

## Microenterprise Development Program Indicator Instructions

The Microenterprise Development Program Indicator form is designed to gather information regarding the grantee's performance for the current reporting period. Fill out the form according to the definitions listed below and reach out to your Program Officer with any questions you may have during the process.

### General Information

Grantee Name: Organization's name

Grant Number: Grant identifier (e.g., 90RGXXXX)

Reporting Period: Dates for beginning and end of the reporting period. Beginning dates are either 09/30 or 3/31. Ending dates are either 3/30 or 9/29. Format (Month, Day, Year); (e.g., 09/30/2019 – 3/30/2020).

Semi-Annual Results: Fill in indicators for semi-annual (SA) reports 1 and 2 for the current budget year. Fill in column 'B' for Semi-Annual reports that correspond to the first half of the budget year. Fill in columns 'B' and 'C' for Semi-Annual reports that correspond to the second half of the budget year.

Annual Results: Fill in your annual results and annual goal for the current budget year.

Program Level Results: Fill in cumulative program results and your program goal for the 5-year program life cycle

### Enrollment

Individuals Enrolled: Number of individuals formally enrolled into the MED program through intake forms.

### Technical Assistance

Pre-loan TA (Hours): Number of technical assistance hours provided to refugee clients before loan closing (e.g., one-on-one business counseling, credit training, group trainings, business plan preparation and cash flow projections)

Post-loan TA (Hours): Number of technical assistance hours provided to refugee clients after loan closing (e.g., one-on-one business counseling and group trainings)

### Loans

Number of Start-up Loans Disbursed (MED): Number of loans used to start new refugee businesses. Can leverage outside funding sources, but ORR portion of loan must be between \$1,000 - \$15,000.

Number of Stabilization/Expansion Loans Disbursed (MED): Number of loans used to stabilize or expand existing refugee businesses. Can leverage outside funding sources, but ORR portion of loan must be between \$1,000 - \$15,000.

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Number of Credit Building Loans Disbursed (CBL): Number of loans used to improve a refugee client's credit score. Loan must be between \$0 - \$1,000.

Amount Disbursed (\$) for Start-up (MED): Dollar amount of ORR funds used to start new refugee businesses.

Amount Disbursed (\$) for Stabilization/Expansion (MED): Dollar amount of ORR funds used to stabilize/expand existing refugee businesses.

Amount Disbursed (\$) for CBL: Dollar amount of ORR funds used to strengthen a refugee client's credit score.

Avg. Change in Credit Score (+/-): The average change in credit score for CBL clients who have fully repaid their loan

*(avg. credit score for CBL clients at the end of the period – avg. credit score for CBL clients at beginning of the period)*

**\*Note:** Periods are either semi-annual, annual, or cumulative to date on the indicator spreadsheet

## **Funds Leveraged**

Amount Leveraged for Operations (\$): Additional outside funding (\$) used for MED operational purposes.

Amount Leveraged for Loan Fund (\$): Additional outside funding (\$) directed towards refugee revolving loan funds.

## **Jobs**

Number of Jobs Created: The number of new jobs created as a result of ORR funds.

Number of Jobs Retained: The number of existing jobs continued as a result of ORR funds.

Write-Off Rate (%): The rate of MED loans charged off

*(MED + CBL Write-Offs) / (MED + CBL Loans))*

## **Program Level Impact**

*\*To be measured once at the end of the program as part of your final report*

Avg. Change in Net Income (+/-): The average change in net income for MED clients

*(avg. net income for MED clients at the end of the program - avg. net income for MED clients at enrollment)*

Business Success Rate (%) The percent of MED loan clients whose businesses are still operating at the end of the program

*(# of MED clients whose businesses are still operating / # of MED clients who have taken out loans)*