

## 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 'D' for Semi-Annual reports that correspond to the first half of the budget year. Fill in columns 'D' and 'E' 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

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

### Technical Assistance

2. 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)

**\*Note:** Pre-loan TA hours are counted regardless of whether or not a client is taking out a repeat loan

3. 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)

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to evaluate MED grantee program performance. Public reporting burden for this collection of information is estimated to average 2 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Funding Opportunity Announcement: HHS-2017-ACF-ORR-RG-1228). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact the Microenterprise Development Program Officer.

## Loans

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

4a. Number of Start-up Loans Disbursed (MED) from ORR Revolving Loan Fund (RLF): Indicator #4 disaggregated

4b. Number of Start-up Loans Disbursed (MED) from Leveraged RLF: Indicator #4 disaggregated

**\*Note:** Indicator 4a + Indicator 4b = Indicator 4

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

5a. Number of Start-up Loans Disbursed (MED) from ORR RLF: Indicator #5 disaggregated

5b. Number of Start-up Loans Disbursed (MED) from Leveraged RLF: Indicator #5 disaggregated

**\*Note:** Indicator 5a + Indicator 5b = Indicator 5

6. Number of Credit Building Loans Disbursed (CBL): Number of loans used to improve a refugee client's credit score. Loan must be between \$1 - \$1,000. CBL loans are business loans given to refugee clients who meet the definition of eligibility for ORR services, but are not eligible for a loan in the MED Program due to issues with their credit history or because they have no previous loan experience (see the Funding Opportunity Announcement for details).

6a. Number of Start-up Loans Disbursed (MED) from ORR RLF: Indicator #6 disaggregated

6b. Number of Start-up Loans Disbursed (MED) from Leveraged RLF: Indicator #6 disaggregated

**\*Note:** Indicator 6a + Indicator 6B = Indicator 6

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

7a. Number of Start-up Loans Disbursed (MED) from ORR RLF: Indicator #7 disaggregated

7b. Number of Start-up Loans Disbursed (MED) from Leveraged RLF: Indicator #7 disaggregated

**\*Note:** Indicator 7a + Indicator 7b = Indicator 7

8. Amount Disbursed (\$) for Stabilization/Expansion (MED): Dollar amount of ORR funds used to stabilize/expand existing refugee businesses (businesses that have been operating for two years or more).

8a. Number of Start-up Loans Disbursed (MED) from ORR RLF: Indicator 8 disaggregated

8b. Number of Start-up Loans Disbursed (MED) from Leveraged RLF: Indicator #8 disaggregated

**\*Note:** Indicator 8a + Indicator 8b = Indicator 8

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

9a. Number of Start-up Loans Disbursed (MED) from ORR RLF: Indicator #9 disaggregated

9b. Number of Start-up Loans Disbursed (MED) from Leveraged RLF: Indicator #9 disaggregated

**\*Note:** Indicator 9a + Indicator 9b = Indicator 9

10. Historical Loan Loss Rate (%): The amount of MED & CBL loans charged off divided by the cumulative amount financed.

*(MED + CBL amount charged off during the entire program period (\$) / (MED + CBL amount financed during the entire program period (\$))*

11. Avg. Change in Credit Score (+/-): The average change in credit score for MED & CBL clients who have fully repaid their loan (to be measured once for each loan during the period that the loan has been fully repaid)

*(avg. credit score for MED & CBL clients on loan application – avg. credit score for MED clients after the loan has been fully repaid)*

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

## **Funds Leveraged**

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

## **Jobs**

13. Number of Jobs Created: The number of new jobs created as a result of ORR funds. **\*Note:** part-time and full-time jobs are counted separately (e.g., 1 part-time job + 2 full-time jobs = 3 jobs created)

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

## **Program Level Impact**

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

15. Avg. Change in Net Income (+/-): The average change in yearly net income for MED clients  
*(avg. yearly net income for MED clients at the time of survey - avg. yearly net income for MED clients at enrollment)*

16. 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)*