



**Texas Department of Housing and Community  
Affairs Emergency Solutions Grants (ESG) program  
Monthly Performance Report Guide**

Rev. 4/2019

## **OVERVIEW OF THE MONTHLY PERFORMANCE REPORT**

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

**MONTHLY REPORTS USES** - The Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the program, and to report performance data to the U.S Department of Housing and Urban Development (HUD) through the Consolidated Annual Performance and Evaluation Report (CAPER). The data the Department collects is subject to change as required by HUD.

**DUE DATES** - The MPRs and MERs are **due on or before the fifteenth (15th) day of each month** of the Contract Term, following the reporting month. If the 15th falls on a weekend or holiday, the reports must still be entered on or before the 15th.

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

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

### **MONTHLY PERFORMANCE REPORT**

The MPR collects demographic data of persons assisted through TDHCA ESG-funded activities, as well as information on outputs and outcomes achieved. The report is divided into six sections:

1. Total Entering, including demographic information
2. Street Outreach
3. Emergency Shelter
4. Rapid Re-Housing
5. Homeless Prevention
6. Violence Against Women Act reporting

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

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

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

The number of persons and/or households served for each activity **with both ESG funds AND ESG Match funds must be reported**. Under any given ESG activity (street outreach, shelter, homelessness prevention or rapid re-housing), Program Participants must be reported **only once** during the program year in a particular activity, even if they receive a particular service more than once under that activity. For example, a Program Participant who receives case management services under street outreach will only be reported in the MPR once as having received case management services under street outreach, even if case management services are offered for a longer period than one month.

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

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

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

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

An Outcome is a benefit or change achieved by a Program Participant served by the Department's homeless programs. For purposes of the MPR, this refers to a benefit or change achieved by a Program Participant served **with ESG funds AND ESG Match funds** (e.g. Program Participants with a permanent housing destination at program exit). Outcomes must be reported once under each component, when the actual goal is achieved, keeping in mind that an outcome may be achieved days or months later after the initial service was provided.

**COMPLETION OF THE MONTHLY PERFORMANCE REPORT**

**PART I – Totals Entering**

<b>Persons Entering</b>	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who entered any ESG activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Households Entering</b>	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participant Households who entered any ESG activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Race</b>	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants as the self-identified race or races of each Program Participant. Staff observations should not be used to collect information on race. Program Participant may identify as many racial categories as apply (up to five). Race is a Universal Data Element (number 3.4) for HMIS. Refer to the HMIS Data Standards for details.
<b>Gender</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants as the self-identified gender of each Program Participant who entered the program during the reporting month, inclusive of those served with ESG Matching funds Staff observations should not be used to collect information on gender. Gender is a Universal Data Element (number 3.6) for HMIS. Refer to the HMIS Data Standards for details. The total number of Program Participants reported must equal the total number of Persons Entering.
<b>Age</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants who entered the program during the reporting month by age category, inclusive of those served with ESG Matching funds. Collect the dates of birth of all Program Participants served during the month. A Program Participant’s date of birth will allow HMIS and comparable databases to calculate and report the Program Participant’s age. Age is a Universal Data Element (number 3.3) for HMIS. Refer to the HMIS Data Standards for details. The total number of Program Participants reported in Section I must equal the total number of Program Participants reported in Section A.
<b>Special Populations Served</b>	
When to report in the MPR	At project entry.
Value entered	The total number of Program Participants who are included in at least one Special Population group included in the report, and the total number of Program Participants included in each group. Subrecipients shall use HMIS data along with other data sources as needed to populate this section. Unaccompanied children are under 18 years old, and unaccompanied youth are between ages 18 and 24. Enter a zero (0) in cells that the Subrecipient does not track. Data reported in this section may come from multiple sources, such as an HMIS, a comparable database, another Program Participant database used by the Subrecipient and paper records. For specific and up-to-date definitions, please refer to the HMIS Data Standards Manual. Program Participants may be included in more than one Special Population category.

## Part II Street Outreach

<b>Unduplicated Number of Persons Served</b>	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who entered the Street Outreach activity during the reporting month, inclusive of those served with ESG Matching funds.
<b>Unduplicated Number of Adults Served</b>	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants aged 18 or older who entered the Street Outreach activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Households Served</b>	
When to report in the MPR	At project entry
Value entered	Report the unduplicated number of households served during the month with Street Outreach. Validation: The total number of households served cannot exceed the total number of people served with Street Outreach.
<b>Exit to Temporary/Transitional Housing Destination</b>	
Table 1: <u>Exit to Temporary or Transitional Housing Destinations</u>	
When to report in the MPR	At project exit.
Value entered	The unduplicated number of Program Participants who exited to temporary/transitional housing destinations
<b>Exit to Permanent Housing Destination</b>	
Table 2: <u>Exit to Permanent Housing Destinations</u>	
When to report in the MPR	At project exit.
Value entered	The unduplicated number of Program Participants who exited to permanent housing destinations

### Part III Emergency Shelter

<b>Unduplicated Number of Persons Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants who entered the Emergency Shelter activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Adults Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants aged 18 or older who entered the Emergency Shelter activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Households Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of households served during the month with Emergency Shelter. The total number of households served cannot exceed the total number of people served with Emergency Shelter.
<b>Housed Overnight</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants who were housed overnight in an Emergency Shelter activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Available Bed Nights</b>	
Bed nights counted	The number of beds available for overnight use in the Emergency Shelter during the reporting month, regardless of the funding source. This is the monthly capacity of the Emergency Shelter.
<b>Provided Bed Nights</b>	
Bed nights counted	The total number of beds utilized overnight in the Emergency Shelter during the reporting month, regardless of funding source. This is the monthly utilization of beds in the Emergency Shelter.
<b>Rehabilitated Beds</b>	
When to report in the MPR	When a bed is placed in service after rehabilitation using ESG or ESG Matching funds
Beds counted	The total number of beds placed in service as a result of rehabilitation
<b>Converted Beds</b>	
When to report in the MPR	When a bed is placed in service after conversion using ESG or ESG Matching funds
Beds counted	The total number of beds placed in service as a result of conversion
<b>Non-Cash Benefits Increase</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in non-cash benefits
<b>Income Increase</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in income
<b>Exit to Temporary/Transitional Housing Destination</b>	
Table 1: <u>Exit to Temporary or Transitional Housing Destinations</u>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to temporary/transitional housing destinations
<b>Exit to Permanent Housing Destination</b>	
Table 2: <u>Exit to Permanent Housing Destinations</u>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to permanent housing destinations

**Part IV Rapid Rehousing**

<b>Unduplicated Number of Persons Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants who entered the Rapid Re-Housing activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Adults Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants aged 18 or older who entered the Rapid Re-Housing activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Households Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of households served during the month with Rapid Re-Housing. Validation: The total number of households served cannot exceed the total number of people served with Rapid Re-Housing.
<b>Non-Cash Benefits Increase</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in non-cash benefits
<b>Income Increase</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in income
<b>Less than 60 Days to Move-In</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to a housing destination within 60 days of project entry
<b>Greater than 60 Days to Move-In</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to a housing destination more than 60 days from project entry
<b>Maintained Housing for 3+ Months</b>	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of Program Participants who maintained housing for 3 or more months after project exit
<b>Exit to Permanent Housing Destination</b>	
Table 2: <u>Exit to Permanent Housing Destinations</u>	
When to report in the MPR	At project exit
Value entered:	The unduplicated number of Program Participants who exited to permanent housing destinations
<b>Households using Hurricane Harvey FMR Waiver</b>	
When to report in the MPR	When waiver is first utilized
Information entered	The unduplicated number of households placed in units with the FMR waiver in a Hurricane Harvey affected area (FEMA DR-4322)
<b>Housings using the 24 Month Rental Assistance Waiver for Hurricane Harvey</b>	
When to report in the MPR	When waiver is first utilized
Information entered	The unduplicated number of households that were displaced by Hurricanes Harvey, Irma, or Maria and receiving more than 24 months of rental or housing relocations and stabilization assistance.
<b>RRH Households Rental Assistance</b>	
When to report in the MPR	When rental assistance is first utilized
Value entered	The unduplicated number of households receiving tenant-based rental assistance through rapid re-housing

## Part V Homeless Prevention

<b>Unduplicated Number of Persons Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants who entered the Homeless Prevention activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Adults Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participants aged 18 or older who entered the Homeless Prevention activity during the reporting month, inclusive of those served with ESG Matching funds
<b>Unduplicated Number of Households Served</b>	
When to report in the MPR	At project entry
Value entered	The unduplicated number of households served during the month with Homeless Prevention. Validation: The total number of households served cannot exceed the total number of people served with Homeless Prevention.
<b>Non-Cash Benefits Increase</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in non-cash benefits
<b>Income Increase</b>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in income
<b>Maintained Housing for 3+ Months</b>	
When to report in the MPR	3+ months after project exit
Value entered	The unduplicated number of Program Participants who maintained housing for 3 or more months after project exit
<b>Exit to Permanent Housing Destination</b>	
<u>Table 2: Exit to Permanent Housing Destinations</u>	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to permanent housing destinations
<b>Households using Hurricane Harvey FMR Waiver</b>	
When to report in the MPR	When waiver is first utilized
Value entered	The unduplicated number of households placed in units with the FMR waiver in a Hurricane Harvey affected area (FEMA DR-4322)
<b>Housings using the 24 Month Rental Assistance Waiver for Hurricane Harvey</b>	
When to report in the MPR	When waiver is first utilized
Value entered	The unduplicated number of households that were displaced by Hurricanes Harvey, Irma, or Maria and receiving more than 24 months of rental or housing relocations and stabilization assistance.
<b>HP Households Rental Assistance</b>	
When to report in the MPR	When rental assistance is first utilized
Value entered	The unduplicated number of households receiving rental assistance through homelessness prevention

## Part 6 VAWA Reporting

<b>Number of Emergency Transfer Requests</b>	
When to report in the MPR	When a request for Emergency Transfer is received.
Value entered	The number of Emergency Transfer requests received within the reporting month



<b>Table 1: <u>Exit to Temporary or Transitional Housing Destinations</u></b>	
<b>Eligible to report</b>	<b>Ineligible to report</b>
Foster care home or foster care group home	Hospital or other residential non-psychiatric medical facility
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	Psychiatric hospital or other psychiatric facility
Hotel or motel paid for without emergency shelter voucher	Substance abuse treatment facility or detox center
Moved from one HOPWA funded project to HOPWA TH	Jail, prison or juvenile detention facility
Staying or living with family, temporary tenure (e.g., room, apartment or house)	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
Safe Haven	Deceased
Transitional housing for homeless persons (including homeless youth)	With no exit interview completed
	Program Participant doesn't know or refuses

<b>Table 2: <u>Exit to Permanent Housing Destinations</u></b>	
<b>Eligible to Report</b>	<b>Ineligible to Report</b>
Long-term care facility or nursing home	Hospital or other residential non-psychiatric medical facility
Moved from one HOPWA funded project to HOPWA PH	Psychiatric hospital or other psychiatric facility
Owned by Program Participant, no ongoing housing subsidy	Substance abuse treatment facility or detox center
Owned by Program Participant, with ongoing housing subsidy	Jail, prison or juvenile detention facility
Permanent housing for formerly homeless persons (such as: CoC project; or HUD legacy programs; or HOPWA PH)	Place not meant for human habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
Rental by Program Participant, no ongoing housing subsidy	Deceased
Rental by Program Participant, with VASH housing subsidy	Other
Rental by Program Participant, with GPD TIP housing subsidy or other ongoing housing subsidy	With no exit interview completed
Residential project or halfway house with no homeless criteria	Program Participant doesn't know or refuses
Staying or living with family, permanent tenure	