       End       Date       Date
   B. Contact economically disadvantaged youth and older workers. 1/1/1996 1/1/1996
   C. Increase involvement of ODES in training program graduate placement. 1/1/1996 1/1/1996
   D. Direct referrals of ODES for direct job placement for area school youth. 1/1/1996 1/1/1996
   E. Place 20 EC residents in employment. 7/1/1996 6/30/1997
   F. Recruit 80 residents for training and placement. 7/1/1996 6/30/1997
   H. Request ODES to provide list of resident job seekers. 1/1/1997 1/1/1997
   I. Contract with area training facilities to prepare EC residents for employment opportunities. 1/1/1997 1/1/1996
   J. Place 20 EC residents in employment. 7/1/1997 6/30/1998
   K. Recruit 80 EC residents for training and placement. 7/1/1997 6/30/1998
   L. Develop website to advertise training and employment assistance opportunities. 1/1/1998 1/1/1998
   M. Place 20 EC residents in employment. 7/1/1998 6/30/1999
   N. Place 20 EC residents in employment. 7/1/1998 6/30/1999
   O. Phase-out of PIC program and stewardship of duties by Summit County. 1/1/1999 12/31/2000
   P. Enroll 200 EC youth in 1999 PIC Summer Youth Employment and Training Program. 3/1/1999 6/1/1999
   Q. Recruit 80 EC residents for training and placement. 7/1/1999 6/30/2000
   R. Place 20 EC residents in employment. 7/1/1999 6/30/2000

5. Progress Towards Projected Outputs
   Outputs Projected
   A. Job Training
      1. Number of EC residents trained: 100
   B. Job Placement
      2. Number of EC resident trainees placed in jobs: 20
   C. Other Workforce Development Programs
      1. Number of youth programs: 300
      2. Number of EC youth served: 200
3.1.2 Viewing an Annual Report

- Select the Annual Reports link. The following screen appears.

- Choose the Year link for the Report that you want to view. The following screen appears.

- Press one of the Executive links to view an Executive Summary. The following screen appears.
AKRON ENTERPRISE COMMUNITY
July 1, 1998-June 30, 1999

1. Community Based Partnership

A. EC NETWORK ACTIVITY

The Enterprise Community Network met every two months during the program period. An ad hoc program committee met during the spring to consider reallocation of funding from the amount originally presented in the application for Child Care Subsidies and Recruitment and Training. This committee recommended to the Network that funds be reserved for the recruitment and training activity taken over by Info Link's Child Care Connection to enable a second year of operation. Additional childcare activity was approved for the YMCA (discussed below) as well as child oriented service activities of the Boys and Girls Club, Black Inner City Educational Excellence (BICEE) and Akron United. As part of this same recommendation, the committee recommended, with Network concurrence, that funds be reserved for the fifth year of the School Service Center program with the Akron Public Schools, the first and largest funding initiative of the City’s Enterprise Community program.

New Network board members joining during this period were Pat Munika, Downtown Akron Partnership, and Bennett Williams, Akron Community Service Center and Urban League.

B. NEW ASSOCIATIONS

1. An important aspect of the EC Network is the opportunity for different elements of the EC program to make new connections with each other. A new collaboration with the Sobert Training program included the Family Loan program, an EC funded activity which offers low cost loans for job-related transportation needs, and the Jovian program of the Akron Health Department (also EC funded), which presented program participants with health education related to nutrition and lifestyle which improve health and productivity and reduce absenteeism.

2. A significant effort involving the EC Network and expanded representatives of the community was the preparation of the City's Empowerment Zone application. Drawing on the collaboration developed from the initial application and the four years of activity of the EC program, the City and its partners held numerous meetings during the summer and early fall involving over a hundred participants. The initiative further developed ideas begun during the EC program, and a significant number of existing, new proposals for economic development, enhanced regional cooperation and educational initiatives. Although unsuccessful in securing EC designation, this activity furthered the collaborative spirit developed within the EC program and laid the groundwork for new initiatives and a community sense of purpose. This effort was boosted when the City hosted a visit by Andrew Cuomo, Secretary of Housing and Urban Development, at Landmark Plastics in the EC in July, 1998, who praised the City and its EC program.

3. The Summit Media Training Consortium, associated with the Private Industry Council, agreed to utilize surplus resources to provide Internet service to several locations within the EC.

C. APPROVAL OF APPLICATIONS

1. The Network approved an application by the City of Akron on behalf of the East Akron Neighborhood Development Corporation (EANDC) to the U.S. Department of Housing and Urban Development for an Economic Development Initiative grant to support the development of a grocery store in the EC within the Middlebury area of Akron (see below).

2. The Network approved an application by the Akron Metropolitan Housing Authority in 1998 to the U.S. Department of Housing and Urban Development for the MORE II program for the Elizabeth Park Homes. Only the demolition portion of the project was approved.

3. In January, 1999, the Network approved an application by the Westside Neighborhood Development Corporation (WENDC) to the Ohio Department of Development for a First Time Home Buyer Education and Down Payment Assistance Program.
• Press Governance Report to view the Governance Report link. The following screen appears.

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

Main Governing Body

The meetings were open to the public. The main governing body met 6 times during the year. 35% of the members are residents of the EZ/ECC. The governing body operates with subcommittees. Subcommittees meetings are closed to the public. Subcommittees met a total of 2 times during the year.

• Press the Governance Contact List to see a list of contacts. The following screen appears.
Press the link for the Contact that you want to see. The following screen appears.
• Press the link for the Implementation Plan that you want to review. The following screen appears.
Plan G3.C1.PS Utilize Private Industry Council to Increase Train

Goal 3: Economic Opportunity
Category 1: Workforce Development
Plan 5: Utilize Private Industry Council to increase train

I. Baseline
Program/Project: Designee
Description: Develop skills of unemployed residents
Baseline: Private Industry Council assists area residents, but does not track EC residents
Proposed Outcome: Recruit 80 EC residents annually for training, resulting in 36 placements annually.

HHS EZ Funds (Round I): $1,800
HHS EZ Funds (Round II): $1,800
Amount of HHS Round II EZ grant obligated to a subvendor by a signed contract or commitment letter: $0.00
Non-EZ/EC Grant Funds: $599,900.00
Total Budget: $599,900.00
Plan Status: Completes
Review Status: Returned

II. Sources of Program Funds
A. HHS EZ Funds (Round I): $1,800
B. HUD EZ Funds (Round II): $1,800
C. Non-EZ/EC Grant Funds: $599,900.00

III. Uses of Program Funds
Lead Implementing Entity: Akron, Ohio Enterprise Community
Amount
A. Private Industry Council: $599,900.00
Total: $599,900.00

IV. Status of Projected Milestones

<table>
<thead>
<tr>
<th>Milestone(s)</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Convene (or disadvantaged youth and older workers.</td>
<td>1/1/1996</td>
<td>1/1/1996</td>
</tr>
<tr>
<td>C. Increase enrollment of OSIS in training program graduate placement.</td>
<td>1/1/1996</td>
<td>1/1/1996</td>
</tr>
<tr>
<td>D. Increase referrals to OSIS for direct job placement for area school youth.</td>
<td>1/1/1996</td>
<td>1/1/1996</td>
</tr>
<tr>
<td>E. Place 60 EC residents in employment</td>
<td>7/1/1996</td>
<td>6/30/1996</td>
</tr>
<tr>
<td>F. Recruit 80 residents for training and placement</td>
<td>7/1/1996</td>
<td>6/30/1997</td>
</tr>
<tr>
<td>H. Request OSIS to provide list of resident job seekers</td>
<td>1/1/1997</td>
<td>1/1/1997</td>
</tr>
<tr>
<td>I. Contract with area training facilities to prepare EC residents for identified employers</td>
<td>1/1/1997</td>
<td>1/1/1998</td>
</tr>
<tr>
<td>J. Place 60 EC residents in employment</td>
<td>7/1/1997</td>
<td>6/30/1998</td>
</tr>
<tr>
<td>L. Develop Website to advertise training and employment assistance opportunities (Summit Media Employment Network Connection)</td>
<td>1/1/1997</td>
<td>1/1/1997</td>
</tr>
<tr>
<td>M. Place 60 EC residents in employment</td>
<td>7/1/1997</td>
<td>6/30/1999</td>
</tr>
<tr>
<td>N. Phase-out of PCG programs and stewardship of duties by Summit County Dept. of Human Services</td>
<td>1/1/1999</td>
<td>12/31/2000</td>
</tr>
<tr>
<td>P. Enroll 200 EC youth in 1999 EC Summer Youth Employment and Training Program</td>
<td>7/1/1999</td>
<td>6/30/1999</td>
</tr>
<tr>
<td>Q. Place 60 EC residents in employment</td>
<td>7/1/1999</td>
<td>6/30/2000</td>
</tr>
<tr>
<td>R. Place 60 EC residents in employment</td>
<td>7/1/1999</td>
<td>6/30/2000</td>
</tr>
</tbody>
</table>

V. Progress Towards Projected Outputs

Outputs | Projected |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Job Training</td>
<td>Number of EZ/EC residents trained</td>
</tr>
<tr>
<td>B. Job Match</td>
<td>Number of EZ/EC resident trainees placed in jobs</td>
</tr>
<tr>
<td>C. Job Fair</td>
<td>Number of youth programs</td>
</tr>
<tr>
<td>D. Other Workforce Development Programs</td>
<td>Number of EZ/EC youths served</td>
</tr>
</tbody>
</table>
4 Assessing a Designee

You can access the Assessment screen in one of two ways.

If the Designee you selected was assigned to you for PTO Assessment, then you will see a list of the Annual Reports available for Assessment. If the selected Designee is not assigned to you, you may view the Implementation Plans and Annual Reports but not process the Assessment.

- Assessment Summary
- View Annual Report
- Executive Summary
- Governance Summary
- Implementation Plan Progress
- Overall Progress

You can also access the Assessment screen by pressing the Assessment tab. The following screen appears.

This screen contains the following columns:
• Annual Report Year
• Designee
• Submission Dates
• Status

The screen lists all Designees that have submitted Annual Reports who are assigned to you.

• Press the link for the year/designee that you want to assess.

The Assessment Summary Screen follows.
Performance Measurement System User Guide

New Haven, Connecticut Enterprise Community/Empowerment Zone (2009)
Assessment Summary

Annual Report Sections
Executive Summary Overall: Adequate
Community-Based Partnerships: Adequate
Customer Experience: Adequate
Tax Incentive Plan: Adequate
Other Accomplishments: Adequate

Governance Assessment
Governance Board: Adequate

Approved Implementation Plans

<table>
<thead>
<tr>
<th>Plan #</th>
<th>Title</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.01</td>
<td>Empowerment Zone Governance Structure</td>
<td>Adequate</td>
</tr>
<tr>
<td>01.02</td>
<td>Empower New Haven, Inc: Administration of the New Haven’s E Zone</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.01</td>
<td>EZ Governance Structure and Administrative Office</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.03</td>
<td>Staff Empower New Haven</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.04</td>
<td>EZ Neighborhood Worker Project</td>
<td>Inadequate</td>
</tr>
<tr>
<td>02.05</td>
<td>Host and convene the New Haven Neighborhood Summit</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.06</td>
<td>Enroll 800 residents in approved grantwriting seminars</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.07</td>
<td>Provide administrative funds for Downtown EZ/Neighborhood Imp</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.08</td>
<td>The ACE Collaborative</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.09</td>
<td>Create a YOUTH BUILD program to enhance employment opportunities</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.10</td>
<td>Creation of a Child Care Training Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.11</td>
<td>Establish Summer Jobs for Youth Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.12</td>
<td>Create a Community Assembly Workshop Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.13</td>
<td>Expand Career High School</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.14</td>
<td>Establish the West Rock Neighborhood Computer Training Center</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.15</td>
<td>Establish Youth Fair Chance</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.16</td>
<td>Establish an Entrepreneurial Training Program at Gateway Comm</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.17</td>
<td>Establish a Construction Training Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.18</td>
<td>Create MIEAR</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.19</td>
<td>Summer Jobs 1999</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.20</td>
<td>Establish Urban Solutions</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.21</td>
<td>Create Springside Farms Youth Work Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.22</td>
<td>Establish a Child Care Training Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.23</td>
<td>Establish greater New Haven Retail academy</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.24</td>
<td>EZ Construction Training Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.25</td>
<td>EZ Outreach, Assessment, Placement, and Retention Services</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.26</td>
<td>Customized Training</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.27</td>
<td>EZ Summer Youth Employment for 83 Empowerment Zone Youth</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.28</td>
<td>Expand outreach of existing Computer Assembly Workshop Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.29</td>
<td>Create Hospitality Training Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.30</td>
<td>Create Manufacturing Training Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.31</td>
<td>Open Shares Supermarket in EC</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.32</td>
<td>Foodtech Expansion</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.33</td>
<td>Improve streetscapes in Downtown/Commercial Business District</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.34</td>
<td>Create Four Star Omni hotel</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.35</td>
<td>Hardy Press</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.36</td>
<td>Establish a Business Resource Center in the EC</td>
<td>Adequate</td>
</tr>
<tr>
<td>02.37</td>
<td>Create HUB 360 through the EZ Office of Businessgie</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.01</td>
<td>Establish Wood &amp; Soil Initiative in Fair Haven</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.02</td>
<td>Establish Safe Nigh</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.03</td>
<td>Dwight Central Management Team</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.04</td>
<td>Improve West River Commercial Business District</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.05</td>
<td>Establish a Regional Growth Partnership to provide enhanced services</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.06</td>
<td>Develop strategic neighborhood plans</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.07</td>
<td>EZ Neighborhood Plaza</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.08</td>
<td>Cleanout Truman Street site</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.09</td>
<td>Vacate vacant contaminated site for commercial use</td>
<td>Inadequate</td>
</tr>
<tr>
<td>04.10</td>
<td>Warners Elementary School - Math/Science Curriculum</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.11</td>
<td>Create Gateway Early Childhood Cert Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.12</td>
<td>Create Jascha Robinson Project</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.13</td>
<td>Create EZ Laptop Computer for fifth graders</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.14</td>
<td>Create All Our Kids</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.15</td>
<td>Provide Leadership &amp; skills-building workshops, goal or vision</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.16</td>
<td>Create Urban Fellows Program</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.17</td>
<td>Establish Youth Development Resource Center</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.18</td>
<td>Create Project Safe to coordinate GED youth services for out of school youth</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.19</td>
<td>Provide administrative funds for outreach to Neighb’s E &amp; C</td>
<td>Adequate</td>
</tr>
<tr>
<td>04.20</td>
<td>Create Cadet JROTC Musical Production Monitoring Project</td>
<td>Adequate</td>
</tr>
</tbody>
</table>

Total Plans: 60 Reviewed: 60 Making Progress: 54 Not Making Progress: 6

Overall Progress Assessment
Overall Assessment: Adequate

Final Yes
Public Trust Officer: Gary Roseman
Phone Number: (860) 546-555
Email Address: gary.roseman@hud.gov

13
4.1 Assessment Summary

You can move to any part of the Annual Report for assessment by pressing the appropriate link. You can also see which sections have already been evaluated and which need to be entered. The hyperlinked sections follow:

- Executive Summary Overall
- Community-Based Partnerships
- Economic Opportunity
- Sustainable Community Development
- Tax Incentive Utilization Plan
- Other Accomplishments
- Governance Board Report
- Implementation Plans
- Overall Assessment

4.2 Assessing an Annual Report

- Press Executive Summary Overall to make your Assessment. The following screen appears.
Check the Adequate or Inadequate on the appropriate Radio Button.

Enter Comments in the narrative field.

Press Next. The following screen appears.

Press Next to save changes.
Each of the following hyperlinks in the Annual Report section contains similar Assessment windows. You can navigate each of these assessments in the same way.

- Community-Based Partnerships
- Economic Opportunity
- Sustainable Community Development
- Tax Incentive Utilization Plan
- Other Accomplishments

Press the link for the Annual Report sections that you want to assess. A screen similar to the following appears.

- Check the Adequate or Inadequate on the appropriate Radio Button.
- Enter Comments in the narrative field.
• Press Next. The following screen appears.

• Press FINISH to save changes

4.3 Commenting on Governance Board Reports

• Press the Governance Board Link. The following screen appears.
You are presented with six questions that can be answered by clicking on a Yes/No radio button. You have an option to write comments for each question.

- Press Yes or No for Questions 1-5.
- Press Adequate or Inadequate for Question 6.
- Enter Comments that you think are appropriate in the Narrative fields for each of the six questions.
• Press **Next**. The following screen appears.

![Performance Measurement System User Guide](image)

4.3.1.1 Evaluating Implementation Plan Progress

If there are Implementation Plans associated with an Annual Report, you are presented with a list from which the PTO can select. You are then presented with the Implementation Plan and can evaluate it based on the projected milestones and outputs.

Press the Implementation Plan link on the left margin. The following screen appears.
- Press the link for the Plan Number for the Implementation Plan that you want to assess. The following screen appears.
Performance Measurement System User Guide

Office of Community Planning and Development
EZ/EC Performance Measurement System
PTO - New Haven, CT


Goal 2: Community-Based Partnership
Category 1: Governance Board

I. Baseline
Program/Project: Non-profit to manage the governance of the federal empowerment zone
Description: allocation.
Baseline: Non-profit created in 1999 to manage the governance of the Empowerment Zone strategic plan implementation.

II. Sources of Program Funds
A. HHS EZ Funds (Round I): $0.00
B. HUD EZ Funds (Round II): $1,959,066.42
C. Non-EZ/EC Grant Funds: $0.00

III. Uses of Program Funds
Lead Implementing Entity

IV. Status of Projected Milestones
Milestone(s) Start Date End Date Percent Complete Percent Complete
A. Hire a marketing and public relations director 7/1/2001 8/1/2001 0 0
B. Hire a new Program Manager 7/1/2001 9/1/2001 0 50
C. Maintain office environment for community and committee meetings 7/1/2001 12/31/2003 0 0
D. Develop concept program strategies and oversee the development of request for proposals and develop contracts for funding 7/1/2001 12/31/2003 0 0
E. Submit benchmarks and outcomes to HUD 7/1/2001 12/31/2003 0 0
F. Monitor all activities funded through the EZ funding 7/1/2001 12/31/2003 0 0
G. Purchase and distribute services of the EZ and other partners to the zone residents 7/1/2001 12/31/2003 0 0
H. Develop all fiscal and programmatic reports required by HUD or the city of New Haven 7/1/2001 12/31/2003 0 0
I. Create partnerships and opportunities for leverage for the EZ activities for economic development 7/1/2001 12/31/2003 0 0
J. Manage the governing bodies of the EZ including the Program Council and the Board of Directors 7/1/2001 12/31/2003 0 0
K. Assist in funding for all EZ projects recommended by the Program Council 7/1/2001 12/31/2003 0 0
L. Maintain status of the Empower New Haven Office 7/1/2001 12/31/2003 0 0

W. Progress Towards Projected Outputs
A. Governance Board
1. Number of public meetings
   Projected: 128
   To Date: 0

Assessment: C Adequate C Inadequate

Comments:
- Make your Assessment by checking either the **Adequate** or **Inadequate** Radio Button.
- Enter Comments in the narrative field.
- Press **Next**. The following screen appears.

- **Press FINISH** to save changes.
4.3.1.2 Overall Progress

- Press the Overall Progress link. The following screen appears.

This screen indicates that some Implementation Plans need to be assessed. But you may still enter the following data.

- Enter your Name
- Enter your Phone number
- Enter your Email
- Enter your Comments
- Make your Overall Assessment by checking either the Adequate or Inadequate Radio Button

If all of the Implementation Plans have been assessed by the PTO, the following screen appears.
This screen indicates that the all the Implementation Plans have been assessed as either Adequate or Inadequate.

When all Implementation Plans for the Designee have been assessed as either Adequate or Inadequate, you can make the Assessment Final. Click on Yes to **Make Assessment Final**. Otherwise click on No (this will save the data entered without finalizing the assessment. Once an Assessment is finalized you may not make any changes unless HUD Headquarters returns the assessment to you.)

The following screen appears.
• Press Finish to save changes.
5 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.

5.1 Search
You can use the Search function from the top menu bar to access existing Implementation Plans and Annual Reports for editing or review.

- Press the Search tab. The following screen appears.

  - Enter Word(s) or Phrase you want to search for.
  - Choose the geographical area radio button.
You can narrow your search by:

- Highlighting the specific EZ, if desired.
- Choose Annual reports by year or Implementation Plans
- Highlight Category in Implementation Plan
- Press the Search. The system will begin searching and displays the Annual Reports or Implementation Plans that meet the search criteria. The following screen appears.

- Press on the link for the Report or Plan you want to Review.

### 6 Change Password

- Press the Change Password tab. The following screen appears.
Enter Old Password
Enter New Password
Verify New Password.
Press Save

You have changed your password.