



Texas Department of Housing and Community Affairs

Homeless Housing and Services Program (HHSP) Monthly Performance Report Guide

Rev. January 2020

OVERVIEW OF THE MONTHLY REPORTING

Homeless Housing and Services Program Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's web-based [Housing Contract System](#).

MONTHLY REPORTS USES - The Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the program, and to report performance data. The data the Department collects is subject to change as required by the State.

DUE DATES - The MPRs and MERs are **due on or before the last day of each month** of the Contract Term, following the reporting month. If the last day of the month falls on a weekend or holiday, the reports must still be entered on or before the last day of the month.

ACCESS - Subrecipients must access the [Housing Contract System](#) with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MER/MPRs must be included on a [Housing Contract System Access Request Form](#) sent to hbsp@tdhca.state.tx.us. The Housing Contract System Access Request Form can be downloaded from the [HHSP Program Guidance](#) web page. A new form must be submitted for each new HHSP Contract, even if staff has been granted a password or username in previous years.

ORDER OF REPORTS & VALIDATIONS – An MPR must first be submitted in the [Housing Contract System](#) before the system will allow the user to submit the MER. Together, the MPR and the MER comprise the HHSP Draw Request. Validations are programmed into both reports to verify data accuracy. If an error message appears, a data validation has been violated and errors must be corrected before the Housing Contract System will allow a user to approve the reports.

MONTHLY EXPENDITURE REPORT The MER collects monthly expenditures of HHSP funds and match provided. Subrecipient may be reimbursed for the amount of actual cash disbursements as reflected in MER. The report is divided into three sections:

1. HHSP Draw Request
2. Draws for Project
3. Non- Program Fund Credit

MONTHLY PERFORMANCE REPORT The MPR collects demographic data of persons assisted through TDHCA HHSP-funded program components and match provided, as well as information on outputs and outcomes achieved. The report is divided into three sections:

1. Total Entering, including demographic information
2. HHSP General Set-Aside Reporting
 - a) Unduplicated Special Populations
 - b) Components by Persons
 - c) Components by Households
 - d) Outcomes
 - e) New Beds
3. HHSP Youth Set-Aside Reporting
 - a) Unduplicated Special Populations- Youth in Youth Headed Households (YHH)
 - b) Services for Children/Youth in YHH
 - c) Services for YHH
 - d) Children/Youth in YHH Outcomes
 - e) New Beds for Children/Youth in YHH

General Set-Aside Contracts must complete Sections 1 and 2 for each Monthly Performance Report. Youth Set-Aside Contracts must complete Sections 1 and 3 for each Monthly Performance Report.

As required by HHSP rules, Subrecipients must enter all data on Program Participants served and program components assisted with HHSP funds in the Homeless Management Information System (HMIS) or a comparable database. Subrecipients are encouraged to contact their HMIS lead as soon as possible to help compile data needed for the Monthly Performance Report.

Similarly, legal services providers or domestic violence services providers must work with the HMIS Lead, or the comparable database support staff, to create reports necessary to complete the MPR. A comparable database must collect Program Participant-level data over time and generate unduplicated aggregate reports.

Subrecipients must refer to the latest version of the [HMIS Data Standards Manual](#) and its companion document the [HMIS Data Dictionary](#), for specific information on collecting the required HMIS data.

Under any given HHSP services (Essential Services, Homelessness Assistance, Homelessness Prevention, Day/Night Shelter), Program Participants must be reported **only once** during the program year in a particular program component, even if they receive a particular service more than once under that service. For example, a Program Participant who receives job training under Essential Services will only be reported in the MPR once as having received Essential Services, even if job training was offered for a longer period than one month. However, if a Program Participant receives assistance under Essential Services and under Homelessness Assistance the Program Participant will be reported once under Essential Services and once under Homelessness Assistance.

The **Project Entry Date** refers to the month, day, and year a Program Participant begins to be assisted by the project.

- For residential projects this should be the first date of occupancy in the project.
- For non-residential projects this should be the date on which the Program Participant began receiving services from the project or would otherwise be considered by the project funder to be a project participant for reporting purposes.
- Refer to [HMIS Data Standards](#), element 3.10, for further guidance on project entry date determination.

The **Project Exit Date** refers to the month, day, and year of the last day of occupancy or service.

- For residential projects this date would represent the last day of continuous stay in the project before the Program Participant transfers to another residential project or otherwise stops residing in the project. For example, if a Program Participant checked into an overnight shelter on January 30, 2017, stayed overnight and left in the morning, the exit date for that shelter stay would be January 31, 2017.
- For non-residential projects the exit date may represent the last day a service was provided or the last date of a period of ongoing service. The exit date should coincide with the date the Program Participant is no longer considered a project participant.
- Projects must have a clear and consistently applied procedure for determining when a Program Participant who is receiving supportive services is no longer considered a Program Participant. For example, if a Program Participant has been receiving weekly counseling as part of an ongoing treatment project and either formally terminates their involvement or fails to return for counseling, the last date of service is the date of the last counseling session. If a Program Participant uses a service for just one day (i.e., starts and stops before midnight of same day), then the *Project Exit Date* may be the same as the *Project Entry Date*.
- The project exit date is an important benchmark for measuring outcomes. The outcome measures report how many Program Participants are able to maintain their housing after exiting the HHSP program, so it's necessary for the Program Participant to have exited the program before achieving the outcome.
- Refer to [HMIS Data Standards](#), element 3.11, for further guidance on project exit date determination.

An **Outcome** is a benefit or change achieved by a Program Participant served by the Department's homeless programs. For purposes of the MPR, this refers to a benefit or change achieved by a Program Participant served with HHSP funds (e.g. Program Participants who maintained 3 or more months of housing after program exit). Outcomes must be reported once, when the actual goal is achieved, keeping in mind that the reported HHSP outcomes are achieved months after the initial service was provided.

COMPLETION OF THE MONTHLY EXPENDITURE REPORT (MER)

PART I – HHSP Draw Request

First step in monthly reporting will to Create a New HHSP Draw. After clicking this button, you will be required to check the certification box certifying that reporting submitted is true and accurate, and will also be required to enter the services rendered dates.

This is monthly reporting, so ensure that the dates services rendered are for the entire month being reported.

PART II – Draws for Project

The “Draws for Project” section outlines the expenditures and Match expended during the month and is broken up by budget line item. There are 6 sections of the “Draws for Project” Section.

1. Budgeted Amount
2. Drawn to Date
3. Available Balance
4. Total Monthly Expenditures
5. Non-Program Fund Credit
6. This Draw Amount

1. Budgeted Amount	
Value calculated	The total budgeted amount for that line item based on the Contract.
2. Drawn to Date	
Value calculated	The total amount for that line item drawn to date based on Approved draws.
3. Available Balance	
Value calculated	The total available balance for that line item based on reimbursed Approved draws.
4. Total Monthly Expenditures	
Value entered by Subrecipient	The total monthly expenditures for the month. This is the total of HHSP and HHSP-Match (Non-Program Fund Credit) expenditures.
5. Non-Program Fund Credit	
Value entered by Subrecipient	The total Match (Non-Program Fund Credit) provided during the reporting month.
6. This Draw Amount	
Value calculated	The total calculated draw amount for the reporting month. This is the Total Monthly Expenditures minus the Non-Program Fund Credit. This is the total for which the Subrecipient will be reimbursed.

PART III – Non Program

The “Non-Program” section allows you to breakdown the total in the “Non-Program Fund Credit” column of the “Draws for Project” section. The “Non-Program Fund Credit” is broken down into type dependent on the source of funds.

The Total in the “Non Program” section must equal the total of the “Non Program Fund Credit” column in the “Draws For Project” section.

COMPLETION OF THE MONTHLY PERFORMANCE REPORT (MPR)

PART I – Totals

This reporting category applies to both the HHSP General Set-Aside and the HHSP Youth Set-Aside Contracts.

Total Components for Persons Entering	
When to report in the MPR	At project entry.
Value entered	<p>The number of HHSP program components entered into by Program Participants during the reporting month.</p> <p>Program Participants who enter multiple components within the reporting month may be reported as more than one entry in this reporting category.</p> <p>Program components include Essential Services, Homeless Assistance, Homeless Prevention, Shelter, and Case Management.</p>
Total Components for Households Entering	
When to report in the MPR	At project entry.
Value entered	<p>The number of HHSP program components entered into by Program Participant Households during the reporting month.</p> <p>Program Participant Households who enter multiple components within the reporting month may be reported as more than one entry in this reporting category.</p> <p>Program components include Essential Services, Homeless Assistance, Homeless Prevention, Shelter, and Case Management.</p>
Unduplicated HHSP Entries- Persons Entering	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants who began receiving HHSP assistance during the reporting month, regardless of program component entry.</p> <p>Program Participants who enter multiple program components will only be reported once in this category during the Contract period.</p>
Unduplicated HHSP Entries- Households Entering	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participant Households who Began receiving HHSP assistance during the reporting month, regardless of program component entry.</p> <p>Program Participants Households who enter multiple program components will only be reported once in this category during the Contract period.</p> <p>Single-person households will count towards the “Households Entering” figure.</p>

Demographics

This reporting category applies to both the HHSP General Set-Aside and the HHSP Youth Set-Aside Contracts.

In most cases, demographics categories should equal the total number of Unduplicated Persons Entering. The demographic categories should reflect the persons entering, and not the number of services provided to each person. Race demographics may exceed the Unduplicated Persons Entering if a Program Participant self-identifies as more than one race.

Unduplicated Race	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants as the self-identified race or races of each Program Participant. Program Participant may identify as many racial categories as apply (up to five).</p> <p>Staff observations should not be used to collect information on race. The total number of Program Participants reported in this category must equal or exceed the total number of Unduplicated Persons Entering.</p> <p>Race is a Universal Data Element (number 3.4) for HMIS. Refer to the HMIS Data Standards for details.</p>
Unduplicated Ethnicity	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants as the self-identified ethnicity of each Program Participant.</p> <p>Staff observations should not be used to collect information on ethnicity. The total number of Program Participants reported in this category must equal the total number of Unduplicated Persons Entering.</p> <p>Ethnicity is a Universal Data Element (number 3.5) for HMIS. Refer to the HMIS Data Standards for details.</p>
Unduplicated Gender	
When to report in the MPR	At project entry
Value entered	<p>The unduplicated number of Program Participants as the self-identified gender of each Program Participant who entered the program during the reporting month.</p> <p>Staff observations should not be used to collect information on gender. Gender is a Universal Data Element (number 3.6) for HMIS. Refer to the HMIS Data Standards for details.</p> <p>The total number of Program Participants reported in this category must equal the total number of Unduplicated Persons Entering.</p>
Unduplicated Age	
When to report in the MPR	At project entry
Value entered	<p>The unduplicated number of Program Participants who entered the program during the reporting month by age category.</p> <p>The total number of Program Participants reported in this category must equal the total number of Unduplicated Persons Entering.</p> <p>Collect the dates of birth of all Program Participants served during the month. A Program Participant's date of birth will allow HMIS and comparable databases to calculate and report the Program Participant's age. Age is a Universal Data Element (number 3.3) for HMIS. Refer to the HMIS Data Standards for details.</p>

Part II HHSP GENERAL SET-ASIDE REPORTING

HHSP GENERAL SET-ASIDE: Unduplicated Special Populations

This reporting category does not apply to Youth Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP General Set-Aside Contracts. The Special Populations categories should reflect the persons served, and not the number of services provided to each person. However, persons may be counted under multiple Special Populations if they meet the criteria for more than one Special Population.

Persons in at least one special population	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants who are included in at least one Special Population group listed in the report. Program Participants may be included in more than one Special Population category. "Persons in at least one special population" is a number between the highest number reported in any one special needs category, and the total of the numbers reported in each special needs category.</p> <p>Data reported in this section may come from multiple sources, such as an HMIS, a comparable database, another Program Participant database used by the Subrecipient and paper records.</p>
Victims of Domestic Violence	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are victims of domestic violence.
Unaccompanied Children	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants who are unaccompanied children.</p> <p>Unaccompanied children are persons under the age of 18 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.</p>
Unaccompanied Youth	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants who are unaccompanied youth.</p> <p>Unaccompanied youth are persons ages 18 to 24 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.</p>
Parenting Children and Youth	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants who are parenting children or parenting youth.</p> <p>Parenting children and youth are individuals ages 24 and under who are parenting a child/children.</p> <p>This category does not include the children in youth/children headed households.</p>

Children of Parenting Youth	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who children of parenting youth. Children of parenting youth are persons under the age of 18 who are presenting or sleeping in the same place as their parent or legal guardian who is categorized as a Parenting Child/Youth.
Veterans	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are veterans.

HHSP GENERAL SET-ASIDE: Program Components by Persons

This reporting category does not apply to Youth Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP General Set-Aside Contracts. Report all persons served, regardless of age, in this section. Persons may be counted in multiple categories if the person received multiple services.

Essential Services – Homeless Persons	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants who were served with Essential Services funds.
Essential Services – At-Risk Persons	
When to report in the MPR	At project entry
Value entered	The number of At-Risk Program Participants who were served with Essential Services funds.
Homeless Assistance (HA) Persons	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants who were served with HA funds. A person receiving HA meets the definition of Homeless.
Homeless Prevention (HP) Assistance Persons	
When to report in the MPR	At project entry
Value entered	The number of At-Risk Program Participants who were served with HP Assistance funds. A person receiving HP Assistance meets the definition of At-risk of Homelessness.
Persons Using Day/Night Shelter	
When to report in the MPR	At project entry
Value entered	The number of Program Participants who utilized an emergency shelter program component funded through HHSP. A person using a shelter meets the definition of Homeless.
Case Management – Homeless Persons	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants who received case management funded through the HHSP Case Management funds.
Case Management – At-Risk Persons	
When to report in the MPR	At project entry
Value entered	The number of At-Risk Program Participants who received case management funded through the HHSP Case Management funds.

HHSP GENERAL SET-ASIDE: Program Components by Household

This reporting category does not apply to Youth Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP General Set-Aside Contracts. Report all households served, regardless of age, in this section. Households may be counted in multiple categories if the household received multiple services. If the Subrecipient would like to report on youth households served with general HHSP funding, they may report youth served in the “Youth Households Served in Youth Headed Households” section.

Essential Services – Homeless Households	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants Households who were served with Essential Services funds.
Essential Services – At-Risk Households	
When to report in the MPR	At project entry
Value entered	The number of At-Risk Program Participants Households who were served with Essential Services funds.
Homeless Assistance (HA) Households	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants Households who were served with HA funds. A Household receiving HA meets the definition of Homeless.
Homeless Prevention (HP) Assistance Households	
When to report in the MPR	At project entry
Value entered	The number of At-Risk Program Participants Households who were served with HP Assistance funds. A Household receiving HP Assistance meets the definition of At-risk of Homelessness.
Households Using Day/Night Shelter	
When to report in the MPR	At project entry
Value entered	The number of Program Participants Households who utilized an emergency shelter program component funded through HHSP.
Case Management – Homeless Households	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants Households who received case management funded through the HHSP Case Management funds.
Case Management – At-Risk Households	
When to report in the MPR	At project entry
Value entered	The number of At-Risk Program Participant Households who received case management funded through the HHSP Case Management funds.

HHSP GENERAL SET-ASIDE: Outcomes

This reporting category does not apply to Youth Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP General Set-Aside Contracts. Report all persons and households that met these outcomes, regardless of age, in this section.

Homeless Persons Maintained Housing for 3+ Months	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of Homeless Program Participants who maintained housing for 3 or more months after project exit.
Homeless Households Maintained Housing for 3+ Months	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of Homeless Program Participant Households who maintained housing for 3 or more months after project exit.
At-Risk Persons Maintained Housing for 3+ Months	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of At-Risk of Homelessness Program Participants who maintained housing for 3 or more months after project exit.
At-Risk Households Maintained Housing for 3+ Months	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of At-Risk of Homelessness Program Participant Households who maintained housing for 3 or more months after project exit.

HHSP GENERAL SET-ASIDE: New Beds

This reporting category does not apply to Youth Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP General Set-Aside Contracts.

Emergency Shelter Beds Constructed	
When to report in the MPR	When a bed is placed in service after construction using HHSP funds
Beds counted	The total number of beds placed in service as a result of construction.
Emergency Shelter Beds Rehabilitated	
When to report in the MPR	When a bed is placed in service after rehabilitation using HHSP funds
Beds counted	The total number of beds placed in service as a result of rehabilitation.
Emergency Shelter Beds Converted	
When to report in the MPR	When a bed is placed in service after conversion using HHSP funds
Beds counted	The total number of beds placed in service as a result of conversion.
Transitional Living Beds Constructed	
When to report in the MPR	When a bed is placed in service after construction using HHSP funds
Beds counted	The total number of beds placed in service as a result of construction.
Transitional Living Beds Rehabilitated	
When to report in the MPR	When a bed is placed in service after rehabilitation using HHSP funds
Beds counted	The total number of beds placed in service as a result of rehabilitation.
Transitional Living Beds Converted	
When to report in the MPR	When a bed is placed in service after conversion using HHSP funds
Beds counted	The total number of beds placed in service as a result of conversion.

Part III HHSP YOUTH SET-ASIDE REPORTING

YOUTH SET-ASIDE: Unduplicated Special Populations- Youth in Youth-Headed Households (YHH)

This reporting category does not apply to General Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP Youth Set-Aside Contracts. The Special Populations categories should reflect the persons served, and not the number of services provided to each person. However, persons may be counted under multiple Special Populations if they meet the criteria for more than one Special Population.

Persons in at least one special population	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants in youth-headed households who are included in at least one Special Population group listed in the report. Program Participants may be included in more than one Special Population category. "Persons in at least one special population" is a number between the highest number reported in any one special needs category, and the total of the numbers reported in each special needs category.</p> <p>Data reported in this section may come from multiple sources, such as an HMIS, a comparable database, another Program Participant database used by the Subrecipient and paper records.</p>
Victims of Domestic Violence	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants in youth-headed households who are victims of domestic violence.
Unaccompanied Children	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants in youth-headed households who are unaccompanied children.</p> <p>Unaccompanied children are persons under the age of 18 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.</p>
Unaccompanied Youth	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants in youth-headed households who are unaccompanied youth.</p> <p>Unaccompanied youth are persons ages 18 to 24 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.</p>
Parenting Children and Youth	
When to report in the MPR	At project entry.
Value entered	<p>The unduplicated number of Program Participants in youth-headed households who are parenting children or parenting youth.</p> <p>Parenting children and youth are individuals ages 24 and under who are parenting a child/children.</p> <p>This category does not include the children in youth/children headed households.</p>

Children of Parenting Youth	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants in youth-headed households who are children of parenting youth. Children of parenting youth are persons under the age of 18 who are presenting or sleeping in the same place as their parent or legal guardian who is categorized as a Parenting Child/Youth.
Veterans	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants in youth-headed households who are veterans.

YOUTH SET-ASIDE: Program Components for Children/Youth in Youth-Headed Households (YHH)

This reporting category does not apply to HHSP General Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP Youth Set-Aside Contracts. Youth-headed households include unaccompanied children and youth (aged 24 and under), parenting children and youth (aged 24 and under), and children of parenting children/youth. All children/youth served should meet the definition of Homeless.

Youth - Essential Services – Homeless Persons	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants in youth-headed households who were served with Essential Services funds while also receiving Case Management, Emergency Shelter, Street Outreach or Transitional Living.
Youth – Homeless Assistance (HA) Persons – Street Outreach	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants in youth-headed households who were served with Street Outreach services through Homeless Assistance funds.
Youth – HA Persons– Transitional Living	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants in youth-headed households who were served with Transitional Living services through Homeless Assistance funds.
Youth – Persons Using Day/Night Shelter	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants in youth-headed households who utilized an emergency shelter program component funded through HHSP.
Youth – Case Management- Homeless Persons	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participants in youth-headed households who received case management funded through the HHSP Case Management funds.

YOUTH SET-ASIDE: Program Components for Youth-Headed Households (YHH)

This reporting category does not apply to HHSP General Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP Youth Set-Aside Contracts. Youth-headed households include unaccompanied children and youth (aged 24 and under), parenting children and youth (aged 24 and under), and children of parenting children/youth. All children/youth served should meet the definition of Homeless.

Youth - Essential Services – Homeless Households	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participant Households in youth-headed households who were served with Essential Services funds while also providing Case Management, Emergency Shelter, Street Outreach or Transitional Living.
Youth – Homeless Assistance (HA) Households – Street Outreach	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participant Households in youth-headed households who were served with Street Outreach services through Homeless Assistance funds.
Youth – HA Households – Transitional Living	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participant Households in youth-headed households who were served with Transitional Living services through Homeless Assistance funds.
Youth – Households Using Day/Night Shelter	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participant Households in youth-headed households who utilized an emergency shelter program component funded through HHSP.
Youth – Case Management- Homeless Households	
When to report in the MPR	At project entry
Value entered	The number of Homeless Program Participant Households in youth-headed households who received case management funded through the HHSP Case Management funds.

YOUTH SET-ASIDE: Children/Youth in Youth-Headed Households (YHH) Outcomes

This reporting category does not apply to HHSP General Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP Youth Set-Aside Contracts. Youth-headed households include unaccompanied children and youth (aged 24 and under), parenting children and youth (aged 24 and under), and children of parenting children/youth. All children/youth served should meet the definition of Homeless.

Youth - Homeless Persons Maintained Housing for 3+ Months	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of Homeless Program Participants in youth-headed households who maintained housing for 3 or more months after project exit.
Youth - Homeless Households Maintained Housing for 3+ Months	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of Homeless Program Participant Households in youth-headed households who maintained housing for 3 or more months after project exit.

YOUTH SET-ASIDE: New Beds for Children/Youth in Youth-Headed Households (YHH)

This reporting category does not apply to HHSP General Set-Aside Contracts.

This section is for HHSP Subrecipients reporting on the HHSP Youth Set-Aside Contracts. Youth-headed households include unaccompanied children and youth (aged 24 and under), parenting children and youth (aged 24 and under), and children of parenting children/youth. All children/youth served should meet the definition of Homeless.

Emergency Shelter Beds Constructed	
When to report in the MPR	When a bed is placed in service after construction using HHSP funds
Beds counted	The total number of beds placed in service as a result of construction. New bed must be intended for utilization by children/youth in youth-headed households.
Emergency Shelter Beds Rehabilitated	
When to report in the MPR	When a bed is placed in service after rehabilitation using HHSP funds
Beds counted	The total number of beds placed in service as a result of rehabilitation. New bed must be intended for utilization by children/youth in youth-headed households.
Emergency Shelter Beds Converted	
When to report in the MPR	When a bed is placed in service after conversion using HHSP funds
Beds counted	The total number of beds placed in service as a result of conversion. New bed must be intended for utilization by children/youth in youth-headed households.
Transitional Living Beds Constructed	
When to report in the MPR	When a bed is placed in service after construction using HHSP funds
Beds counted	The total number of beds placed in service as a result of construction. New bed must be intended for utilization by children/youth in youth-headed households.
Transitional Living Beds Rehabilitated	
When to report in the MPR	When a bed is placed in service after rehabilitation using HHSP funds
Beds counted	The total number of beds placed in service as a result of rehabilitation. New bed must be intended for utilization by children/youth in youth-headed households.
Transitional Living Beds Converted	
When to report in the MPR	When a bed is placed in service after conversion using HHSP funds
Beds counted	The total number of beds placed in service as a result of conversion. New bed must be intended for utilization by children/youth in youth-headed households.