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U.S. Department of Housing and Urban Development Participant Record-level Report (PRL)

General Reporting Instructions and Specifications for Discretionary Grants

2016

This reporting requirement is approved under the Paperwork Reduction Act of 1995, OMB Control No. xxx-xxxx, expiring xx/xx/xxxx. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection is estimated to average xxx,xxx hours per year. This estimate includes the burden to collect data that the respondent would not otherwise collect as part of its usual and customary practice or as part of its EEO requirements.

The respondent's obligation to reply to this information request is codified in "Administrative Provisions" located at 42 USC 3535(r). The reasons for the collection and reporting of information are general program oversight, evaluation, and performance assessment. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Housing and Urban Development, Office of Strategic Planning and Management, Grants Management and Oversight, 451 7th Street, S.W., Room 3156, Washington, D.C. 20410 (Paperwork Reduction Project xxxx-xxxx).



I. GENERAL INSTRUCTIONS

Using the instructions included in this document, respondent grantees are required to maintain record-level reports containing characteristics, services, benefits, and outcome information for all individuals who receive services or benefits financially assisted by U.S. Department of Housing and Urban Development (HUD) programs funded on a competitive basis. These competitively awarded grants are also referred to as discretionary grants in this document.

The primary purposes of the Participant Record-level report (PRL) are to:

1. Establish a standardized set of data elements, definitions, and specifications that can be used to describe the characteristics, activities, benefits, and outcomes of individuals who directly benefited from or were served by HUD discretionary grant-funded programs;
2. Improve the comparability of the resulting information through the use of common definitions;
3. Facilitate the collection and reporting of accurate, consistent, and complete information on an individual in order to support the overall management, evaluation, and continuous improvement of the programs at the grantee, sub-grantee, and Federal levels; and
4. Share program performance results with taxpayers, Congress, and other stakeholders with an interest in HUD discretionary grant programs in order to demonstrate the accountability of Federal stewardship of taxpayer resources.

Additionally, standardized data collection and reporting helps HUD justify programs and their costs when developing budgets sent to Congress for consideration. The public, Congress, and Office of Management and Budget (OMB) are increasingly taking a more "results-oriented" look at government programs, and the cost-effectiveness of program expenditures is increasingly being called into question. In an era of shrinking Federal budgets, demonstration of good performance and sustainable public impacts with positive results help justify programs and their costs.

In developing the PRL, every effort has been made to establish common data element definitions and formats while minimizing the collection burden to respondent grantees. The PRL provides each discretionary grantee with the



opportunity to better inform the Administration, Congress, and other stakeholders about the numbers of individuals being served or directly benefiting from the grant, the types of services and benefits received, and the outcomes and impacts of grant participants. The record-level report establishes a core set of data that must be collected and maintained by grantees.

II. COVERED PROGRAMS

Respondent grantees administering competitively awarded HUD grants that receive funding for fixed or known periods to carry out specific projects that serve or benefit grant-eligible individuals must utilize the PRL specifications and general reporting instructions. These competitively awarded grant funds include fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants, evaluation grants, planning grants, technical assistance grants, capacity building grants, survey grants, and construction grants.

Competitively awarded grants made through the following HUD programs are covered under the PRL reporting requirements:

- Titles I [42 U.S.C. 1437 et seq.] and II of the United States Housing Act of 1937;
- Section 202 of the Housing Act of 1959 [12 U.S.C. 1701q];
- Section 106 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701x];
- The Fair Housing Act [42 U.S.C. 3601 et seq.];
- Title I [42 U.S.C. 5301 et seq.] and section 810 1 of the Housing and Community Development Act of 1974;
- Section 201 of the Housing and Community Development Amendments of 1978 [12 U.S.C. 1715z-1a];
- The Congregate Housing Services Act of 1978 [42 U.S.C. 8001 et seq.];
- Section 222 of the Housing and Urban-Rural Recovery Act of 1983;
- Section 3616a of 42 USC;
- Title IV of the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11360 et seq.]; and
- Titles II [42 U.S.C. 12721 et seq.], III and IV and section 811 [42 U.S.C. 8013] of the Cranston-Gonzalez National Affordable Housing Act.

Each respondent grantee should review the HUD Notice of Award to become familiar with the specific programmatic reporting requirements outlined in



the Terms and Conditions that apply to the grant program. The Terms and Conditions will provide more detailed information on the applicable required data elements to be collected and reported as part of the grant award.

Individuals Included in the PRL

It is important to underscore that an individual data record must be created and submitted for each grant-eligible individual who directly receives benefits and/or services financially assisted by one or more competitively awarded HUD discretionary grants. A grant-eligible individual is an adult, youth who is 14 years of age or older, or an unaccompanied homeless youth at the time of service initiation who receives grant-funded services and/or benefits and who is determined to meet the eligibility criteria outlined in the grant award. Please note that some grants may provide universally-accessible services available to all individuals. The individuals receiving universally-accessible services through these grants are also considered to be eligible for services and are to be included in the PRL. Parents or guardians are to provide information for children under the age of 18 receiving grant-funded services.

Exclusions from the PRL

HUD-funded research or technical studies grants, planning grants, technical assistance, and capacity building grants not providing direct benefits or services to individuals are excluded from the PRL reporting requirement. For a grant required to submit a PRL, individuals who receive information-only services under the grant are excluded from the PRL. For the purposes of the PRL, information-only services are products and activities delivered to individuals that are designed to inform and educate an individual about HUD programs and benefits only (e.g., outreach materials and related activities, application or registration activities, and eligibility determination services).

Continuum of Care discretionary grants authorized under the Mc Kinney-Vento Homeless Assistance Act and Choice Neighborhood discretionary grants subject to section 24 of the United States Housing Act of 1937 are also excluded from the PRL requirements.



III. REPORT LAYOUT SPECIFICATIONS

The PRL follows a comma separated value (CSV) format, an extensible markup language (XML) format, or an Excel format. See Appendix A for details regarding data elements, definitions, coding values, and data element field lengths included in an individual PRL report.

As shown in Appendix A, the respondent grantee’s collection and reporting of the required data elements depends on the type and nature of the grant and on the types of services received by individuals. For each PRL data element there is a name, description, response option (coding value), and listing of applicable HUD programs.

Data collection and reporting requirements increase according to the type of customer, intensity of services, or the extent of benefits received by the individual. In other words, the data included in the PRL only expands as the customer receives additional services and benefits in order to achieve desired performance outcomes. Coding values and the applicability contained within Appendix A (Chart B) are essential components that place each data element in its proper context. Additional guidance regarding the collection and reporting of equal opportunity information can be found in Appendix B.

IV. DUE DATE

Electronic PRL files are due to HUD no later than 30 days after the end of each report period. The final PRL submission is due no later than 90 days after the end of the grant’s period of performance. The table below shows the expected due dates.

Report Period	Due Dates
October - September	October 30
Final Submission	Within 90 Days of the End of the Grant

Should the date of the report fall on a Saturday or Sunday, the PRL files are due the Friday before the due date.



V. SUBMISSION PROCEDURES

Information contained in the PRL files must be submitted or inputted directly to an online portal via technical instructions available through the appropriate Regional Office or the HUD website.

Individuals must be tracked annually until the grant ends. Updated reports must be provided in each subsequent submission until all relevant outcome information is completed or the end of the grant has been achieved.

A PRL must be provided annually. The final submission is due within 90 days of the end of the grant.



APPENDIX A
PARTICIPANT RECORD-LEVEL REPORT SPECIFICATIONS

Participant Record-level Information

Key for Applicable HUD Programs: Family Self-Sufficiency (**FSS**); Jobs Plus (**Jobs+**), Juvenile Re-entry Assistance Program (**JRAP**), Housing Counseling (**HC**), Housing Opportunities for Persons with AIDS (**HOPWA**), Lead Based Paint Hazard Control (**LBPHC**), Lead Hazard Reduction Demo (**LHRD**), Multifamily Housing Service Coordinator (**MFSC**), Resident Opportunity and Self-Sufficiency Service Coordinators Program (**ROSS**), Section 202 Supportive Service Demo (**202**).

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
N/A	Grant Number	The unique number identifying the grants as listed in award document.	The unique number identifying the grant.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Grantee DUNS Number	The unique, non-indicative identifier issued by D&B and used by sam.gov to verify business entity.	The 9-digit DUNS number assigned to the grantee's business. Omit dashes (-).	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Grant Appropriation Fiscal Year	The year of appropriation for the Federal funds awarded.	The year of appropriation in a YYYY format.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Catalog of Federal Domestic Assistance Number	The 5-digit CFDA number for the grant award.	The CFDA number in a XXXXX format. Omit the period (.).	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Reporting Period Beginning Date	The begin date for the reporting period.	The beginning date for the reporting period in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Reporting Period End Date	The end date for the reporting period.	The ending date for the reporting period in a YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Person Identifier	The unique record identification code for the individual person (participant) assigned by the grantee.	Grantee assigned alpha-numeric identifier. Do not use SSNs or a combination of personally identifying characters.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Household Identifier	The unique record identification code for the individual's household assigned by the grantee.	The alpha-numeric identifier assigned to the individual's household by the grantee.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
	A household includes all the people who occupy a housing unit. (People not living in households are classified as living in group quarters.) A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied (or if vacant, is intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living arrangements.			
N/A	Data Collection Date	The date that data is collected for the individual record.	The date that data is collected in a YYYYMMDD format.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Age	The age in years of the individual as of the data collection date.	The age in years of the individual as of the data collection date.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC

¹ N/A includes demographic and other descriptive attributes of interest.

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
N/A	Gender Code	The gender for the participant.	1 = Male. 2 = Female. 3 = Transgendered Male to Female. 4 = Transgendered Female to Male. 5 = Other. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Ethnicity Code	The self-identified ethnicity of the participant	1 = Hispanic/Latino. 2 = Not Hispanic/Latino. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Race Code	The self-identified race of the participant. Multiple choices may be selected.	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African American. 4 = Native Hawaiian or Other Pacific Islander 5 = White 88 = Individual refused 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
<p>American Indian or Alaska Native = person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. Asian = person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). Black or African American = person having origins in any of the black racial groups of Africa. Native Hawaiian or Other Pacific Islander = person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses. White = person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>				
N/A	Head of Household Code	The individual is an adult who is considered the head of household for purposes of determining income eligibility and rent.	1 = Yes. 2 = No. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
<p>The head of household is responsible for ensuring that the household fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse. The household may designate any qualified household member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.</p>				
N/A	Residence Census Tract	The 11-digit census tract number for the residence of the individual.	The 11-digit code for the census tract for the individual's residence.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
<p>The Census Bureau has developed an online tool for converting physical addresses to census tract numbers (http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t#none). Homeless individuals may designate a fixed location as their residence for identification purposes. This location may be a homeless shelter, or other location where a homeless individual may spend time or return to for sleep.</p>				
N/A	Veteran Status Code	The individual who initiated services under this grant is a person who served on active duty in the armed forces and was discharged or released from such service under conditions other than dishonorable.	1 = Yes 2 = No 88 = Refused. 99 = Does not know	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
N/A	Years in Subsidized Housing Number	Total number of years individual has lived in publicly or privately subsidized housing. County all time even if not consecutive.	The number of years.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
N/A	Disability Status Code	The disability status of the individual.	1 = Yes, individual indicates a disability as defined in ADA 2 = No, individual indicates no disability as defined by ADA. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, 202, ROSS, MFSC
ADA = Section 3(2) (a) of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).				
N/A	Disability Category Code	The category of disability for the individual.	1 = Impairment is primarily physical, including mobility and sensory impairments. 2 = Impairment is primarily mental, including cognitive and learning impairments. 3 = Impairment is both physical and mental 88 = Individual refused. 99 = Individual does not know.	ROSS, MFSC
N/A	Disability Requires Assistance Code	The individual with a disability who received services funded under the grant demonstrated a need for assistance with activities of daily living, including eating, bathing, grooming, and dressing and home management activities.	1 = The disabled individual requires services to manage home activities. 2 = The disabled individual does not require services for home management. 3 = The disabled individual was not assessed for this criteria. 88 = Individual refused. 99 = Individual does not know.	ROSS, MFSC
N/A	Hard to House Code	The household is at high risk of losing housing. Choose all that apply.	1 = Head of household has lived in public housing for more than 10 years. 2 = Head of household does not have a high-school diploma or GED. 3 = Three or more minors in the household. 4 = One or more household members has a criminal record. 5 = The head of household is not disabled, but one or more other household members is disabled. 6 = The head of household is a single, elderly adult who is the primary caregiver for one or more children. 88 = Individual refused. 99 = Individual does not know.	HOPWA, 202, ROSS, MFSC
N/A	Returning Citizen/Ex-Offender	The individual is currently an offender with an active criminal	1 = Individual is currently a subject involved in the CJS.	FSS, Jobs+, JRAP, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
	Code	record in the justice system, or has committed or been charged with committing criminal acts in the previous 12 months. CJS = criminal justice system	2 = The individual is not currently subject to any phase of the CJS, but has been in the previous 12 months. 3 = The individual is not currently subject to any phase of the CJS, and has not been in the previous 12 months. 88 = Individual refused. 99 = Individual does not know.	
N/A	Earned Income Tax Credit Recipient Code	The individual received the Earned Income Tax Credit (EITC) for the most recent tax year.	1 = Individual reported receipt of the EITC in most recent tax year. 2 = Individual reported no receipt of the EITC in most recent tax year. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, ROSS, MFSC
	The Earned Income Tax Credit, EITC or EIC, is a benefit for working people with low to moderate income. To qualify, persons must meet certain requirements and file a tax return, even if no taxes are owed or the person is not required to file. EITC reduces the amount of tax a person owes and may provide a refund to the person.			
N/A	Financial Account Creation Code	The individual has a checking, savings, individual development account (IDA) or escrow account.	1 = Individual has a checking or savings account. 2 = Individual has an IDA. 3 = The individual has an FSS escrow account. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, MFSC
N/A	Supplemental Nutrition Assistance Program (SNAP) Code	The individual received SNAP benefits at the time of data collection.	1 = Yes. 2 = No 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
N/A	Temporary Assistance to Needy Families (TANF) Code	The individual received cash or other support services under TANF at the time of data collection.	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
	TANF is federally funded but is administrated by each state. TANF is a financial assistance program for low income families that have children and for pregnant women in their last three months of pregnancy.			
N/A	Supplemental Security Income (SSI) Code	The individual received SSI at the time of data collection.	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
	SSI is a Federal income supplement program funded by			

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
	general tax revenues (<i>not</i> Social Security taxes). It is designed to help aged, blind, and disabled people who meet income and asset thresholds.			
N/A	Social Security Disability Insurance (SSDI) Code	The individual received SSDI at the time of data collection.	1 =Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
N/A	Substance Abuse Treatment Code	The individual is being treated by a medical professional or a treatment facility for substance abuse or dependence. Substance abuse is defined as a maladaptive (i.e., harmful to a person's life) pattern of substance use marked by recurrent and significant negative consequences related to the repeated use of substances. These substances may be legal, such as alcohol, or an illicit drug such as hashish, cocaine hallucinogens, heroin, or prescription-type drug used non-medically.	1 = The individual is being treated for substance abuse or dependence. 2 = The individual is not being treated for substance abuse or dependence, but did receive treatment in past 12 months. 3 = The individual was not treated for substance abuse or dependence in past 12 months, but did receive such treatment over a year ago. 4 = The individual never received treatment for substance abuse or dependence. 88 = Individual refused. 99 = Individual does not know.	HOPWA, 202, ROSS, MFSC
N/A	Acquired Immune Deficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV) Status Code	The individual was diagnosed by a medical professional as being infected with AIDS/HIV. AIDS is an infectious disease caused by the human immunodeficiency virus or HIV. Both variants of the HIV virus, HIV-1 and HIV-2, cause AIDS.	1 = The individual identified as being infected with HIV/AIDS. 2 = The individual identified as not being infected with HIV/AIDS. 88 = Individual refused. 99 = Individual does not know.	HOPWA
N/A	Activities of Daily Living (ADL) Count	If assessed, individual demonstrated need for assistance in completing one or more ADLs. Record number of ADLs individual could complete at time of initial assessment.	The number of ADLs that the individual is able to perform.	202, ROSS, MFSC
	Activities of Daily Living (ADL) means eating, dressing, bathing, grooming, and transferring, as further described below: (1) Eating—May need assistance with cooking, preparing, or serving food, but must be able to feed self; (2) Bathing—May need assistance in getting in and out of the shower or tub, but must be able to wash self; (3) Grooming—May need assistance in washing hair, but must be able to take care of personal appearance; (4) Dressing—Must be able to dress self, but may need occasional assistance; (5) Transferring—Actions such as going from a seated to standing position and getting in and out of bed; and (6) Other such activities as HUD deems essential for maintaining independent living.			
N/A	Instrumental Activities of Daily Living (IADL) Count	If assessed, individual demonstrated need for assistance in completing one or more IADLs.	The number of IADLs that the individual is able to perform.	202, ROSS, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
		Record number of IADLs individual could complete at the time of initial assessment.		
	Instrumental Activities of Daily Living (IADLs) are activities that are more complex than ADL activities including, but not limited to, handling personal finances, meal preparation, shopping, traveling, doing housework, using the telephone, taking or managing medications, or other such activities as HUD deems essential for maintaining independent living.			
N/A	Service start date	The date the individual enrolled in or first received grant-funded services or benefits, defined as the start or initiation of services.	Service start or initiation date in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
N/A	Service end date	The date that grant-funded services were completed or terminated. The last date the individual received grant-funded service.	Service end, completion or termination date in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC
3	Service End Reason Code	Record the primary reason for ending services.	0 = Active participant. 1 = Individual completed the planned service/activity or service strategy. 2 = Individual voluntarily ended services 3 = Individual discontinued services due to dissatisfaction 4 = Individual transferred to a higher level of care. 5 = Deceased. 6 = Incarcerated in jail or prison. 7 = Involuntary separation initiated by the service provider. The individual was separated for administrative reasons. 8 = Other involuntary reason. 9 = Cannot locate the individual.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, MFSC
12	Opportunity Area Census Tract	The census tract is identified as an area of opportunity in the community's Regional Fair Housing Equity Assessment (FHEA).	1 = Yes 2 = No	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, HC, LBPHC, LHRD, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
19	Housing Status Code	The current housing status of the individual.	1 = Identifies as a public housing resident. 2 = Receives a tenant-based rental voucher. 3 = Receives a project based rental voucher. 4 = Privately subsidized housing. 5 = Unsubsidized (market rate) housing. 6 = Owns a home. 7 = Homeless. 8 = Refused. 99 = Does not know.	FSS, Jobs+, JRAP, HOPWA, MFSC
13,14,15	Primary Health Care Provider Code	The individual has a personal primary health care provider (a general doctor, a specialist doctor, nurse practitioner or physician's assistant)	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
13,14,15	Health Coverage Code	The individual was covered by a private or public health insurance plan. Please note that a person having only a private plan that paid for one type of service, such as accidents or dental care, is considered uninsured. Insurance coverage may held or purchased by this individual or any family member.	1 = Yes, covered through employer or union (current or former) 2 = Yes, purchased insurance from insurance company 3 = Medicare 4 = Medicaid/Medical Assistance, 5 = TRICARE or other military health care 6 = VA health care 7 = Indian Health Service 8 = Other health insurance or health coverage plan 9= No coverage 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
13,14,15	Medical Examination Status Code	The individual received a routine medical examination within the last 12 months. This includes well-baby visit, well-child visit, well-woman visit, physical exam performed by a health care provider and annual wellness visit covered through Medicare.	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
9,10,11	Highest Education Level Code	The highest degree or level of education completed by the individual.	0 = No schooling completed, Nursery school, or Kindergarten. 1 - 11 = Grade 1 through 11. 12 = 12th grade, no diploma. 13 = High school diploma. 14 = GED or alternative credential. 15 = Less than 1 year of college credit. 16 = 1 or more years of college credit, no degree. 17 = Associate's degree 18 = Bachelor's degree 19 = Master's degree). 20 = Professional degree (e.g., MD, DDS, DVM, LLB, JD). 21 = Doctorate degree 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC
9,10,11	Enrollment in Educational or Vocational Program	Individual's current enrollment in educational or vocational training.	1 = Individual is enrolled in educational training. 2 = Individual is enrolled in vocational training. 3 = Not enrolled in educational or vocational training.	FSS, Jobs+, JRAP, HOPWA, ROSS,
9,10,11	License or Certificate Attainment Code	Individual's attainment of a vocational/occupational license or certificate while receiving grant-funded services. The license or certificate must have been attained between the start and the completion or termination of grant-funded services.	1 = Occupational skills license. 2 = Occupational skills certificate. 3 = Other license or certificate recognized by state. 4 = Individual did not attain a license or certificate. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, ROSS,
9,10,11	Degree Attainment Code	Individual's attainment of a degree while receiving grant-funded services. The degree must have been attained between the start and the completion or termination of grant-funded services.	1 = High school diploma/ GED. 2 = AA or AS diploma. 3 = BA or BS diploma. 4 = Other degree. 5 = No degree attained 88 = Individual refused. 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS,
1,2	Employment Status Code	Individual's employment status during the prior month, including, the date of collection. An individual is considered "employed" if he or she did any work for pay during the last month even for just for a few hours)	1 = Employed 2 = Not employed at any time in the last month and actively seeking work. 3 = Not employed at any time in the last month and not actively seeking work. 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, ROSS,

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
1,2	Employment Type Status Code	The type of employment, classified as full-time or part-time.	1 = Full-time worker employed in the last month. 2 = Part-time worker employed in the last month. 88 = Individual refused. 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA
	Full-time includes people at least 16 years old who worked or who were scheduled to work 35 hours or more per week. Part-time includes people at least 16 years old who worked or who were scheduled to work less than 35 hours per week.			
1,2	Entered Employment Date	The date the individual entered employment. When multiple instances of entering employment exist, use the current or most recent job.	The date entered employment in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA
1,2	Occupation Code	The SOC Based Occupation Group that best describes the individual's occupation.	1 = Management Occupations 2 = Business and Financial Operations Occupations 3 = Computer, Engineering, and Science Occupations 4 = Education, Legal, Community Service, Arts, and Media Occupations 5 = Healthcare Practitioners and Technical Occupations 6 = Healthcare Support Occupations 7 = Protective Service Occupations 8 = Food Preparation and Serving Related Occupations 9 = Building and Grounds Cleaning and Maintenance Occupations 10 = Personal Care and Service Occupations 11 = Sales and Related Occupations 12 = Office and Administrative Support Occupations 13 = Farming, Fishing, and Forestry Occupations 14 = Construction and Extraction Occupations 15 = Installation, Maintenance, and Repair Occupations 16 = Production Occupations 17 = Transportation and Material Moving Occupations 88 = Individual refused. 99 = Individual does not know For additional instructions and examples, see supplement.	FSS, Jobs+, JRAP, HOPWA

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
1,2	Monthly Paid Earnings Amount	The individual's gross earnings from all employment for the prior 4 weeks leading up to, and including, the collection date.	Reported gross monthly earnings in whole (rounded U.S. dollars.	FSS, Jobs+, JRAP, HOPWA
18	Household Annual Gross Income Amount	The household's self-reported annual gross income.	Estimated annual income in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA
	For the purposes of determining included and excluded income in the calculation of household income, please refer to definition of "adjusted gross income" as used in the Internal Revenue Service's 1040 long form. Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/calculator/definitions/irs#inclusions for sources of income to be included and excluded in this calculation.			
5,6,7	Homeless Status Code	The individual's homeless or runaway status.	1 = Homeless. 2 = Runaway youth. 3 = Neither homeless or a runaway youth. 88 = Individual refused. 99 = Individual does not know.	HOPWA
	A "homeless" person lacks a fixed, regular, adequate night time residence. This definition includes any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; or a person under 18 years of age who absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.			
5,6,7	Weeks Homeless Count	The number of weeks the homeless person lacked a fixed, regular, adequate night time residence in the past 12 month or 52 week period. The weeks do not have to be consecutive to count.	The number of weeks homeless.	HOPWA
5,6,7	Chronically Homeless Status Code	The individual meets definition of chronically homeless person.	1 = Yes. 2 = No. 3 = Individual was not assessed for this condition 88 = Individual refused. 99 = Individual does not know	HOPWA
	HUD defines a chronically homeless person as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years, where each homeless occasion was at least 15 days. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time. Disabling conditions include substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. 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 the above paragraph before entering that facility is considered chronically homeless. 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 the above paragraph of this definition, including a family whose composition has fluctuated while the head of household has been homeless.			

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
5,6,7	Prior Night Residence Code	For homeless individuals, indicate the type of living arrangement the night before the individual received services funded by the grant. If the individual was residing in an institution (hospital, jail, etc.) for less than 30 days, then select where he or she was staying before the entering the institution.	1 = Emergency shelter including hotel/ motel voucher .2 = Foster care home or foster care group home. 3 = Hospital or other residential non-psychiatric medical facility. 4 = Hotel or motel paid for without emergency shelter voucher. 5 = Jail, prison or juvenile detention facility. 6 = Long-term care facility or nursing home. 7 = Owned by individual, no ongoing housing subsidy. 8 = Owned by individual, with ongoing housing subsidy. 9 = Permanent housing for formerly homeless persons 10 =Place not meant for habitation 11 =Psychiatric hospital or other psychiatric facility. 12 =Rental by individual, no ongoing housing subsidy. 13 =Rental by individual, with ongoing housing subsidy. 14 =Safe Haven. 15 =Staying or living in a family member's room, apartment or house. 16 =Staying or living in a friend's room, apartment or house. 17 =Substance abuse treatment facility or detox center. 18 =Transitional housing for homeless persons (including homeless youth). 88 = Individual refused. 99 = Individual does not know.	HOPWA
19	Intermediate Housing Status Code	The intermediate housing outcome achieved by the individual.	1 = Avoided eviction from rental property. 2 = Obtained a Home Equity Conversion Mortgage (HECM). 3 = Prevented or resolved a mortgage default 88 = Individual refused. 99 = Individual does not know.	HC
18	Household Housing Cost Amount	Monthly household housing costs including rent, mortgage, utilities, fees and property taxes.	The household's average monthly housing costs in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
18	Household Transportation Cost Amount	Monthly transportation costs including car payments, vehicle insurance and public transportation cost. Exclude vacations and other rare instances of travel.	The household's average monthly transportation costs in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
16	Asthma Condition Code	The individual has been diagnosed with asthma by a medical professional.	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	LBPHC, LHRD
16	Asthma-related Emergency Room Visit Code	The individual was treated in the emergency department or hospitalized for an asthma-related condition within the last 12 months.	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	LBPHC, LHRD
17	Blood-Lead Test Code	A blood level test was performed for a child under age 6 in the household in last 12 months.	1 = Yes 2 = No 88 = Individual refused. 99 = Individual does not know.	LBPHC, LHRD
17	Blood-Lead Test Result	Blood level test result was elevated ($\geq 5 \mu\text{g/dL}$).	1 = Yes 2 = No	LBPHC, LHRD
5,9,10,11	Adult Basic Education Service Code	The individual received training (e.g. uses textbooks and handouts) to improve his/her literacy and numeracy skills.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, ROSS,
	Literacy skills training develops critical reading, writing, listening, speaking, and viewing skills and knowledge necessary to function productively in school, the workplace or society in general. This may take the form of classes or one-on-one tutoring. Examples include: basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education classes (non-credit). This does not include ESL, GED prep, enrollment in post-secondary education, occupational skills training, or work readiness classes.			
5	ESL Class Service Code	Individual with limited English proficient individual (LEP) (e.g. non-native English speaker) received English as a second language (ESL) instruction	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, MFSC
	English as a Second Language is the use of English by speakers with different native languages. The individual participated in one or more programs and activities designed to help the individual learn English. ESL instruction reduces language barriers that can preclude meaningful access by LEP persons to important government programs, services, and employment. This may take the form of classes or one-on-one tutoring.			
1,2,5	Career Guidance Service Code	The individual received career guidance services.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, ROSS,
	Career guidance services include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions.			
1,2,5	Self-Directed Job Search Assistance Service Code	The individual received job search activities.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
	Job search activities help an individual plan and carry out a successful self-directed job hunting strategy and include resume preparation, application preparation, interviewing skills, job lead development, job finding clubs, and development of a job search plan.			
1,2,5	Work Readiness Assistance Service Code	The individual received work readiness assistance.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA
	Work readiness includes specific work-related skills that young people and adults need in order to be successful as entry-level workers in any formal sector business or industry or in any informal sector livelihood. These skills are generally thought of as life skills with a strong work focus, and include work-related health and safety at work, work habits and conduct, personal leadership at work, communicating with others at work, team work and collaboration at work, rights and responsibilities of workers and employers, and customer service. This may include business communications, computer literacy, financial literacy, employment counseling.			
1,2,5	Occupational Skills Training (OST) Service Code	The individual received occupational skills training (OST). OST may be conducted in the classroom or on-the-job in the workplace or a combination of approaches.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA
	The OST curriculum is designed to meet the technical needs of the workplace. OST provides participants with the technical skills necessary to perform a specific job or group of jobs. The duration of OST activities varies based on many factors. This could be to retain an existing job, for a new job, for advancement in a current field, or for employment in a new/different field. This could be training provided by an employer.			
1,2,5	Job Development Service Code	The individual received job development services. Job development is contacting an employer directly for the purpose of obtaining possible employment for a specific individual.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA
1,2,5	Job Retention Service Code	The individual received job retention services.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP
	Job retention services include a Job coach works with participant on managing challenges in the workplace or works with employer to create a remediation plan for employee, etc. Occupational skills training (OST), employer sponsored "in-service training" and certifications needed to maintain employment are excluded.			
5	Fair Housing and Civil Rights Assistance Service Code	The individual received services or participated in programs that promotes racially, ethnically, and economically diverse communities and integrated living patterns and avoid patterns where persons are forced to live in high poverty areas, or in areas suffering from a lack of accessible services, or a lack of integration in terms of income, race, or ethnicity, or disability status.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA, HC, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
5	Tax Preparation Service Code	The individual received tax preparation services while participating in grant-funded activities.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, MFSC
	Tax preparation services include assistance with obtaining information about low- or no-cost tax preparation services; arranging no-cost tax preparation services at the property; assistance with organizing tax documents, paperwork, and other supporting materials for individuals; and assistance with preparing and/or filing of senior/disabled age/income-based specific tax rebates including property tax rebate programs and/or food sales tax rebate programs. These services may be provided by an IRS Volunteer Income Tax Assistance (VITA) center or a reputable (not refund-anticipation loan-type) private service. This does not include the use of tax software by individuals unless facilitated by the PHA or a partner.			
5	Financial Account Creation Service Code	The individual was assisted with credit activities or to create a financial account (savings/ checking), FSS escrow, Individual Development Acct.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, MFSC
	The Individual Development Account (IDA) is created through an Assets for Independence Program, an alternative program at the housing authority or another IDA through a partner. IDAs are matched savings accounts that help people with modest means to save towards the purchase of a lifelong asset, such as a home.			
5	Legal Assistance Service Code	The individual received legal assistance in civil or criminal matters during participation in the grant-funded activities.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, MFSC
	Legal assistance includes receiving legal aid or counsel as well as participating in community legal clinics. Counsel includes providing basic information on services such as end of life decision making, advanced directives, or wills.			
5	Legal Assistance Type Service Code	The type of legal assistance received during participation in the grant-funded activities.	1 = Will preparation, advanced directives, end of life decisions 2 = ID theft and credit Issues 3 = Foreclosure prevention 4 = Eviction prevention 5 = Custody, divorce and child support 6= Fair housing assistance 7 = Assistance to victims of domestic violence 8 = Expunging criminal records 9 = Other	FSS, Jobs+, JRAP, HOPWA, MFSC
5	Financial Education Service Code	The individual participated in financial literacy, budgeting or credit education activities	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC
	This financial management assistance is designed to help low-income families increase income, build savings, and gain assets to improve financial stability. It provides adults practical tips to manage debt, avoid quick fixes, and plan to resolve financial trouble. It also helps homebuyers understand the basics of handling new homeowner expenses.			
5, 19	Pre-Housing Counseling Service Code	Prior to purchase or rental, the individual was counseled and/or received service related to buying a home or renting.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC
	Bank-sponsored mortgage seminars open to the general public or simply going to a bank and being guided through the process are excluded. Sweat-equity programs that offer homeownership counseling, such as Habitat for Humanity, are also excluded.			

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
5, 19	Post-Housing Counseling Service Code	After purchase or rental, the individual was counseled and/or received service related to renting, default, foreclosure avoidance, credit issues or reverse mortgages.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC
5	Food and Nutrition Service Code	The individual received food and nutrition services to prevent and/or end a period of hunger or a period of malnutrition.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA, MFSC
	These services include participation the Women, Infant and children (WIC) nutrition program, in congregate meal sites such as Meals on Wheels programs, using emergency food programs and food banks, grocery shopping or cooking services or other means of access including family, friends, and individuals within the community, and receiving donated food items from community-based sources. The Supplemental Nutrition Assistance Program (SNAP) is not included.			
5	Conflict Resolution Service Code	The individual received counseling and/or other services related to conflict resolution.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA, 202, ROSS, MFSC
	Conflict resolution services include assistance to resolve conflict by helping to clarify, educate, mediate, and propose compromises or alternative solutions to parties who are contesting some mutual objectives. Conflict may be between individuals or between individuals and property management, service providers, or other parties. This includes court ordered participation.			
5	Translation/ Interpretation Service Code	Individual with no or limited English speaking ability or with hearing or visual impairments received translation or interpretation services to participate in the program.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC
5	Housing Retention Service Code	The individual received housing retention assistance.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA, 202, ROSS, MFSC
	This assistance includes informing individuals of lease provisions and/or of behaviors/problems that could lead to lease violations, such as noise, odors, unsanitary or unsafe conditions in apartments (hoarding and clutter) or common areas. Activities can include assistance with eviction prevention; assistance with preparing, organizing and understanding documents for lease recertification; and assistance with apartment inspection compliance. Includes linking individuals with a member of the property management team for assistance with understanding their lease and house rules. Working with property management staff to provide reasonable accommodation as defined by 1973 Rehabilitation Act when an individual's mental, physical, or social disability is impeding compliance with the lease.			
5	Household Skills/Life Skills Service Code	The individual participated in a course or training regarding household or life skills.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	202, ROSS, MFSC
	Household or life skills services may include Good Neighbor trainings, household management, food prep, civic engagement, navigating community resources, citizenship classes, driver's education, etc.			
5	Needs Assessment Service Code	The individual received a documented assessment or Individual Services and Training Plan (ITSP) that identifies housing and supportive service needs.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
		Assessment is the process that reveals the past and current details of a service seeker's strengths, and needs, in order to match the client to appropriate housing and supportive services. The results of the assessment are documented in the individual's case record and are typically used in providing counseling services, making referrals and in developing an individual service plan. Assessment can occur either at primary screening or at entry to a housing program.		
4,5	Service Coordination Service Code	The individual received service coordination assistance.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
		Service coordination includes establishing linkages with appropriate agencies and service providers in the general community in order to tailor the needed services to the program participant; linking program participants to providers of services that the participant needs; and educating participants on issues, including, but not limited to, supportive service availability, application procedures and client rights.		
5,8	Parenting Skills Service Code	The individual received parenting training.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA
		Parenting skills includes training in child development, family budgeting, health and nutrition, and other skills to promote their long-term economic independence and the well-being of their children.		
5,8	3 to 5 Years Childhood Education Service Code	The individual received assistance obtaining early childhood education for children between the ages of 3 and 5 (or the age prior to the commencement of compulsory education at primary school). Record for head of household only; not recorded for children.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2. 4 = Household has children aged 3-5 years and did not receive child care services. 5 = No children in the household aged 3-5 years.	FSS, Jobs+, JRAP, HOPWA, ROSS,
		The early childhood program is child care combined with a developmentally appropriate educational component. This includes Head Start and Pre-K. Do NOT record as a service to the child); record as a service to the head of household.		
5,9,10,11	High School/GED Preparation Service Code	The individual participated in an organized program of study or a GED preparation class to attain secondary school diploma or equivalent. This may take the form of classes or one-on-one tutoring.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, ROSS
5,9,10,11	Post-Secondary/College Education Service Code	The individual is attending a post-secondary school or program, including college (either full or part-time) and assistance is provided to enable the individual to enroll and/or remain in the organized program of study to attain a post-secondary school diploma or a certificate.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, ROSS,
5,6,7	Shelter Placement Service Code	The homeless individual was placed in an emergency shelter.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
	A shelter is any facility whose primary purpose is to provide temporary housing. A shelter provides support, supervision, and a safe place to live in a group home, cluster of apartments, or a network of homes that integrate housing and services for low-income individuals and families.			
5,6,7	Temporary Housing Placement Service Code	The housed individual was provided assistance for a temporary or short-term transfer to another property, a different unit within the property, or to an alternative care facility.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA
	Information and assistance was provided to the individual and/or family members regarding temporary housing options. Includes assistance with an individual's transition back to their apartment from short-term care facility or hospital.			
5,6,7	Permanent Housing Placement Service Code	The individual was provided assistance for a permanent or long-term transfer to another property, a different unit within the property, or to an alternative care facility. Information on long-term housing options was provided.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA
5,6,7	Permanent Housing Placement Date	Date the individual was placed in permanent housing.	Date YYYY-MM-DD format.	HOPWA
5	Independent Living Service Code	The disabled or frail elderly individual received assistance in obtaining services to enable him or her to remain in their own home.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, 202, MFSC
	Services include apartment cleaning, laundry, shopping, and cooking, and referrals to services or supports to assist individual with keeping, managing and maintaining all aspects of their home other than homemaking. Activities can include assisting individual with simple money management budgeting, bill paying, reading mail, organization of personal records, or utility company issues.			
5	Transportation Assistance Service Code	The individual received transportation services to participate in medical or other personal appointments, religious, social, or recreational activities.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
	This may include bus passes/tokens, rides in a service provider-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.			
5	HIV/AIDS Service Code	The individual received HIV/AIDS health and counseling services. Services include	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA, MFSC
	Human immunodeficiency virus infection/acquired immunodeficiency syndrome (HIV/AIDS) health and counseling services include access to treatment, financial assistance to pay for medication and medical tests, and assistance in securing housing.			
5	Adult Personal Assistance Service Code	A chronically ill or disabled individual needing help with daily living, received assistance with activities of daily living (ADL), such as bathing or dressing.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	HOPWA, 202, ROSS, MFSC

Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
		<p>Includes adult day care center services and services provided to frail elderly and disabled individuals who are unable to live independently and perform ADLs and/or Instrumental Activities of Daily Living (IADL) without assistance. An adult day care center, also commonly known as adult day services, is a non-residential facility that supports the health, nutritional, social support, and daily living needs of adults in professionally staffed, group settings.</p> <p>Assistance with ADL includes services associated with gaining independence in:</p> <ol style="list-style-type: none"> (1) Eating— assistance with cooking, preparing, or serving food, but must be able to feed self; (2) Bathing— assistance in getting in and out of the shower or tub, but must be able to wash self; (3) Grooming— assistance in washing hair, but must be able to take care of personal appearance; (4) Dressing— able to dress self, but may need occasional assistance; (5) Transferring—actions such as going from a seated to standing position and getting in and out of bed; and (6) Other such activities as HUD deems essential for maintaining independent living. <p>Assistance with IADL are services that are more complex than those needed for ADL and include: handling personal finances, meal preparation, shopping, traveling, doing housework, using the telephone, taking or managing medications, or other such activities as HUD deems essential for maintaining independent living.</p>		
5,13,14,15	Medical Care Service Code	The individual is referred for and receives medical or health care services to optimize and maintain physical health.	1 = Received service through grant-facilitated referral. 2 = Did not receive service.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
		<p>The medical or health care services are provided by a physician, medical professional, credentialed nutritionist. Medical services also include dental services, home health services, receiving durable medical equipment and other adaptive equipment, prescription medication and medication management, dietary support, and lifeline programs.</p>		
5,13,14,15	Mental Health Service Code	The individual is referred for and receives mental health services.	1 = Received service through grant-facilitated referral. 2 = Did not receive service.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
		<p>These services include being treated by credentialed psychiatrists, psychologists, therapists, and mental health counselors. Mental health services may be delivered in a one-on-one setting or in a group setting through therapeutic support groups. Prescription medication and medication management for mental health concerns are also considered mental health services.</p>		
5,13,14,15	Substance Abuse Service Code	The individual received substance abuse services during participation in grant activities.	1 = Received service directly through the grant. 2 = Received service through grant-facilitated referral. 3 = Both 1 and 2.	FSS, Jobs+, JRAP, HOPWA, 202, ROSS, MFSC
		<p>These services include treatment for use of addictive substances such as tobacco, alcohol, drugs (prescription and street). Examples of treatment providers are the American Lung Association or other smoking cessation programs, physicians, mental health workers, alcohol and drug treatment facilities, and Alcoholics Anonymous (AA).</p>		

Public reporting burden for this collection of information is estimated to average 20 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is collected in connection with HUD's respective discretionary grant program. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical and physical safeguards to ensure their security and confidentiality.



APPENDIX B

COLLECTION OF FEDERAL EQUAL OPPORTUNITY INFORMATION ON ETHNICITY AND RACE

HUD-funded grant recipients are obligated under various laws not to discriminate in housing or services directly or indirectly on the basis of race, color, religion, sex, national origin, age, familial status, or disability. Please refer to 24 CFR 121.2 for the Department's authority to collect this information. HUD rules further require that recipients of Federal financial assistance comply with civil rights-related program requirements (CRRPRs) that affect nearly every aspect of each program. HUD's non-discrimination requirements are compiled from several different Federal laws designed to protect each individual's right to fair housing and equal opportunity.

The collection of ethnicity and race information contained within these reporting instructions are in accordance with OMB Statistical Directive 15 (as adopted October 30, 1997 at <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>). The collection of ethnicity and racial information is authorized by the U.S. Housing Act of 1937 as amended, the Housing and Urban Rural Recovery Act of 1983 and Housing and Community Development Technical Amendments of 1984. The ethnicity and racial categories in this classification are social-political constructs and should not be interpreted as being scientific or anthropological in nature. They are not to be used as determinants of eligibility for participation in any Federal program. The standards have been developed to provide a common language for uniformity and comparability in the collection and use of data on race and ethnicity by Federal agencies.

Grantees must offer the opportunity to the head and co-head of each household to "self-certify" during the application interview or lease signing. In-place tenants must complete the format as part of their next interim or annual re-certification. This process will allow the owner/agent to collect the needed information on all members of the household. Completed documents should be stapled together for each household and placed in the household's file. Parents or guardians are to complete the self-certification for children under the age of 18.

OMB has determined that a two-question format should be used in all cases involving self-identification of ethnicity and race. Therefore, ethnicity information (i.e., Hispanic or Latino) must be collected separately from race information, and individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories. Information on an individual's ethnicity must also be collected before information on race. When completing race information, individuals must be offered the option of selecting one or more racial



designations. Forms for the instruction accompanying the race information should instruct the individual to read each racial designation carefully and then “Mark one or more . . .” or “Select one or more . . .” races to indicate what the individual considers him/herself to be.