ORR Microenterprise Development (MED) Program:
Program Indicators (PI) Form Instructions

I. Purpose

The MED PI form captures the performance outcomes of recipient organizations. The gathered data is then used by ORR to gauge programmatic progress, implement necessary Training and Technical Assistance (T/TA), and promote continuous quality improvement within MED programs nationwide.

II. Reporting Frequency

ORR MED PI forms should be submitted Semi-Annually[1] throughout the 5-year project period and according to the following schedule:

Table A.

Reporting Period	Due Date
September 30 – March 30	**April 30**
March 31 – September 29	**October 30**

III. General Definitions

Term	Definition
Program or Project Period	The 5-year duration of the ORR MED grant
Budget Year	The ORR Fiscal Year (FY) (which begins on 9/30 and ends on 9/29 annually).
Reporting Period	The Semi-Annual periods of reporting (referenced in Table A above) within each budget year. The Semi-Annual periods are typically referred to as SA1 (September 30 – March 30), and SA2 (March 31 – September 29).
Annual Results	The total outcomes for SA1 and SA2 of a specific budget year.
Cumulative Program Results	The total outcomes for the 5-year project period.
Cumulative Program Goal	The 5-year goal for a particular indicator, as specified within a recipient organization's initial application submission or as otherwise approved[2].
Annual Goal	The annual goal for a particular indicator, as specified with a recipient organization's initial application submission or as otherwise approved[3].
Leveraged	Non-ORR funds used to finance a MED loan or a portion of a MED loan

[1] Additionally, at the end of the 5-year project period, the PI form must be submitted with the final report and should capture program-level data.
[2] If a recipient organization is approved for a revision of their initial application (via their Non-Competing Continuation (NCC) submission or an amendment) their cumulative goals may differ from their initial proposal.
[3] If a recipient organization is approved for a revision of their initial application (via their Non-Competing Continuation (NCC) submission or an amendment) their annual goals may differ from their initial proposal

Funds	(this also includes Credit Builder Loans (CBLs)).
Funds Leveraged	Non-ORR funds raised and used to administer the MED grant (e.g., operations, administrative tasks, etc.).
Loan Loss Reserve (LLR)	A reserve of capital, utilizing leveraged/non-ORR funds, used to offset loan capital that is unable to be recovered and/or labeled as charged-off.
Historical Loan Loss Rate	The total percent of ORR MED loans (including CBLs) that have been unable to recovered and/or labeled as charged-off throughout the entire project period.
Program Level Impact	Data indicators, specifically the average change in net income and business success rate, that are reported at the end of the project period and gauge programmatic impact.
Net Income	Business-related revenue minus expenses and taxes.

IV. Program Indicator Instructions

General Information

- Recipient Name: Name of the organization (including the name(s) of any subrecipient organization(s)).
- Grant Number: Unique Federal Award Identification Number (FAIN), as per the Notice of Award in GrantSolutions (e.g., 90RGXXXX).

Enrollment

1. Total Individuals Enrolled: Number of individuals formally enrolled into the MED program through intake forms.
    - 1a: Female Enrolled: Number of women enrolled (disaggregated from the Total Individuals Enrolled).
    - 1b: Male Enrolled: Number of men enrolled (disaggregated from the Total Individuals Enrolled).

Technical Assistance

2. Total Pre-Loan T/TA Hours[4]: The total number of Training and Technical Assistance (T/TA) hours provided to ORR-eligible clients prior to the disbursement of a loan[5] (e.g., Group trainings/workshops, one-on-one business counseling, business plan preparation, and cash flow projections, etc.).
    - 2a: Pre-Loan Training Hours: The number of hours of group and/or classroom training (e.g., facilitating a curriculum) to potential or current ORR-eligible entrepreneurs prior to loan disbursement.

[4] Note: This indicator should include any T/TA provided to clients before loan disbursement (regardless of whether the client is approved for and/or receives a loan).
[5] This includes T/TA implemented in-person or virtually.

- 2b: Pre-Loan TA Hours: The number of hours of individualized, or one-on-one, consulting, counseling, mentoring, or facilitating provided to ORR/MED-eligible clients prior to loan disbursement.

3. Total Post-loan TA (Hours): The total number of Training and Technical Assistance (T/TA) hours provided to ORR-eligible clients after loan disbursement (e.g., Group trainings/workshops, one-on-one business counseling, marketing, record-keeping and taxation, inventory management, etc.).

- 3a: Post-Loan Training Hours: The number of hours of group and/or classroom training (e.g., facilitating a curriculum) to existing ORR-eligible entrepreneurs after loan disbursement.
- 3b: Post-Loan TA Hours: The number of hours of individualized, or one-on-one, consulting, counseling, mentoring, or facilitating provided to ORR/MED-eligible clients after loan disbursement.

Loans

4. Total Number of Start-Up Loans Disbursed (MED)[6]: The number of loans used to start new refugee businesses[7]. These loans can utilize leveraged funding, but the ORR portion of loan must adhere to the funding guidelines and restrictions stipulated by the MED NOFO.

- 4a. Number of Start-Up Loans Disbursed (MED) from ORR RLF: The number of start-up loans disbursed using ORR MED funds (e.g., disaggregated from the Total Number of Start-Up MED Loans Disbursed).
- 4b. Number of Start-Up Loans Disbursed (MED) from Leveraged/Non-ORR RLF: The number of start-up loans disbursed using leveraged/non-ORR funds (e.g., disaggregated from the Total Number of Start-Up MED Loans Disbursed).

5. Number of Stabilization/Expansion Loans Disbursed (MED)[8]**:** The total number of loans used to stabilize or expand existing refugee businesses[9] . These loans can utilize leveraged funding, but the ORR portion of loan must adhere to the funding guidelines and restrictions stipulated by the MED NOFO

- 5a. Number of Stabilization/Expansion Loans Disbursed (MED) from ORR RLF: The number of stabilization/expansion loans disbursed using ORR MED funds (e.g., disaggregated from the Total Number of Stabilization/Expansion Loans Disbursed (MED)).
- 5b. Number of Stabilization/Expansion Loans Disbursed (MED) from Leveraged RLF: The number of stabilization/expansion loans disbursed using leveraged/non-ORR funds (e.g., disaggregated from the Total Number of Stabilization/Expansion Loans Disbursed (MED)).

[6] ***Note**: Indicator 4a + Indicator 4b = Indicator 4

[7] For reporting purposes, new businesses are defined as those operating for two years or less.

[8] ***Note:** Indicator 5a + Indicator 5b = Indicator 5

[9] This applies to businesses operating for 3 or more years.

6. Total Number of Credit Building Loans Disbursed (CBL)[10]: The total number of loans used to improve a refugee client's credit score[11]. CBLs are defined as microloans that are disbursed to ORR-eligible microentrepreneurs who are not yet eligible for MED loan products, but they intend eventually apply for a MED loan. CBL recipients must only use loan funds for business-related purposes.

- 6a. Number of CBLs Disbursed from ORR RLF: The number of CBLs disbursed using ORR MED funds (e.g., disaggregated from the Total Number of CBLs).
- 6b. Number of CBLs Disbursed from Leveraged RLF: The number of CBLs disbursed using leveraged/non-ORR MED funds (e.g., disaggregated from the Total Number of CBLs).

7. Total Amount Disbursed ($) for Start-Up (MED)[12]: The total amount ($) of ORR funds used to start new refugee businesses[13].

- 7a. Amount of Start-Up Loans Disbursed (MED) from ORR RLF: The amount of start-up loans disbursed using ORR MED funds (e.g., disaggregated from the Total Amount Disbursed ($) for Start-Up).
- 7b. Amount of Start-Up Loans Disbursed (MED) from Leveraged RLF: The amount of start-up loans disbursed using leveraged/non-ORR funds (e.g., disaggregated from the Total Amount Disbursed ($) for Start-Up).

8. Total Amount Disbursed ($) for Stabilization/Expansion (MED)[14]: The total amount ($) of ORR funds used to stabilize/expand existing refugee businesses[15].

- 8a. Amount of Stabilization/Expansion Loans Disbursed (MED) from ORR RLF: The amount of stabilization/expansion loans disbursed using ORR MED funds (e.g., disaggregated from the Total Amount Disbursed ($) for Stabilization/Expansion).
- 8b. Amount of Stabilization/Expansion Loans Disbursed (MED) from Leveraged RLF: The amount of stabilization/expansion loans disbursed using leveraged/non-ORR funds (e.g., disaggregated from the Total Amount Disbursed ($) for Stabilization/Expansion).

9. Total Amount Disbursed ($) for CBLs[16]: The total amount ($) of ORR funds used to strengthen an ORR-eligible clients' credit score through the provision of CBLs.

- 9a. Number of CBLs Disbursed (MED) from ORR RLF: The amount of CBLs disbursed using ORR MED funds (e.g., disaggregated from the Total Amount Disbursed ($) for CBLs).

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[10] ***Note:** Indicator 6a + Indicator 6B = Indicator 6

[11] CBLs must not exceed $1,500 and should adhere to the funding guidelines and restrictions stipulated by the MED NOFO.

[12] ***Note:** Indicator 7a + Indicator 7b = Indicator 7

[13] For reporting purposes, new businesses are defined as those operating for two years or less.

[14] ***Note:** Indicator 8a + Indicator 8b = Indicator 8

[15] For reporting purposes, stabilization/expansion applies to refugee-owned businesses operating for three or more years.

[16] ***Note:** Indicator 9a + Indicator 9b = Indicator 9

- 9b. Number of CBLs Disbursed (MED) from Leveraged RLF: The amount of CBLs disbursed using leveraged/non-ORR funds (e.g., disaggregated from the Total Amount Disbursed ($) for CBLs).

10.Total Loans Disbursed by Sex (%):

- 10a. Loans Disbursed to Women: The total percentage of MED loans and CBLs disbursed to women (using ORR and/or leveraged/non-ORR funds).
  (Total MED Loans + CBLs disbursed to females (throughout the project period) / MED Loans + CBLs disbursed to all clients (throughout the project period)).
- 10b. Loans Disbursed to Men: The total percentage of MED loans and CBLs disbursed to men (using ORR and/or leveraged/non-ORR funds).
  (Total MED Loans + CBLs disbursed to males (throughout the project period) / MED Loans + CBLs disbursed to all clients (throughout the project period)).

11. Historical Loan Loss Rate (%): The total percentage of MED loans/CBLs charged-off during the project period, divided by the total amount of loan capital financed during the project period. *(MED + CBL amount charged off during the entire project period ($)) / (MED + CBL amount financed during the entire project period ($))*

12. Average Change in Credit Score (+/-): This captures the average of the change in credit score for MED & CBL clients who have fully repaid their loan. In other words, credit scores should be captured before receiving loan capital and again after the loan has been fully repaid (preferably using a soft credit inquiry), and then calculate the average change using the below formula. *(Mean credit score for MED & CBL clients on loan application – Mean credit score for MED clients after the loan has been fully repaid)*

Funds Leveraged

13. Amount Leveraged for Operations ($): Leveraged/non-ORR funding acquired by recipient organizations and utilized for operational and/or administrative purposes directly related to the ORR MED Program.

Jobs

14. Number of Jobs Created: The number of new jobs created as a result of ORR MED funds[17].
15. Number of Jobs Retained: The number of existing jobs continued because of ORR MED funds.

Program Level Impact[18]

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

[17] *Note: part-time and full-time jobs are **not** counted separately (e.g., 1 part-time job + 2 full-time jobs = 3 jobs created)

[18] **To be measured once at the end of the program as part of your final report.*

17. 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 received loans)