



COVID-19 Response Program Job Retention Reporting Instructions

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 [2023 HUD income Limits](#) for the respective jurisdiction administering the local grant program to small businesses or microenterprises.

2024 HUD Income Limits are available and have been in effect since May 1, 2024. Any employee data collected after May 1, 2024, should be evaluated using 2024 HUD income limits. 2023 HUD income limits were effective from June 15, 2023, to April 30, 2024.

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 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 the award.
- **If Jobs are created:** clearly note in the reporting notes.

This program requires two-year Job retention reporting: The reporting period for this report is June 1 through June 30 of the subsequent year.

- 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) [CBG-CV Economic Recovery Reporting Form](#).