

The descriptions below are provided to assist you with completing the Monthly Programmatic Reports (MPRs) in ED Grants. Indicators are arranged according to the project types listed below. Consult with ED Grants or your organization's assigned City project manager if you do not know the project type pertaining to your agreement. [Note: Not all project types listed below are available each fiscal year.]

- **PS&CG:** Public Services
- **CED-MTA:** Community & Economic Development/Microenterprise Technical Assistance
- **HR&SUS-Single:** Single-Family Housing Rehabilitation & Sustainability
- **HR&SUS-Multi:** Multifamily Housing Rehabilitation & Sustainability
- **NCIP-F&SUS:** Nonprofit Capital Improvement Projects/Public Facility Improvements
- **MOU-Homelessness CDBG/GF:** Homeless Activities Funded by CDBG or General Fund
- **MOU-Homelessness ESG-Shelter:** Homeless Shelters Funded by ESG
- **MOU-Homelessness ESG-RRH:** Rapid Re-Housing Activities Funded by ESG
- **MOU-FH:** Fair Housing Activities
- **ED:** Special Economic Development Activities

Indicator	Description
PS	
Total Number of Unduplicated Individual Clients Assisted	Enter the number of individual clients assisted by your organization during the month being reported. Count each client only once even if he or she received assistance more than once during the month. Clients reported in previous months of the current grant cycle must be excluded. Each client reported must have a case file documenting the household income determination and demographic data of the client.
CED-MTA	
1. Total Number of New Unduplicated Businesses Assisted (Established or Expanded)	This is an auto-calculated number from the sum of 1a and 1b.
1a. Total Number of New Unduplicated Businesses Assisted (Established)	Enter the number of businesses established during the month being reported as a direct result of your organization's assistance. Count each business only once even if it received assistance on more than one occasion from your organization. Businesses reported in previous months of the current grant cycle/fiscal year must be excluded. Each business reported must have a case file including items such as the business plan, copy of the business tax certificate, loan or grant underwriting documentation (if applicable), proof of DUNS registration (if applicable), demographic data of the owner, etc.
1b. Total Number of New Unduplicated Existing Businesses Assisted (Expanded)	Enter the number of businesses expanded during the month being reported as a direct result of your organization's assistance. Count each business only once even if it received assistance in more than one occasion from your organization. Businesses reported in previous months of the current grant cycle must be excluded. Each business reported must have a case file including items such as the business plan, copy of the business tax certificate, loan or grant underwriting documentation (if applicable), proof of DUNS registration (if applicable), demographic data of the owner, etc. In addition, the case file must document the expansion (e.g., new equipment purchased increasing output capacity, additional employee hired, new product or service launched, new branch location opened, etc.).
2. Total Number of New Unduplicated Minority-Owned Businesses Assisted	Of the total number of new unduplicated businesses assisted (established or expanded) reported for the month, enter the number of those owned by a minority owner. Each business reported must have a case file with demographic data to support the designation of minority-owned. Indicators 2, 3, and 4 are not mutually exclusive.
3. Total Number of New Unduplicated Woman-Owned Businesses Assisted	Of the total number of new unduplicated businesses assisted (established or expanded) reported for the month, enter the number of those owned by a woman. Each business reported must have a case file with demographic data to support the designation of woman-owned. Indicators 2, 3, and 4 are not mutually exclusive.
4. Total Number of New Unduplicated Veteran-Owned Businesses Assisted	Of the total number of new unduplicated businesses assisted (established or expanded) reported for the month, enter the number of those owned by a veteran. Each business reported must have a case file with demographic data to support the designation of veteran-owned. Indicators 2, 3, and 4 are not mutually exclusive.

Indicator	Description
5. Total Number of Group Technical Assistance Sessions Conducted (Workshops)	Enter the number of group technical assistance sessions conducted by your organization during the month being reported targeting CDBG-supported individuals, microenterprises, and microentrepreneurs. For each session, ensure that attendance records are maintained, tracking each attendee.
6. Total Number of New Unduplicated Clients that Attended Group Technical Assistance Sessions (Workshops)	Enter the number of individual clients that attended the group technical assistance sessions conducted during the month being reported. Count each client only once even if he or she attended more than one session during the month. Clients reported in previous months of the current grant cycle must be excluded. Each client reported must have a case file documenting the household income determination and demographic data of the client.
7. Total Number of One-on-One Technical Assistance Sessions Conducted	Enter the number of one-on-one technical assistance (TA) sessions conducted by your organization as part of the CDBG-funded project during the month being reported. "Session" is defined as an instance of one-on-one assistance between your organization and the individual client. For example, if ten individual clients attended two TA sessions each, then the figure to report would be 20 (10 x 2) total one-on-one TA sessions. Each session must be documented in the corresponding client file.
8. Total Number of New Unduplicated Clients Receiving One-on-One Technical Assistance	Enter the number of individual clients assisted via one-on-one technical assistance (TA) by your organization during the month being reported. The number of unduplicated clients assisted through one-on-one TA is the primary indicator to determine the number of individual clients served throughout a fiscal year/grant cycle. Count each client only once even if he or she attended two or more one-on-one TA sessions during the month. Clients reported in previous months of the current grant cycle must be excluded. Each client assisted with TA reported must have a case file documenting the household income determination, the demographic data of the client, and the TA provided (where, when, topics, and results). The demographic data reported by your organization for the month must equal the total number entered here.
9. Total Number of New Unduplicated Businesses Receiving Direct Financial Assistance (Grant or Loan Capital)	Enter the number of businesses that received a grant or loan from your organization using CDBG funds during the month being reported. Your organization must report a valid DUNS number for each business that received a CDBG-funded grant or loan. Businesses that received a grant or loan from other sources (non-CDBG) must be excluded; however, businesses that received a grant or loan funded in part by CDBG may be counted. For each business reported, documentation must be maintained as to the underwriting that occurred leading to the grant or loan, as well as uses for the funds. The number entered here must equal the number of businesses entered in the 'Businesses' tab.
10. Monthly Total Amount of Direct Financial Assistance Disbursed	Enter the total amount of direct financial assistance actually issued to businesses during the month being reported in the form of CDBG-funded loans and/or grants. Do not include CDBG funds received from the City for loans or grants but not yet actually issued to businesses. Do not include loans or grants made with other funding sources (non-CDBG).
11. Total Dollar Amount of Non-CDBG Loans Accessed with Organizational Support	Enter the total amount of direct financial assistance actually issued to businesses during the month being reported in the form of loan capital that is non-CDBG. This indicator is intended to capture the amount of non-CDBG loan capital that is received by businesses assisted. The source of the loan capital may either be internal, i.e., a loan fund within your organization if you are a CDFI, or external, i.e., you assisted a business in securing a loan from an outside agency, credit union, or bank. Do not include loan funds made with CDBG capital.
12. Total Number of New Unduplicated Clients Receiving Financial Literacy Education and TA	Enter the total number of new unduplicated clients who received or attended financial literacy courses or received technical assistance directly related to financial literacy at your organization. This can include both one-on-one or workshop sessions provided by staff.
13. Number of Credit Scores Established or Improved with Organizational Support	Enter the total number of new unduplicated clients whose credit score was either established or improved as a direct result of work with your organization. For example, if a client enrolled with a score of 570 and was able to leverage knowledge gained during a financial literacy course to pay down debt and their score is documented to have improved to 640 (screenshot of Credit Karma and Credit Bureau reports are examples of documentation) you would capture that change here.
14. Number of Business Bank Accounts Opened with Organizational Support	Enter the total number of new unduplicated clients who opened a business bank account that was a direct result of work with your organization.

Indicator	Description
HR&SUS-Single	
1. Total Number of Unduplicated Housing Units Improved	Enter the number of housing units improved during the month being reported. Count each housing unit only once. Housing units reported in previous months of the current grant cycle must be excluded.
1a. Total Number of Housing Units Occupied by Elderly (62 Years or Older)	Of the total number of unduplicated housing units improved, enter the number that are occupied by persons 62 years of age or older. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1b. Total Number of Housing Units Brought from Substandard to Standard Condition (HQS or Local Code) Based on Substandard Code Violations Identified	Of the total number of unduplicated housing units improved, enter the number that were brought from substandard condition to standard condition. These housing units should now be free of code violations. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1c. Total Number of Section 504 Accessible Housing Units	Of the total number of unduplicated housing units improved, enter the number that are accessible to persons with disabilities per Section 504 of the 1973 Rehabilitation Act. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1d. Total Number of Housing Units Qualified as Energy Star (i.e., Certified Energy Audit Obtained)	Of the total number of unduplicated housing units improved, enter the number that have successfully undergone an Energy Audit and received an Energy Star certification. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1e. Total Number of Housing Units Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	Of the total number of unduplicated housing units improved, enter the number that have successfully been brought into compliance with lead safety rules per 24 CFR Part 35 and no longer pose lead-based paint hazards to young children and other at-risk populations. These housing units built before January 1, 1978, should have had lead-based paint hazards addressed and subsequently cleared by a certified professional as safe for occupancy. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
HR&SUS-Multi	
1. Total Number of Unduplicated Housing Units Improved	Enter the number of housing units improved during the month being reported. Count each housing unit only once. Include both affordable units and market-rate units. Housing units reported in previous months of the current grant cycle must be excluded.
1a. Total Number of Section 504 Accessible Housing Units (i.e., Unit Is 100% Accessible as Applicable and No Additional ADA Barriers Exist)	Of the total number of unduplicated housing units improved, enter the number that are accessible to persons with disabilities per Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1b. Total Number of Housing Units Brought from Substandard to Standard Condition (HQS or Local Code) Based on Substandard Code Violations Identified	Of the total number of unduplicated housing units improved, enter the number that were brought from substandard condition to standard condition. These housing units should now be free of code violations. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1c. Total Number of Housing Units Qualified as Energy Star (i.e., Certified Energy Audit Obtained)	Of the total number of unduplicated housing units improved, enter the number that have successfully undergone an Energy Audit and received an Energy Star certification. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1d. Total Number of Housing Units Brought into Compliance with Lead Safety Rules (24 CFR Part 35)	Of the total number of unduplicated housing units improved, enter the number that have successfully been brought into compliance with lead safety rules per 24 CFR Part 35 and no longer pose lead-based paint hazards to young children and other at-risk populations. These housing units built before January 1, 1978, should have had lead-based paint hazards addressed and subsequently cleared by a certified professional as safe for occupancy. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
1e. Total Number of Housing Units Created through Conversion of Non-Residential to Residential Buildings	Of the total number of unduplicated housing units improved, enter the number that resulted from the conversion of non-residential buildings to residential buildings. The number reported here must not exceed the total number of unduplicated housing units improved for the month being reported.
2. Total Number of Affordable Housing Units	Enter the number of housing units improved that are affordable.
2a. Total Number of Housing Units Occupied by Elderly (62 Years or Older) [Affordable Units Only]	Of the total number of affordable housing units improved, enter the number that are occupied by persons 62 years of age or older. The number reported here must not exceed the total number of affordable housing units improved for the month being reported.
2b. Number of Years of Affordability Guaranteed [Affordable Units Only]	Enter the number of years the affordability status of the units will be kept in place.

Indicator	Description
2c. Total Number of Housing Units Subsidized with Project-Based Rental Assistance by Another Federal, State, or Local Program [Affordable Units Only]	Of the total number of affordable housing units improved, enter the number that are subsidized with project-based rental assistance. The number reported here must not exceed the total number of affordable housing units improved for the month being reported.
2d. Total Number of Housing Units Designated for Persons with HIV/AIDS Including Units Receiving Assistance for Operations [Affordable Units Only]	Of the total number of affordable housing units improved, enter the number that are designated for persons living with HIV/AIDS. The number reported here must not exceed the total number of affordable housing units improved for the month being reported.
2e. Total Number of Housing Units Designated for Persons with HIV/AIDS, Specifically for the Chronically Homeless [Affordable Units Only]	Of the total number of affordable housing units designated for persons living with HIV/AIDS, enter the number that are designated for the chronically homeless. The number reported here must not exceed the total number of affordable housing units improved for the month being reported and entered in 2d. "Chronically homeless" is defined as: (1) An individual who is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been in this state continuously for at least one year or on at least four separate occasions in the last three years, where each homeless occasion was at least 15 days; and can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
2f. Total Number of Permanent Housing Units Designated for Homeless Persons and Families, Including Units Receiving Assistance for Operations [Affordable Units Only]	Of the total number of affordable housing units improved, enter the number that are designated for homeless persons and families. The number reported here must not exceed the total number of affordable housing units improved for the month being reported. "Homeless" is defined in four broad categories: literally homeless; imminent risk of homelessness; homeless under other federal statutes; or fleeing/attempting to flee domestic violence.
2g. Total Number of Permanent Housing Units Designated for Homeless Persons and Families, Specifically for the Chronically Homeless [Affordable Units Only]	Of the total number of affordable housing units designated for homeless persons and families, enter the number that are designated for the chronically homeless. The number reported here must not exceed the total number of affordable housing units improved for the month being reported and entered in 2f. "Chronically homeless" is defined as: (1) An individual who is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been in this state continuously for at least one year or on at least four separate occasions in the last three years, where each homeless occasion was at least 15 days; and can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
NCIP-F&SUS	
1. Total Number of Unduplicated Clients Served	Enter the number of individual clients assisted by your organization during the month being reported. Count each client only once even if he or she received assistance more than once during the month. Clients reported in previous months of the grant cycle must be excluded. Each client reported must have a case file documenting the household income determination (or status as a homeless individual, if applicable) and demographic data of the client.

Indicator	Description
1a. Total Number of Unduplicated Clients Served with New Access to This Type of Public Facility Improvement	Of the total number of unduplicated clients assisted, enter the number that benefited from access to a new facility/improvement. "New facility/improvement" means that grant funds resulted in a space for providing services that did not exist prior to the completion of the project. Count each client only once even if he or she received assistance more than once during the month at the new facility/improvement. Clients reported in previous months of the grant cycle must be excluded. Each client reported must have a case file documenting the household income determination and demographic data of the client. The number entered here cannot exceed the total number of unduplicated clients served and should not overlap with the numbers reported for those served with improved access or access to a public facility that is no longer substandard.
1b. Total Number of Unduplicated Clients Served with Improved Access to This Type of Public Facility Improvement	Of the total number of unduplicated clients assisted, enter the number that benefited from improved access to an existing facility/improvement. "Improved access" means that grant funds resulted in a space for providing services that existed prior to the completion of the project but is now expanded, renovated, easier to get to, can serve more clients, can serve more diverse clients, etc. Count each client only once even if he or she received assistance more than once during the month at the improved facility. Clients reported in previous months of the grant cycle must be excluded. Each client reported must have a case file documenting the household income determination and demographic data of the client. The number entered here cannot exceed the total number of unduplicated clients served and should not overlap with the numbers reported for those served with new access or access to a public facility that is no longer substandard.
1c. Total Number of Unduplicated Clients Served with Access to Public Facility that is No Longer Substandard	Of the total number of unduplicated clients assisted, enter the number that benefited from access to a facility that is no longer substandard. "No longer substandard" means the space that used to suffer from building code violations prior to the completion of the project is now up to code and no longer poses a threat to the health and safety of clients. Count each client only once even if he or she received assistance more than once during the month at the rehabilitated facility. Clients reported in previous months of the grant cycle must be excluded. Each client reported must have a case file documenting the household income determination and demographic data of the client. The number entered here cannot exceed the total number of unduplicated clients served and should not overlap with the numbers reported for those served with new access or improved access to a public facility.
2. Total Number of Homeless Persons Given Overnight Shelter [Homeless Facilities Only]	If the facility improved serves homeless clients only (that is, it is a homeless shelter), enter the number of homeless individuals served during the month being reported. Count each client only once even if he or she received assistance more than once during the month at the improved facility. Clients reported in previous months of the grant cycle must be excluded. Each client reported must have a case file verifying the homeless status and documenting the demographic data of the client. The number entered here cannot exceed the earlier reported total number of unduplicated clients served.
3. Total Number of Beds Created in Overnight Shelter or Other Emergency Housing [Homeless Facilities Only]	If the facility improved serves homeless clients only (that is, it is a homeless shelter), enter the number of unduplicated beds made available to homeless individuals as a result of the facility improvement during the month being reported. Count each bed only once even if it was used by multiple individuals during the month. Beds reported in previous months of the grant cycle must be excluded. Do not report on "bed-nights" here.
MOU-Homelessness CDBG/GF	
1. Total Number of Unduplicated Individual Clients Assisted	Enter the number of individual homeless clients assisted by your organization during the month being reported. Count each client only once even if he or she received assistance more than once during the month. Clients reported in previous months of the current grant cycle must be excluded. Each client reported must have a case file verifying the homeless status and documenting the income and demographic data of the client.
2. Total Number of Unduplicated Clients that Were Served in Prior Years through This Project	Enter the number of individual homeless clients assisted by your organization during the month being reported who were also assisted in years prior to the current year. Count each "returnee" client only once even if he or she received assistance more than once during the month. "Returnee" clients reported in previous months of the current grant cycle must be excluded. Each client reported must have a case file verifying the homeless status and documenting the income and demographic data of the client.

Indicator	Description
3. Total Number of Unduplicated Single Adult Households (without Children) Moved into Permanent Housing	Enter the number of homeless households without children assisted by your organization that moved into permanent housing during the month being reported. Count each household only once even if it received assistance more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the homeless status of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, wards, or employees who would share the housing unit. A person who would live alone in a housing unit, or a group of unrelated people who would share a housing unit such as partners or roomers, is also counted as a household. Households with children should not be counted here.
4. Total Number of Unduplicated Family Households Moved into Permanent Housing	Enter the number of homeless households with children assisted by your organization that moved into permanent housing during the month being reported. Count each household only once even if it received assistance more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the homeless status of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who would share the housing unit. A person who would live alone in a housing unit, or a group of unrelated people who would share a housing unit such as partners or roomers, is also counted as a household. Households without children should not be counted here.
MOU-Homelessness ESG-Shelter	
1. Total Number of Unduplicated Individuals Served	Enter the number of individual homeless clients assisted by your organization during the month being reported. Count each client only once even if he or she received assistance more than once during the month. Clients reported in previous months of the current grant cycle must be excluded. Each client reported must have a case file verifying the homeless status and documenting the demographic data of the client.
2. Total Number of Unduplicated Households Served	Enter the number of homeless households assisted by your organization during the month being reported. Count each household only once even if it received assistance more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the homeless status of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who would share the housing unit. A person who would live alone in a housing unit, or a group of unrelated people who would share a housing unit such as partners or roomers, is also counted as a household.
3. Total Number of Households that Exited from the Project	Enter the number of homeless households assisted by your organization that left the shelter during the month being reported. Count each household only once even if it returned and exited the shelter more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the homeless status of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who would share the housing unit. A person who would live alone in a housing unit, or a group of unrelated people who would share a housing unit such as partners or roomers, is also counted as a household.
3a. Total Number of Households that Moved to Transitional Housing	Of the number of households that exited the shelter during the month being reported, enter the total number that moved to transitional housing. The number reported here combined with the number reported for 3b and 3c must not exceed the total number of households that exited the shelter for the month being reported. "Transitional housing" is defined by HUD as a project that has as its purpose facilitating the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months). Transitional housing includes housing primarily designed to serve deinstitutionalized homeless individuals and other homeless individuals with mental or physical disabilities and homeless families with children.

Indicator	Description
3b. Total Number of Households that Moved to Permanent Housing	Of the number of households that exited the shelter during the month being reported, enter the total number that moved to transitional housing. The number reported here combined with the number reported for 3a and 3c must not exceed the total number of households that exited the shelter for the month being reported. "Permanent housing" is defined as housing with indefinite leasing, rental, or ownership arrangements and may or may not include supportive services to assist formerly homeless persons or households with achieving housing stability.
3c. Total Number of Other Households that Exited the Project	Of the number of households that exited the shelter during the month being reported, enter the total number that did not move into transitional or permanent housing. The number reported here combined with the number reported for 3a and 3b must not exceed the total number of households that exited the shelter for the month being reported.
4. Total Number of Households that Exited from the Project that Stayed Over Program Length of Stay	Enter the number of homeless households assisted by your organization that left the shelter during the month being reported but had overstayed the shelter program's standard assistance period. For example, if the shelter program's standard assistance period is six months and the household left the program after a stay of eight months, then that household must be included in the count. Each household reported must have a case file verifying the homeless status of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who would share the housing unit. A person who would live alone in a housing unit, or a group of unrelated people who would share a housing unit such as partners or roomers, is also counted as a household.
5. Total Number of Bed Nights Provided	Enter the number of bed nights provided by your organization's shelter during the month being reported. Calculate the number of bed nights by multiplying the total number of beds available by the number of nights each bed was available during the reporting period (e.g., 30 days if the beds were available throughout April). Make sure to account for the availability of each bed. For example, if the shelter normally has 50 beds, but 10 of them were unavailable during April for 15 days because of facility repairs, then the number of bed nights to report is 1,350 (40 beds x 30 nights + 10 beds x 15 nights).
6. Total Number of Unduplicated Clients that Were Served in Prior Years through this Project	Enter the number of individual homeless clients assisted by your organization during the month being reported who were also assisted in years prior to the current year. Count each "returnee" client only once even if he or she received assistance more than once during the month. "Returnee" clients reported in previous months of the current grant cycle must be excluded. Each client reported must have a case file verifying the homeless status and documenting the income and demographic data of the client.
MOU-Homelessness ESG-RRH	
1. Total Number of Unduplicated Households Served	Enter the number of households assisted by your organization during the month being reported. Count each household only once even if it received assistance more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the income of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who would share the housing unit. A person who would live alone in a housing unit, or a group of unrelated people who would share a housing unit such as partners or roomers, is also counted as a household.
1a. Total Number of Unduplicated Single Adult Households (without Children) Served	Of the total number of households assisted by your organization during the month being reported, enter the number composed of only one single adult. Count each single-adult household only once even if it received assistance more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the income of the household and documenting the demographic data of the designated head of the household. Two or more single adults living in the same housing unit but not sharing expenses except rent are each considered a separate household. The number entered here cannot exceed the total number of unduplicated households served and should not overlap with the numbers reported for unduplicated family households.

Indicator	Description
1b. Total Number of Unduplicated Family Households Served	Of the total number of households assisted by your organization during the month being reported, enter the number composed of one adult and at least one related child. Count each family household only once even if it received assistance more than once during the month. Households reported in previous months of the current grant cycle must be excluded. Each household reported must have a case file verifying the income of the household and documenting the demographic data of the designated head of the household. The number entered here cannot exceed the total number of unduplicated households served and should not overlap with the numbers reported for unduplicated single adult (without children) households.
2a. Total Number of Households Provided with Rental Assistance: Market-Rate Rent for a Studio	Enter the total number of households (both single-adult and family) assisted by your organization with market-rate studio rental assistance during the month being reported. Rental assistance must have been paid to the housing provider for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
2b. Market Rate Rent for a Studio	Enter the market-rate rent for a studio during the month being reported.
3a. Total Number of Households Provided with Rental Assistance: Market Rate-Rent for a One-Bedroom	Enter the total number of households (both single-adult and family) assisted by your organization with market-rate one-bedroom rental assistance during the month being reported. Rental assistance must have been paid to the housing provider for the month being reported. Households reported in previous months of the current grant cycle may be included.
3b. Market-Rate Rent for a One-Bedroom	Enter the market-rate rent for a one-bedroom unit during the month being reported.
4a. Total Number of Provided with Rental Assistance: Market-Rate Rent for a Two-Bedroom	Enter the total number of households (both single-adult and family) assisted by your organization with market-rate two-bedroom rental assistance during the month being reported. Rental assistance must have been paid to the housing provider for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
4b. Market-Rate Rent for a Two-Bedroom	Enter the market-rate rent for a two-bedroom unit during the month being reported.
5. Total Number of Households Provided with Rental Assistance: Short-Term Rental Assistance (0-3 months)	Enter the total number of households (both single-adult and family) initially provided with rental assistance by your organization during the month being reported. Count only those households whose assistance will last up to three months only. Count households only once. Households already reported in previous months of the current agreement cycle must be excluded. Each household reported must have a case file verifying the income of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.
6. Total Number of Households Provided with Rental Assistance: Short-Term Rental Assistance (4-24 months)	Enter the total number of households (both single-adult and family) initially provided with rental assistance by your organization during the month being reported. Count only those households whose assistance will last more than three months but not more than 24 months. Count households only once. Households already reported in previous months of the current agreement cycle must be excluded. Each household reported must have a case file verifying the income of the household and documenting the demographic data of the designated head of the household. "Household" is defined by HUD as all the people who would share a housing unit. A "household" includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partners or roomers, is also counted as a household.
7. Total Number of Households Provided with Rental Application Fees	Enter the total number of households (both single-adult and family) assisted by your organization with meeting rental application fees. Assistance must have been paid to the housing provider for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
8. Total Number of Households Provided with Security Deposits	Enter the total number of households (both single-adult and family) assisted by your organization with meeting security deposit requirements. Assistance must have been paid to the housing provider for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.

Indicator	Description
9. Total Number of Households Provided with Last Month's Rent	Enter the total number of households (both single-adult and family) assisted by your organization with the previous month's rent. Assistance must have been paid to the housing provider for the month just prior to the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
10. Total Number of Households Provided with Utility Deposits	Enter the total number of households (both single-adult and family) assisted by your organization with meeting utility deposit requirements (gas, electric, water, sewage). Assistance must have been paid to the utility provider for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
11. Total Number of Households Provided with Utility Payments: Gas/Electric Service	Enter the total number of households (both single-adult and family) assisted by your organization with utility payments specifically for gas and electric service. Assistance must have been paid to the utility provider for the month being reported. Count only payments made to meet current bills (not past due or in arrears). Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
12. Total Number of Households Provided with Utility Payments: Gas/Electric Arrear Payments	Enter the total number of households (both single-adult and family) assisted by your organization with utility payments specifically for gas and electric service. Assistance must have been paid to the utility provider for the month being reported. Count only payments made to meet past due or in arrears bills. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
13. Total Number of Households Provided with Utility Payments: Water Service Payments	Enter the total number of households (both single-adult and family) assisted by your organization with utility payments specifically for water service. Assistance must have been paid to the utility provider for the month being reported. Count only payments made to meet current bills (not past due or in arrears). Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
14. Total Number of Households Provided with Utility Payments: Water Arrear Payments	Enter the total number of households (both single-adult and family) assisted by your organization with utility payments specifically for water service. Assistance must have been paid to the utility provider for the month being reported. Count only payments made to meet past due or in arrears bills. Households reported in previous months of the current grant cycle may be included.
15. Total Number of Households Provided with Utility Payments: Sewage Service Payments	Enter the total number of households (both single-adult and family) assisted by your organization with utility payments specifically for sewage service. Assistance must have been paid to the utility provider for the month being reported. Count only payments made to meet current bills (not past due or in arrears). Households reported in previous months of the current grant cycle may be included.
16. Total Number of Households Provided with Utility Payments: Sewage Arrear Payments	Enter the total number of households (both single-adult and family) assisted by your organization with utility payments specifically for sewage service. Assistance must have been paid to the utility provider for the month being reported. Count only payments made to meet past due or in arrears bills. Households reported in previous months of the current grant cycle may be included.
17. Total Number of Households Provided with Moving Costs: Truck Rental	Enter the total number of households (both single-adult and family) assisted with renting a truck for moving. Assistance must have been paid to the truck provider for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
18. Total Number of Households Provided with Moving Costs: Moving Company	Enter the total number of households (both single-adult and family) assisted with hiring a moving company. Assistance must have been paid to the moving company for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
19. Total Number of Households Provided with Moving Costs: Storage Fee	Enter the total number of households (both single-adult and family) assisted with paying storage fees. Assistance must have been paid to the storage company for the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
20. Total Number of Households Provided with Housing Search and Placement	Enter the total number of households (both single-adult and family) assisted with housing navigation services during the month being reported. Include households provided housing search assistance even though they may not have been placed. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.

Indicator	Description
21. Total Number of Households Provided with Housing Stability Case Management	Enter the total number of households (both single-adult and family) assisted with housing stability case management services during the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
22. Total Number of Households Provided with Credit Repair	Enter the total number of households (both single-adult and family) assisted with housing stability case management services during the month being reported. Households reported in previous months of the current grant cycle may be included so long as continued assistance was provided.
23. Total Number of Households that Exited from the Program	Enter the total number of households (both single-adult and family) that stopped receiving rapid re-housing assistance during the month being reported.
24. Total Number of Households with Higher Income at Program Exit	Enter the total number of households (both single-adult and family) that stopped receiving rapid re-housing assistance during the month being reported and whose income is higher relative to when they first started receiving rapid re-housing assistance.
25. Total Number of Households with More Non-Cash Benefits at Program Exit	Enter the total number of households (both single-adult and family) that stopped receiving rapid re-housing assistance during the month being reported and are receiving more non-cash benefits relative to when they first started receiving rapid re-housing assistance.
26. Total Number of Households that Moved to Permanent Housing	Enter the total number of households (both single-adult and family) that stopped receiving rapid re-housing assistance during the month being reported and are settled in permanent housing. "Permanent housing" is defined as housing with indefinite leasing, rental, or ownership arrangements and may or may not include supportive services to assist formerly homeless persons or households with achieving housing stability.
27. Total Number of Households that Moved to Permanent Housing and Maintained Their Permanent Housing for 3 Months	Enter the total number of households (both single-adult and family) that stopped receiving rapid re-housing assistance and have completed their third consecutive month living in permanent housing during the month being reported. "Permanent housing" is defined as housing with indefinite leasing, rental, or ownership arrangements and may or may not include supportive services to assist formerly homeless persons or households with achieving housing stability.
28. Total Number of Households that Moved to Permanent Housing and Were Provided with Case Management While Living in Permanent Housing	Enter the total number of households (both single-adult and family) that stopped receiving rapid re-housing assistance during the month being reported and are settled in permanent housing with case management services. "Permanent housing" is defined as housing with indefinite leasing, rental, or ownership arrangements and may or may not include supportive services to assist formerly homeless persons or households with achieving housing stability.
MOU-FH	
1. Total Number of Unduplicated Individual Clients Assisted	Enter the total number of individual clients assisted from the City of San Diego by your organization during the month being reported. Count each client only once even if he or she received assistance more than once during the month. Clients reported in previous months of the current agreement cycle must be excluded.
2. Total Number of Unduplicated Random, Paired Fair Housing Tests Conducted with Fair Housing Initiative Program (FHIP) Grant Funds	Enter the total number of random, paired fair housing tests conducted by your organization for the City of San Diego during the month being reported using FHIP grant funds only.
3. Total Number of Unduplicated Random, Paired Fair Housing Tests Conducted with CDBG Grant Funds	Enter the total number of random, paired fair housing tests conducted by your organization for the City of San Diego during the month being reported using CDBG grant funds only.
4. Total Number of Complaint-Based Tests Conducted	Enter the total number of complaint-based fair housing tests conducted by your organization for the City of San Diego during the month being reported.
5. Total Number of Follow-Up Tests Conducted	Enter the total number of follow-up fair housing tests conducted by your organization for the City of San Diego during the month being reported.
6. Total Number of Unduplicated Housing Discrimination Complaints Received	Enter the total number of housing discrimination complaints received by your organization from City of San Diego individuals during the month being reported. Count complaints received by whatever means (telephone, email, online, referral, letter, in person, etc.). However, count each complaint only once though it may have been reported multiple times through various means. Complaints already received in previous months of the current agreement cycle (and dealing with essentially the same issue) must be excluded.
7. Total Number of Fair Housing Intakes Assisted By Referral to Internal or External Resource (Non-Fair Housing Referrals)	Enter the total number of fair housing intakes processed by your organization for the City of San Diego during the month being reported that resulted in referrals to another resource. The intake and the referral do not necessarily have to have happened within the same month, but count each intake only once during the current agreement cycle.

Indicator	Description
8. Total Number of Unduplicated Investigations Implemented	Enter the total number of investigations initiated by your organization for the City of San Diego during the month being reported. Count each investigation only once during the current agreement cycle.
9. Total Number of Unduplicated Investigations Resolved	Enter the total number of investigations resolved by your organization for the City of San Diego during the month being reported. Count each investigation only once during the current agreement cycle.
10. Total Number of Presentations or Workshops Conducted for Home Seekers, Homebuyers, and Tenants on Fair Housing Rights	Enter the total number of presentations or workshops on fair housing rights conducted by your organization within the City of San Diego during the month being reported and targeting home seekers, homebuyers, and tenants. Count each session only once. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
11. Total Number of Attendees Educated at Workshops Conducted for Home Seekers, Homebuyers, and Tenants on Fair Housing Rights	Enter the total number of persons who attended the presentations and/or workshops within the City of San Diego being reported by your organization for the month. Count the attendees for each session only once. Sign-in sheets must be on file to back up the numbers reported. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
12. Total Number of Fair Housing Brochures Distributed Throughout the City Limits	Enter the total number of fair housing brochures distributed within the City of San Diego during the month being reported.
13. Total Number of Attendees Educated at Outreach and Educational Workshops Conducted for Unduplicated Groups	Enter the total number of presentations or workshops on fair housing rights conducted by your organization within the City of San Diego during the month being reported and targeting home seekers, homebuyers, and tenants. Count each session only once. The audience or attendees of one session should be different from the audience or attendees of another session.
14. Total Number of Public/Community Events Attended	Enter the total number of public/community events attended within the City of San Diego during the month being reported to disseminate fair housing information. Count each event only once for each month. Events counted in prior months during the current agreement cycle may be counted again.
15. Total Number of Articles Published	Enter the total number of unduplicated articles published by your organization for the City of San Diego during the month being reported. Count each article once even if it was published more than once or in multiple publications during the month. Articles reported in previous months of the current grant cycle must be excluded.
16. Total Number of Fair Housing Training Sessions Conducted for Property Managers and Landlords	Enter the total number of training sessions on fair housing conducted by your organization within the City of San Diego during the month being reported and targeting property managers and landlords within the City of San Diego. Count each session only once. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
17. Total Number of Attendees Educated at Training Sessions Conducted for Property Managers and Landlords	Enter the total number of City of San Diego persons who attended the training sessions targeting property managers and landlords within the City of San Diego and being reported by your organization for the month. Count the attendees for each session only once. Sign-in sheets must be on file to back up the numbers reported. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
18. Total Number of Fair Housing Training Sessions Conducted for Non-Profit Agencies and CDBG Program Staff	Enter the total number of training sessions on fair housing conducted by your organization targeting nonprofit organizations and City of San Diego CDBG program staff during the month being reported. Count each session only once. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
19. Total Number of Attendees Educated at Training Sessions Conducted for Nonprofit Agencies and CDBG Program Staff	Enter the total number of persons who attended the training sessions targeting nonprofit organizations and City of San Diego CDBG program staff and being reported by your organization for the month. Count the attendees for each session only once. Sign-in sheets must be on file to back up the numbers reported. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.

Indicator	Description
ED	
1. Total Number of Unduplicated Jobs Created	Enter the total number of jobs created by your organization during the month being reported. To count, jobs must be permanent. At least 51 percent of them must be either held by or made available to low/moderate-income persons. The number of jobs created is calculated on a full-time equivalent basis (add all the hours of all jobs created and divide them by 2,080 hours). Seasonal jobs count only if the season is long enough for the employee to consider it their principal occupation. Job indirectly created ("spin off" jobs) do not count. Count each job only once during the current agreement cycle. Each job reported must be documented by your organization.
1a. Total Number of Unduplicated Jobs Created with Employer-Sponsored Health Care Benefits	Of the total number of jobs created during the month being reported, enter the number of jobs with healthcare benefits sponsored by the employer. The number reported here must not exceed the total number of unduplicated jobs created for the month being reported.
1b. Total Number of New Unduplicated Individuals Employed in Created Jobs	Of the total number of jobs created during the month being reported, enter the number of jobs filled with persons who were either employed or unemployed before filling the jobs created. Count each person only once. Each person reported must have a case file documenting the household income determination and demographic data of the person.
1c. Number of Persons Unemployed Prior to Taking Jobs Created	Of the total number of jobs created during the month being reported, enter the number of jobs filled with persons who were unemployed before filling the jobs created. The number reported here must not exceed the total number of unduplicated jobs created for the month being reported. Count each person only once. Each person reported must have a case file documenting the household income determination and demographic data of the person.
2. Total Number of Unduplicated Jobs Retained	Enter the total number of jobs retained by your organization during the month being reported. To count, jobs must be permanent. At least 51 percent of them must be either held by or made available to low/moderate-income persons. The number of jobs retained is calculated on a full-time equivalent basis (add all the hours of all jobs created and divide them by 2,080 hours). Seasonal jobs count only if the season is long enough for the employee to consider it their principal occupation. Job indirectly retained ("spin off" jobs) do not count. Count each job only once during the current agreement cycle. Each job reported must be documented by your organization.
2a. Total Number of Unduplicated Jobs Retained with Employer-Sponsored Health Care Benefits	Of the total number of jobs retained during the month being reported, enter the number of jobs with healthcare benefits sponsored by the employer. The number reported here must not exceed the total number of unduplicated jobs retained for the month being reported.
2b. Total Number of New Unduplicated Individuals Employed in Retained Jobs	Of the total number of jobs retained during the month being reported, enter the number of jobs filled with persons who were either employed or unemployed before filling the jobs retained. Count each person only once. Each person reported must have a case file documenting the household income determination and demographic data of the person.
3. Total Number of Unduplicated Businesses/Enterprises Created	Enter the number of businesses established during the month being reported as a direct result of your organization's assistance. Count each business only once even if it received assistance on more than one occasion from your organization. Businesses reported in previous months of the current grant cycle must be excluded. Businesses reported by other subrecipients to the City within the current grant cycle must be excluded (i.e., the same business cannot be reported to the City by more than one subrecipient within the current grant cycle). Each business reported must have a case file including items such as the business plan, copy of the business tax certificate, loan or grant underwriting documentation (if applicable), proof of DUNS registration (if applicable), demographic data of the owner, etc.
4. Total Number of Trainings Conducted	Enter the total number of training sessions on entrepreneurship, startups, and business expansion/establishment conducted by your organization during the month being reported. Count each session only once. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
5. Total Number of Unduplicated Educational Programs/Activities with SDUSD, Community Colleges, Four-Year Universities	Enter the total number of educational programs and activities conducted by your organization during the month being reported in partnership with educational institutions and organizations, such as SDUSD, community colleges, and four-year universities. Count each session or instance only once. The audience or attendees of one session/instance should be different from the audience or attendees of another session/instance unless the topics covered from session/instance to session/instance are different.

Indicator	Description
6. Total Number of Unduplicated Products Brought to Market/Services Provided/Patents (Pending & Awarded)	Enter the total number of products brought to market, services provided, and patents pending or awarded during the month being reported. Count each product, service, or patent only once. Those reported in previous months of the current agreement cycle must be excluded.
7. Economic Impacts Created By Accelerator Sponsored Enterprises	From the drop-down menu, select the predominant type of economic impact created by the enterprises sponsored by your organization's accelerator program during the month being reported.
8. Total Number of Loans Issued	Enter the total number of CDBG-funded loans issued by your organization during the month being reported. Count each loan only once. Loans reported in previous months of the current agreement cycle must be excluded. Each loan reported must be backed up with a case file containing the underwriting documents, uses, and other information required by the City.
9. Total Number of Businesses Financed	Enter the total number of businesses provided financing assistance using CDBG funds by your organization during the month being reported. Count each business only once even if the business enjoyed more than one instance of financing assistance. Businesses reported in previous months of the current agreement cycle must be excluded. Each business reported must be backed up with a case file containing the underwriting documents, uses, and other information required by the City.
10. Total Number of Disadvantaged/Women's Business Enterprises Financed	Enter the total number of disadvantaged/women-owned business enterprises provided financing assistance using CDBG funds by your organization during the month being reported. Count each enterprise only once even if it enjoyed more than one instance of financing assistance. Enterprises reported in previous months of the current agreement cycle must be excluded. Each enterprise reported must be backed up with a case file containing the underwriting documents, uses, and other information required by the City.
11. Total Number of Financial Literacy/Financial Advisory Trainings/Seminars Conducted within LMI Communities	Enter the total number of training sessions on financial literacy/advice conducted by your organization during the month being reported targeting low/moderate-income communities. Count each session only once. The audience or attendees of one session should be different from the audience or attendees of another session unless the topics covered from session to session are different.
12. Total Number of Enterprises/Businesses that Received Support Services	Enter the total number of enterprises/businesses that received support services from your organization during the month being reported. Count each enterprise/business only once even if it enjoyed more than one instance of support services. Enterprises/businesses reported in previous months of the current agreement cycle must be excluded. Each enterprise/business reported must be backed up with a case file documenting the household income determination and demographic data of the owner.
13. Total Number of Collaborative Programs with Organizations Serving Immigrant/Refugee Clients	Enter the total number of collaborative programs your organization engaged in during the month being reported targeting immigrant/refugee clients. Count each engagement only once. The number of individual sessions is not what should be reported here but rather the number of different programs engaged in during the month being reported.