

**Frequently Asked Questions
FY2013 PH FSS and FY2013 HCV FSS NOFAs
(As of January, 2014)**

General Questions

Question #1: Our PHA is applying for both the PH FSS and HCV FSS grants. Do we have to download and submit two separate application packages?

Answer: Yes, you must download and submit two separate application packages.

- HCV FSS NOFA (including links to webcast, application, instructions and powerpoint slides) can be found at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/nofa13/hcvfss).
- PH FSS NOFA (including links to webcast, application and instructions and powerpoint slides) can be found at
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/nofa13/pihfss).

Question #2: How should I respond to question #5a (Federal Identifier), and 5b (“Federal Award Identifier”) on the SF-424, Application for Federal Assistance?

Answer: For question 5a (Federal Identifier), enter your PHA Code (e.g., “MD002”, “AL002”). For question 5b (Federal Award Identifier), enter “0000”. Please note that checking the continuation box on question 2 of the SF-424 makes question 5b mandatory; therefore, you must enter information in question 5b to be able to submit your application. Given this, please do not leave it blank but rather enter “0000”.

Eligibility Questions

Question #3: Are agencies that had FSS programs in the past, but have not been funded in the last few years, eligible for funding consideration?

Answer: No. Only applicants that were awarded funding under the HCV FSS FY2011 and/or FY2012 NOFAs are eligible to apply under this FY 2013 HCV FSS NOFA. Only applicants funded under the PH FSS FY2011 and/or FY2012 NOFAs are eligible to apply under this FY 2013 PH FSS NOFA.

Question #4: Our agency’s FY2012 HCV FSS award was cancelled during the reprocessing of FY 2012 HCV FSS applications. Our agency was subsequently awarded funding under the administrative fee set-aside to cover our cancelled award. Is our agency eligible to apply for FY2013 HCV FSS funding?

Answer: No. “Administrative fee set-aside funds” are not HCV FSS funds. As explained in the administrative fee set-aside funding letter and in this NOFA, “Any funding under the ‘administrative fee set-aside’ to address the cancellation or reduction of a PHA’s FY 2012 HCV FSS coordinator funding is not HCV FSS funding. The position(s) funded with those resources do not qualify as FSS coordinator renewal positions under this or future HCV FSS NOFAs.”

Accordingly, an applicant is not eligible to receive funding under this NOFA for any positions funded with the administrative fee set-aside. An applicant’s cap on number of positions under this NOFA does **not** include any coordinator positions funded with the administrative fee set-aside, and an applicant’s most recent award amount (for purposes of determining an applicant’s funding limit) does **not** include the administrative fee set-aside funding awarded to the applicant PHA during the reprocessing.

PIC Data (Appendix A) Questions

Question #5: Our agency’s number of FSS program participants during the target period supports more FSS coordinator positions than what is shown in the PIC report. Do we need to submit documentation?

Answer: It depends on your position cap. If your position cap as shown in the PIC report is less than or equal to the number of FSS coordinators supported by PIC, do NOT submit documentation (because you will not be able to receive funding for more than your position cap). If your position cap is more than the number of FSS coordinators supported by PIC and you are requesting funding for your position cap then you must submit documentation.

Example 1 (do NOT submit):

Total Number of FSS Participants (in PHA’s records)	Total Number of FSS Participants (in the PIC report)	Number of FSS Coordinators Supported by PIC	Cap on Number of Positions
75	65	1	1

Note in the example above that the position cap is the same as the number of FSS coordinators supported by PIC, so even if your agency can show that you have enough families for 2 full-time FSS coordinators (75 families supports 2 full-time FSS coordinators) you will not be funded for more than 1 full-time FSS coordinator.

Example 2 (submit):

Total Number of FSS Participants (in PHA's records)	Total Number of FSS Participants (in the PIC report)	Number of FSS Coordinators Supported by PIC	Cap on Number of Positions
75	65	1	2

Note in the table above that the position cap is more than the number of FSS coordinators supported by PIC, so if your agency is requesting funding for 2 full-time coordinators you must submit documentation showing that you served 75 families during the target period.

Question #6: Our agency's number of FSS participants is higher than what is shown in the PIC report, but supports the same number of FSS coordinator positions shown in the PIC report. Do we need to submit documentation?

Answer: No. There is no need to submit documentation in this scenario.

Question #7: Our agency's number of FSS participants is missing from the PIC report. Do we need to submit documentation?

Answer: Yes. If your data is missing from the PIC report but you were funded in FY 2012 and/or FY 2011 then you must submit documentation.

Please note that in the case of **tribes**, you are required to submit a report showing the number of FSS participants under contract during the target period because tribes are exempt from reporting in PIC, and consequently, there is no data in the PIC report to substantiate the number of FSS participants under contract during the target period.

Question #8: When submitting documentation to confirm the correct number of FSS program participants during the target period, should I list only the head of household, or can I list each family member (which would result in a larger number of participants)?

Answer: You must list only the head of household, not each family member. See the definition of "Number of HCV FSS Program Participants" and "Number of PH FSS Program Participants" in the NOFAs:

Number of PH FSS Program Participants. The total number of families under an FSS contract of participation in the applicant's PH FSS program during the target period (see Section I.B.17 below for the definition of target period) as shown in HUD's Public Housing Information Center (PIC) data system. The total number of families under an FSS contract of participation includes any PH FSS families with enrollment, progress, and exit reports in PIC during the target period.

Number of HCV FSS Program Participants. The total number of families under an FSS contract of participation in the applicant’s HCV FSS program during the target period (see Section I.B.15 below for the definition of target period) as shown in HUD’s Public Housing Information Center (PIC) data system. The total number of families under an FSS contract of participation includes any HCV FSS families with enrollment, progress, and exit reports in PIC during the target period.

Question #9 (Part 1): My agency was a new applicant under the FY 2011 PH FSS NOFA, and we received \$46,550 for one full-time coordinator. Since we were a new applicant in FY 2011, we received the same amount under the FY 2012 NOFA for one full-time coordinator even though we did not yet have 25 participants. In the FY 2013 NOFA, the PIC report shows that we only had 19 participants during the target period which supports only a part-time coordinator.

Is my agency required to show that a minimum of 25 participants were served during the target period under this NOFA?

Answer: Yes. Your agency was funded as a “New” applicant under the FY 2011 NOFA, and has had two years to meet the minimum number of families served requirement. Under the FY 2013 application, you must now meet the minimum requirement of **25 participants** to be eligible for funding for one (1) full-time coordinator.

Question #9 (Part 2): Will my agency be funded at the one full-time coordinator renewal amount of \$46,550 since that is what we received in FY 2012, or at the a part-time amount of \$23,275 (half of \$46,550), or at the \$34,500 max part-time amount allowed under the NOFA?

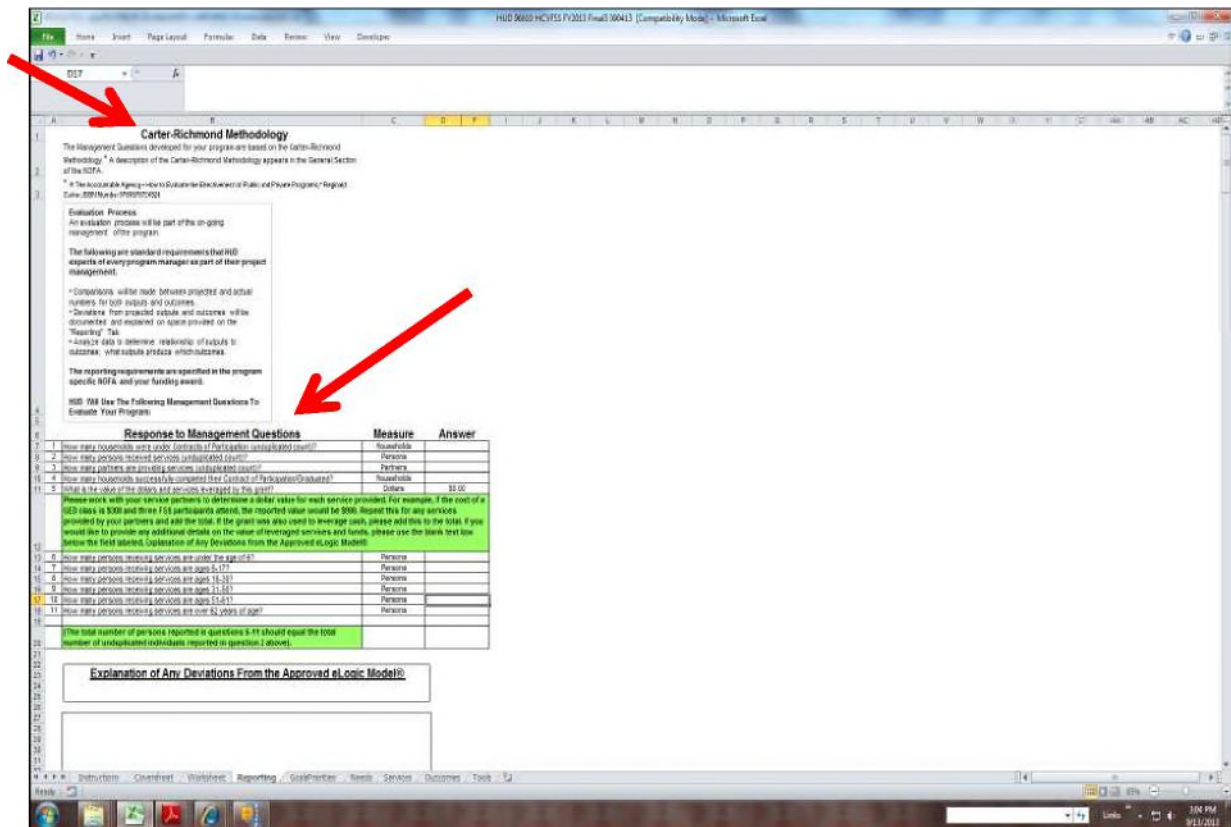
Answer: It depends. If the PIC numbers in Appendix A (19) are correct, *the maximum you can apply for is a part-time coordinator at 50% of what you last received, so \$23,275.*

If you can provide documentation that you served at least 25 families during the target period, you may submit that documentation (see Appendix B for recommended format) and request a full-time coordinator position at the same dollar amount that you received last year.

Logic Model Questions

Question #10: In the **Reporting Tab** of the HUD 96011 (Logic Model), should we complete the **Responses to Management Questions** section?

Answer: No. Do **not** respond to *Management Questions* (in the Reporting Tab) of the Logic Model when applying to the NOFA. The *Management Questions* should be completed at the end of the evaluation reporting year. HUD will provide further guidance for the Logic Model before you will have to report your program accomplishments.



Question #11: If I submitted my application before seeing the Logic Model guidance and I would like to change my Logic Model based on the guidance, must I re-submit my application?

Answer: No. If your application is successful, you will have the ability to modify your Logic Model at the time awards are made. There is no need to re-submit your application at this time for only a change to your Logic Model.

Guidance for FY 2013 HCV and PH FSS Logic Models

Please note the following for every service/activity and outcome:

- For all services/activities and outcomes that are measured in units of persons, count **only** the persons who have ITSPs under the FSS program, **except for** the service/activity “Service Coordination – Individuals served (unduplicated count).”
 - For the “Service Coordination - Individuals Served (unduplicated count)” please count all individuals once, including those that do not have ITSPs.

- For all services/activities and outcomes, you may count the same person/household in **every** service/activity and outcome that applies to that person/household.
 - For example, a person may be counted under both “Employment – Promotion/new job resulting in increased hourly wage” and “Employment – Maintain employment greater than one year” if both categories apply to that person.
 - As an additional example, a person may be counted under both “Training – Job Preparation/Counseling (soft skills) – Enrolled” and “Training – Job Training (for specific job/type of job) – Enrolled” if the person enrolled in one program that consisted of both soft skills and job-specific skills.

- Within each service/activity and outcome, please count each person/household **only once** even if that person/household engages in a service/activity more than once during the reporting period, or accomplishes an outcome more than once during the reporting period. For example, for the service/activity “Health – Referral for health care services (physical/dental)” please count a person only once, even if that person received multiple referrals for physical/dental services during the reporting period.

Please refer to the “Instructions” page of the Logic Model for more details on completing the worksheet and reporting tabs.

SERVICES/ACTIVITIES	UNITS	HOW TO COUNT	EXAMPLES
Child Care-Families linked to Child Care Services	Households	<p>Count each household that is linked to a new child care arrangement during the reporting period.</p> <p>Do not count if a family is still engaged in a child care arrangement from a previous reporting period.</p>	
Education-Participation in Adult Basic Education	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p> <p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) classes or one-on-one adult basic education tutoring during the reporting period may be counted.</p>	<p>Examples of Adult Basic Education include: basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education classes (non-credit)).</p>
Education-Participation in ESL classes	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p> <p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) classes or one-on-one ESL tutoring during the reporting period may be counted.</p>	
Education-Participation in High School/GED program	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p> <p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) classes or one-on-one GED tutoring during the reporting period may be counted.</p>	
Education-Participation in Post-secondary classes	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p>	

Employment-Job retention activities	Persons	Count each person who receives (starts or continues) assistance with job retention during the reporting period	Examples of job retention activities include: once a participant obtains employment, a job coach works with participant on managing challenges in the workplace or works with employer to create a remediation plan for employee, etc. This does not include employer-sponsored “in-service training” or certifications needed to maintain employment. This is intended to address challenges an FSS participant might have to maintaining employment in general.
Financial Literacy-Escrow accounts established	Persons	Count each person that establishes an FSS escrow account during the reporting period. Do NOT count FSS escrow accounts that were established prior to the reporting period.	
Financial Literacy-Tax Preparation assistance provided	Persons	Count each person who receives (starts or continues) tax prep assistance during the reporting period, pursuant to any tax year.	Examples of tax preparation assistance include: 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.

Financial Literacy-IDA accounts (not escrow) established	Persons	<p>Count each person that establishes a new IDA account during the reporting period.</p> <p>This is not an FSS escrow account, but a separate matched-savings account such as through an Assets for Independence Program, an alternative EID program at the HA or another IDA through a partner.</p> <p>Do not count IDA accounts that were established prior to the reporting period.</p>	
Financial Literacy-Individualized Counseling	Persons	Count each person who receives (starts or continues) individualized financial literacy/budget/credit counseling during the reporting period.	These two categories are tracked separately to investigate the difference in outcomes between families who receive classroom financial literacy services vs. individualized financial coaching/counseling. You may count a person in both categories if both services have been received during the reporting year.
Financial Literacy-Classroom Setting Financial Education (participation)	Persons	Count each person who participates (enrolls or continues) in a financial literacy class, in a classroom (not individual) setting during the reporting period.	
Health-Referral for health care services (physical/dental)	Persons	<p>Count each person that is referred for health care (physical or dental health) during the reporting period.</p> <p>You may count them this reporting period even if you referred for the same or different medical need in prior reporting periods.</p>	
Health-Referral for mental health services	Persons	<p>Count each person that is referred for mental health services during the reporting period.</p> <p>You may count the person this reporting period even if you referred for the same or different mental health need in prior reporting periods.</p>	

Health-Referral for substance abuse services	Persons	<p>Count each person that is referred for substance abuse services during the reporting period.</p> <p>You may count the person this reporting period even if you referred for the same or different substance abuse need in prior reporting periods.</p> <p>Substance abuse services referrals may be to inpatient, outpatient or 12-step programs or similar.</p>	
Housing-Homeownership counseling	Persons	<p>Count each person that receives (starts or continues) homeownership counseling during the reporting period.</p> <p>This could be one-on-one or in a classroom/program. Does not need to result in the purchase of a home.</p>	<p>This does not include bank-sponsored mortgage seminars open to the general public, or simply going to a bank and being guided through the process. Families purchasing homes facilitated by PHA or partners' homeownership counseling have fared well in the foreclosure crisis due to the fact that they were guided to strong mortgage products they could afford. We want to encourage this in the future. Sweat-equity programs such as Habitat for Humanity that offer homeownership counseling as part of their required program should be counted.</p>
Service Coordination-New families enrolled (new CoPs)	Households	<p>Count all households that are enrolled with a new CoP during the reporting period.</p> <p>You may count households as "new" that have been enrolled previously and dropped out or</p>	

		<p>graduated and are signing a new CoP (if your FSS Action Plan allows for those situations.)</p> <p>Do NOT count the household if they continue to have an open CoP (these households are counted in the row below).</p>	
Service Coordination-Families continuing to receive service coordination	Households	Count all households that were enrolled with a CoP prior to this reporting period that continue to have an open CoP at the beginning of the reporting period. This category will include households that no longer have an open CoP at the end of the reporting period (i.e., due to graduation or termination from the FSS program).	
Service Coordination-Families graduated	Households	Count all households that successfully graduate from FSS during the reporting period.	
Service Coordination-Individuals served (unduplicated count)	Persons	<p>Count all INDIVIDUALS that are served with any service or referral during the reporting period (including other family members with ITSPs as well as family members that do not have an ITSP, even if you did a one-time referral or service connection.)</p> <p>Count children/youth if they were connected to training/educational/teen employment/financial literacy, after school/enrichment services, health/mental health services etc. Do NOT count children for child care (if a household was linked to child care); count that as a service to the parent(s).</p> <p>Note: “unduplicated count” refers to counting each individual only once in this category. Do not count individuals more than once <i>in</i></p>	

		<i>this category.</i>	
Training-Job Preparation/Counseling (soft skills)-Enrolled	Persons	Count each person that enrolls in a job prep/counseling program during the reporting period. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period.	Examples of soft skills include: time management, how to present oneself, problem solving or conflict management skills, work ethic/attitude, job search, resume writing, interview prep, etc.
Training-Job Preparation/Counseling (soft skills)-Completed	Persons	Count each person that completes a job prep/counseling program during the reporting period. Count even if the enrollment was in a prior reporting period.	
Training-Job Training (for specific job/type of job)-Enrolled	Persons	Count each person that enrolls in a training for a specific job or type of job during the reporting period. This could be 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. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period.	Examples of job training (for specific job/type of job) include: construction training, training as a cashier, CNA certification, etc.

Training-Job Training (for specific job/type of job)-Completed	Persons	Count each person that completes a training for a specific job or job type during the reporting period. Count even if the enrollment was in a prior reporting period.	
Training-Parenting/Household Skills/Life Skills (non-job training)-Enrolled	Persons	Count each person that enrolls in a parenting/household skills/life skills course/training during the reporting period. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period.	Examples of Parenting/Household Skills/Life Skills (non-job training) include: Good Neighbor trainings, parenting classes, household management, food prep, civic engagement, navigating community resources, citizenship classes, driver's education, etc.
Training-Parenting/Household Skills/Life Skills (non-job training)-Completed	Persons	Count each person that completes a course/training during the reporting period. Count even if the enrollment was in a prior reporting period.	
Transportation-Transportation services to enable service provision/employment	Persons	Count each person who receives (starts or continues) transportation assistance (to enable service provision or employment) during the reporting period.	Examples of Transportation Services include: bus passes/tokens, rides in a grantee-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.

OUTCOMES	UNITS	HOW TO COUNT	EXAMPLES
Education-Associates degree obtained	Persons	Count each person who graduates with an Associate's degree during the reporting period.	
Education-Bachelor's degree obtained	Persons	Count each person who graduates with a bachelor's degree during the reporting period.	
Education-Adult Basic Education-Completed	Persons	<p>Count each person who completes an Adult Basic Education course during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period.</p>	<p>Examples of Adult Basic Education include: basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education classes (non-credit).</p>
Education-Certification from technical school	Persons	<p>Count each person who receives a certification from a technical school during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period.</p>	<p>Examples include: certification as a mechanic, hairdresser/barber, etc.</p>
Education-ESL-Completed	Persons	<p>Count each person who completes an English as a Second Language course during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period. .</p>	
Education-GED/High School diploma obtained	Persons	<p>Count each person who receives a High School diploma or GED during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period. .</p>	

<p>Employment-Employment obtained (including apprenticeship)</p>	<p>Persons</p>	<p>Count each person who moves from a status of unemployed to employed (including apprenticeship) during the reporting period.</p> <p>Count each person only once even if they change status several times.</p> <p>Count part-time and seasonal employment as well as full-time employment. Do not count second or third jobs.</p> <p>Do not count in this category if they maintain employment achieved in a previous reporting period.</p>	<p>Volunteer opportunities, even those for which the participant receives a stipend, should not be counted as employment for these purposes.</p>
<p>Employment-Employment increased from part-time to full-time (32+ hours)</p>	<p>Persons</p>	<p>Count each person that moves from a part-time, temporary or seasonal status to a full-time status either in the same job or in a new job during the reporting period.</p> <p>Do not count more than one part-time job as a full-time job.</p> <p>Count even if the original part-time employment was obtained in a prior reporting period.</p> <p>Count each person only once even if they change status several times.</p>	<p>Please note, in previous guidance (issued September 2013), full-time had been set at 35 hours. It has been changed to 32 hours to be in keeping with 50058 definitions.</p>
<p>Employment-Promotion/new job resulting in increased hourly wage</p>	<p>Persons</p>	<p>Count each person that receives a promotion or a new job resulting in an increased hourly wage (in part-time or full-time position) during the reporting period.</p> <p>Count each person only once even if they have changed status several times.</p>	<p>Cost-of-living adjustments (COLA), or other across-the-board wage increases may also be counted here.</p>

		Count even if the original job was obtained in a prior reporting period.	
Employment-Maintain employment greater than one year.	Persons	Count each person that reaches 12 months of continuous employment (part-time or full-time) during the reporting period. This does not have to be with the same employer, but must be continuous (allowing for reasonable leave time between jobs). Count even if the 12 month period started in a prior grant reporting period. ALSO count if the person had maintained 12 continuous months of employment in a prior reporting period and CONTINUES to be employed during this grant reporting period.	
Employment-Employer-Provided health benefits obtained	Persons	Count each person that is/becomes eligible for Employer-Provided health benefits and either obtains them for the first time in the reporting period or maintains them from a previous reporting period. Count if the person is/becomes eligible, but does not receive the health benefits because the person is already receiving them through another source, such as a spouse/partner.	
Financial Literacy-EITC received	Persons	Count each person who receives the Earned Income Tax Credit during the reporting period. This could be pursuant to any tax year. If a couple files jointly, count that as ONE person.	

<p>Housing-Increased earned income results in no longer needing rental assistance</p>	<p>Households</p>	<p>Count each household who leaves the rental assistance program (PH or HCV) for other rental housing during the reporting period due to an increase in earned income, unless the household exits the FSS program more than 12 months before the reporting period. For example, if the participant exits the FSS program prior to the reporting period and subsequently (12 months after exit) leaves the rental assistance program during the reporting period due to an increase in earned income then count.</p> <p>Count the household whether or not they successfully graduate. Count if the family moves to tax credit housing or other stable non HUD-subsidized housing. Count if the family chooses to leave rental assistance to move to other stable housing even if technically they could still qualify for rental assistance under the PH or HCV program.</p> <p>DO NOT count if family is evicted or chooses to leave for an unstable housing situation. DO NOT count if family moves to other housing subsidized by HUD (PH, HCV, privately-owned HUD-Assisted Multi-Family properties, 202, 811, etc.) DO NOT count if the family is at \$0 HAP until they actually exit the HCV program for stable housing. DO NOT count if family moves to homeownership (with or without HCV) - if moving to homeownership, count in relevant category below.</p>	<p>Do not count Public Housing residents at ceiling rent unless ceiling rent is the same as FMR and the PHA is not receiving any Op Fund for that unit.</p>
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Housing-Purchased home with HCV Homeownership Assistance	Households	Count each household that purchases a home WITH an HCV homeownership voucher during the reporting period, unless the household exits the FSS program more than 12 months before the reporting period. Count the closing date as purchase date.	
Housing-Purchased home without HCV Homeownership Assistance	Households	Count each household that purchases a home WITHOUT an HCV homeownership voucher during the reporting period, unless the household exits the FSS program more than 12 months before the reporting period. Count the closing date as purchase date.	

<u>Response to Management Questions</u>		Measure	Answer
1	How many households were under Contracts of Participation (unduplicated count)?	Households	
2	How many persons received services (unduplicated count)?	Persons	
3	How many partners are providing services (unduplicated count)?	Partners	
4	How many households successfully completed their Contract of Participation/Graduated?	Households	
5	What is the value of the dollars and services leveraged by this grant?	Dollars	\$0.00
Please work with your service partners to determine a dollar value for each service provided. For example, if the cost of a GED class is \$300 and three FSS participants attend, the reported value would be \$900. Repeat this for any services provided by your partners and add the total. If the grant was also used to leverage cash, please add this to the total. If you would like to provide any additional details on the value of leveraged services and funds, please use the blank text box below the field labeled, Explanation of Any Deviations from the Approved eLogic Model®			
6	How many persons receiving services are under the age of 6?	Persons	
7	How many persons receiving services are ages 6-17?	Persons	
8	How many persons receiving services are ages 18-30?	Persons	
9	How many persons receiving services are ages 31-50?	Persons	
10	How many persons receiving services are ages 51-61?	Persons	
11	How many persons receiving services are over 62 years of age?	Persons	
(The total number of persons reported in questions 6-11 should equal the total number of unduplicated individuals reported in question 2 above).			

Instructions on How to Complete the Management Questions:

1. The response to Question 1 should be the cumulative number of “Service Coordination-New families enrolled (new CoPs)” + “Service Coordination-Families continuing to receive service coordination” entered in the “Annual” column under the Worksheet tab for these services/activities, which should result in a total count of the households you served in the reporting period.
2. The response to Question 2 should be the same as the number reported in the “Annual” column under the Worksheet tab for “Service Coordination-Individuals served (unduplicated count)”

3. The response to Question 3 is a count of the number of partners that have provided services to your participants over the reporting period. You may count partners that provide on-going services, in addition to one-time or ad hoc services (these may be more unconventional). Do not count businesses that donate food for convenings or individually count volunteers; however, you may want to note those in the narrative. HUD recommends that you have an MOU or other documentation from each partner, but this is not required.
4. The response to Question 4 should be the same as the number reported in the “Annual” column under the Worksheet tab for “Service Coordination-Families graduated”
5. For Question 5, please see the note in green box. A straightforward way to collect this information is to codify the “cost” of each service in your MOU and to request monthly/quarterly/annual reports from your partners. This information is useful for showing the worth of your program to your Executive Management, your Board, and other potential funders.
6. Questions 6-11 are just for statistical purposes. Generally, use the age each individual was at the mid-point of your reporting period. However, if it’s easier because of the way you keep your records, feel free to use the age at the beginning or end of the reporting period. We’re looking for a general distribution. As noted, the total of 6 to 11 should equal your response to Management Question 2. See the “How to Count” instructions under “Service Coordination-Individuals served (unduplicated count)” for instructions on what to count as a service to a child versus a service to the child’s parent.

Note: if you submit an extension report (if given an extension by HUD), re-calculate the answers to the Management Questions and provide updated numbers that reflect the entire length of your grant. For example, if you submitted an annual report where you reported under Management Question 1 that 75 households were under Contracts of Participation, and your agency is granted an extension by HUD during which time another 10 families enroll in the program, re-calculate the numbers submitted in your annual report to reflect the new number of households under Contract of Participation (85) in your extension report.

Please note that this instruction is only applicable to reporting on the *Management Questions*. When reporting in the “Extension” column of the *Worksheet tab*, do not add numbers already reported in the “Annual” column.