



## COVID-19 Response Program Job Retention Reporting Instructions

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OCRA's grantees should utilize OCRA'S [CDBG-CV Economic Recovery Reporting Form](#) to ensure compliance with the program's preliminary National Objective LMJ. All reports must meet an aggregated minimum of 51% LMI. Income verification of employees should follow [2022 HUD income Limits](#) for the respective jurisdiction administering the local grant program to small businesses or microenterprises.

This program is to **retain permanent LMI jobs only**. Created or temporary LMI jobs should not be counted towards the LMI Job Retention National Objective.

- **Permanent jobs** must be full time jobs requiring a worker to work at least 1400 hours per year or 30 hours a week.
- **Part time jobs** require a worker to work at least 875 hours but less than 1400 hours per year or an average of less than 30 hours per week. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs.
- **Seasonal jobs** may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact Pamela Guerrero at [pguerrero@ocra.in.gov](mailto:pguerrero@ocra.in.gov) to counting seasonal jobs towards LMI benefit.)
- **All permanent jobs created** by the project must not be counted in subsequential job retention reporting years. Do not include created jobs towards the total LMI job positions retained. The LMI job positions should not exceed the LMI job positions at award.
- **If Jobs are created:** clearly note in the reporting notes.

### **This program required two-year Job retention reporting:**

- First report due to OCRA by July 31st, 2023
- Second report due to OCRA by July 31st, 2024
- **Job retention reports must be submitted utilizing eGMS:**
  - A step by step guide is available in the [Job Retention Reporting Screen Shot Guide](#)
- Reports must include:
  - 1) An eGMS Job Retention Report
  - 2) [CDBG-CV Economic Recovery Reporting Form](#).

