Texas Department of Housing and Community Affairs

Emergency Solutions Grants Coronavirus Aid, Relief, and Economic Security Act Program

ESG CARES
Monthly Reporting Guide

last updated December 2020

OVERVIEW OF ESG CARES MONTHLY REPORTING

This Monthly Reporting Guide is for the Emergency Solutions Grants (ESG) Coronavirus Aid, Relief, and Economic Security Act (CARES) funds also known as ESG-CV funds. ESG CARES 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 last day of each month** of the Contract Term, following the reporting month. If the last day of the month falls on a weekend or holiday, the reports must still be entered on or before the last day of the month.

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. The Housing Contract System Access Request Form can be downloaded from the ESG Program Guidance web page (https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm). A new form must be submitted for each new ESG CARES Contract, even if staff has been granted a password or username in previous years.

ORDER OF REPORTS & VALIDATIONS – An MPR must first be submitted in the Housing Contract System before the system will allow the user to submit the MER. Together, the MPR and the MER comprise the ESG CARES Draw Request. Validations are programmed into both reports to verify data accuracy. If an error message appears, an automatic data validation check has been triggered and errors must be corrected before the Housing Contract System will allow a user to approve the reports.

MONTHLY EXPENDITURE REPORT - The MER collects monthly expenditures of ESG CARES funds. Match for ESG CARES is not required, but ESG CARES Subrecipients have an option to report match if they choose. Subrecipient may be reimbursed for the amount of actual cash disbursements as reflected in MER. The report is divided into three sections:
1. ESG Draw Request
2. Draws for Project
3. Non-Program Fund Credit (this column is optional for ESG CARES Contracts)

ESG CARES Match/Non-Program Fund Credit – For ESG CARES Contracts, there is no Match/Non-Program Fund Credit required. Match/Non-Program Fund Credit may be provided if Subrecipients would like to report on performance associated with ESG CARES Match/Non-Program Fund Credit.

MONTHLY PERFORMANCE REPORT - The MPR collects demographic data of persons assisted through TDHCA ESG CARES-funded program components and match, as well as information on outputs and outcomes achieved. The report is divided into eight sections:
1. Totals
2. Demographics
3. Unduplicated Special Populations
4. Street Outreach
5. Emergency Shelter
6. Rapid Re-Housing
7. Homelessness Prevention
8. Violence Against Women Act Reporting

As required by ESG rules, Subrecipients must enter all data on Program Participants served and program components assisted with ESG funds in the Homeless Management Information System (HMIS) or a comparable database. Subrecipients are encouraged to contact their HMIS lead agency within your Continuum of Care (CoC) as soon as possible to help compile data needed for the MPR.

Similarly, legal services providers or domestic violence services providers must work with the HMIS comparable database 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 program component with both ESG CARES funds and optional ESG CARES Match funds must be reported. Under any given ESG CARES program component (street outreach, shelter, homelessness prevention or rapid re-housing), Program Participants must be reported **only once** during the program year in a particular program component, even if they receive a particular service more than once under that program component. For example, a Program Participant who receives case management services under street outreach will only be reported once in the MPR 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 CARES program, so it is necessary for the Program Participant to have exited the project 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 CARES funds and optional ESG CARES Match funds (e.g., Program Participants with a permanent housing destination at

program exit). Outcomes must be reported once under each program 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.

The **Exit Destination** refers to the type of destination to which the Program Participant exited. The most current list of Exit Destinations is in *HUD's CoC Annual Performance Report and ESG Consolidated Annual Performance and Evaluation Report (HUD CoC APR and ESG CAPER) HMIS Programming Specifications*. For reference, Appendix A of the *2020 HUD CoC APR and ESG CAPER HMIS Programming Specifications* is included at end of this document. Remember that the most recent version of the *HMIS Programming Specifications* should be used regardless of Appendix A listed in this ESG CARES Monthly Reporting Guide. To report the Exit Destinations for each program component, reference Appendix A's columns corresponding to the project type.

- Note that Rapid Re-housing and Homelessness Prevention project types are categorized as Permanent Housing "PH (all)" in Appendix A.
- Exit destinations categorized as "Temporary/Institutional" in Appendix A will be counted as "Temporary/Transitional" in the ESG CARES MPR.
- Only positive exit destinations should be reported in the Exit Destinations fields in the ESG CARES MPR. Positive exit destinations are indicated with a ✔ in Appendix A.
- Program Participants whose destination is indicated with an X or a blank will not be considered a positive exit destination and would not be reported in the Exit Destination fields in the ESG CARES MPR.

COMPLETION OF THE MONTHLY EXPENDITURE REPORT (MER)

PART I – ESG CV1/CV2 Activity Draw

From the Draw List, the first step in monthly reporting starts with clicking "Create a New ESG Draw." After clicking this button, you are required to check the certification box certifying that reporting submitted is true and accurate, and are also required to enter the services rendered dates.

This is monthly reporting, so ensure that the dates services rendered are for the entire month shown in the report.

PART II – Draws for Project

The "Draws for Project" section outlines the expenditures and Match expended during the month and is broken up by budget line item. There are six columns in the "Draws for Project" Section.
1. Budgeted Amount
2. Drawn to Date
3. Available Balance
4. Total Monthly Expenditures
5. Non-Program Fund Credit
6. This Draw Amount

1. *Budgeted Amount*	
Value calculated	The total budgeted amount for that line item based on the Contract. Subrecipients will not be able to edit this column. If the Subrecipient needs changes to this column, the Subrecipient must submit a Budget and Match Amendment form found online at https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm.
2. *Drawn to Date*	
Value calculated	The total amount for that line item drawn to date based on Approved draws. The Subrecipient cannot edit this column. This column is auto-calculated from the previous draws.
3. *Available Balance*	
Value calculated	The total available balance for that line item based on reimbursed Approved draws. The Subrecipient cannot edit this column. This column is auto-calculated by subtracting the *Drawn to Date* column from the *Budgeted Amount*.
4. *Total Monthly Expenditures*	
Value entered by Subrecipient	The total monthly expenditures for the month. This is the total of ESG CARES and optional ESG-Match (Non-Program Fund Credit) expenditures. If the Subrecipient is requesting reimbursement during the reporting month, the Subrecipient must enter values in this column.
5. *Non-Program Fund Credit (Optional)*	
Value entered by Subrecipient	The total optional ESG-Match (Non-Program Fund Credit) provided during the reporting month.

	If the Subrecipient is reporting match during the month, the Subrecipient must enter values in this column.
6. *This Draw Amount*	
Value calculated	The total calculated draw amount for the reporting month. This is the *Total Monthly Expenditures* column minus the optional *Non-Program Fund Credit* column. This is the total for which the Subrecipient will be reimbursed and is auto-calculated by the Housing Contract System.

PART III – Non-Program*

The optional "Non-Program" section allows Subrecipients to show more details for the total in the "Non-Program Fund Credit" column of the "Draws for Project" section. The "Non-Program Fund Credit" is broken down into source of funds line items.

The Total in the "Non Program" section <u>must</u> equal the total of the "Non-Program Fund Credit" column in the "Draws for Project" section.

* Please note that for ESG CARES Contracts, there is no Match/Non-Program Fund Credit required. Match/Non-Program Fund Credit may be provided if Subrecipients would like to report on performance associated with ESG CARES Match/Non-Program Fund Credit.

COMPLETION OF THE MONTHLY PERFORMANCE REPORT (MPR)

PART I – Totals

Total Components for Persons Entering	
When to report in the MPR	At project entry.
Value entered	The number of ESG CARES program components entered into by Program Participants during the reporting month, inclusive of those served with optional ESG CARES Matching funds. Program Participants who enter multiple components within the reporting month may be reported as more than one entry in this reporting category. Program components include Street Outreach, Emergency Shelter, Rapid Re-housing, and Homelessness Prevention.

Total Components for Households Entering	
When to report in the MPR	At project entry.
Value entered	The number of ESG CARES program components entered into by Program Participant Households during the reporting month, inclusive of those served with optional ESG CARES matching funds. Program Participant Households who enter multiple components within the reporting month may be reported as more than one entry in this reporting category. Program components include Street Outreach, Emergency Shelter, Rapid Re-housing, and Homelessness Prevention. Single-person households will count towards the "Households Entering" figure.

Unduplicated ESG CARES Entries - Persons Entering	
When to report in the MPR	At project entry.
Value entered	The underlined number of Program Participants who began receiving ESG CARES assistance during the reporting month, regardless of program component entry, inclusive of those served with optional ESG CARES matching funds. Program Participants who enter multiple program components will only be reported once in this category during the Contract period.

Unduplicated ESG CARES Entries - Households Entering	
When to report in the MPR	At project entry.
Value entered	The underlined number of Program Participant Households who began receiving ESG CARES assistance during the reporting month, regardless of program component entry, inclusive of those served with optional ESG CARES matching funds. Program Participants Households who enter multiple program components will only be reported once in this category during the Contract period. Single-person households will count towards the "Households Entering" figure.

PART II – Demographics

In most cases, demographics categories should equal the total number of Unduplicated Persons Entering. The demographic categories should reflect the persons served, and not the number of services provided to each person. Race demographics may exceed the Unduplicated Persons Entering value if the person self-identifies as more than one race.

Unduplicated Race	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of the self-identified race or races for each Program Participant who entered the program during the reporting month, including those served with optional ESG CARES Matching funds. Each Program Participant may identify as many racial categories as apply (up to five).
	Staff observations should not be used to collect information on race. Program Participant may identify as many racial categories as apply (up to five). This number may be greater than the total number of *Unduplicated ESG Entries - Persons Served* in "Part I – Totals."
	Race is a Universal Data Element (number 3.04) for HMIS. Refer to the HMIS Data Standards for details.
Unduplicated Ethnicity	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of the self-identified ethnicity of each Program Participant who entered the program during the reporting month, including those served with optional ESG CARES Matching funds.
	Staff observations should not be used to collect information on ethnicity. Ethnicity is a Universal Data Element (number 3.05) for HMIS. Refer to the HMIS Data Standards for details.
	The total number of Program Participants reported in this category must equal the total number of *Unduplicated ESG Entries - Persons Served* in "Part I – Totals."
Unduplicated Gender	
When to report in the MPR	At project entry
Value entered	The unduplicated number of the self-identified gender of each Program Participant who entered the program during the reporting month, including those served with optional ESG CARES Matching funds.
	Staff observations should not be used to collect information on gender. Gender is a Universal Data Element (number 3.06) for HMIS. Refer to the HMIS Data Standards for details.
	The total number of Program Participants reported in this category must equal the total number of *Unduplicated ESG Entries - Persons Served* in "Part I – Totals."
Unduplicated Age	
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 optional ESG CARES 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 3.03) for HMIS. Refer to the HMIS Data Standards for details.
	The total number of Program Participants reported in this category must equal the total number of *Unduplicated ESG Entries - Persons Served* in "Part I – Totals."

PART III – Unduplicated Special Populations

The Special Populations categories should reflect the persons served, and not the number of services provided to each person. However, persons may be counted under multiple Special Populations if they meet the criteria for more than one Special Population.

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 most recent HMIS Data Standards Manual. Program Participants may be included in more than one Special Population category.

Persons in at least one special population	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are included in at least one Special Population group listed in the report. Program Participants may be included in more than one Special Population category. *Persons in at least one special population* is a number between the highest number reported in any one special needs category, and the total of the numbers reported in each special needs category.
Chronically Homeless	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are persons experiencing Chronic Homelessness.
HIV/AIDS	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are persons with HIV/AIDS.
Chronic Substance Use Disorder	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are persons with Chronic Substance Use Disorder.
Severe Mental Illness	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are persons with Severe Mental Illness.
Children of Parenting Youth (Under 18)	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who children of parenting youth. Children of parenting youth are persons under the age of 18 who are presenting or sleeping in the same place as their parent or legal guardian who meets the definition of *Parenting Youth*. Note that youth-headed households include unaccompanied children and youth (aged 24 and under), parenting youth (under 25), and children of parenting youth.
Parenting Youth (Under 25)	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are under the age of 25 and parenting. Parenting youth are individuals ages 24 and under who are parenting a child/children.

	This category does not include the children in youth/children headed households. Remember that youth-headed households include unaccompanied children and youth (aged 24 and under), parenting youth (under 25), and children of parenting youth.
Unaccompanied Children (Under 18)	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are unaccompanied children. Unaccompanied children are persons under the age of 18 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.
Unaccompanied Youth (18-24)	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are unaccompanied youth. Unaccompanied youth are persons ages 18 to 24 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.
Veterans	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are veterans.
Victims of Domestic Violence	
When to report in the MPR	At project entry.
Value entered	The unduplicated number of Program Participants who are victims of domestic violence.

PART IV - Street Outreach (SO) Component

Street Outreach Persons Served	
When to report in the MPR	At project entry.
Value entered	The number of Program Participants who entered the Street Outreach component during the reporting month, including those served with optional ESG CARES Matching funds.
Street Outreach Adults Served	
When to report in the MPR	At project entry.
Value entered	The number of Program Participants aged 18 or older who entered the Street Outreach component during the reporting month, including those served with optional ESG CARES Matching funds.
Street Outreach Households Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participant Households who entered the Street Outreach component during the reporting month, including those served with optional ESG CARES Matching funds.
Exit to Temporary/Transitional/Permanent Housing Destination	
Appendix A: Exit Destinations	
When to report in the MPR	At project exit.
Value entered	The unduplicated number of Program Participants who exited to temporary/transitional/permanent housing destinations.

PART V - Emergency Shelter (ES) Component

Emergency Shelter Persons Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participants who entered the Emergency Shelter component during the reporting month, including those served with optional ESG CARES Matching funds
Emergency Shelter Adults Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participants aged 18 or older who entered the Emergency Shelter component during the reporting month, including those served with optional ESG CARES Matching funds
Emergency Shelter Households Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participant Households who entered the Emergency Shelter component during the reporting month, including those served with optional ESG CARES Matching funds.
ES Housed Overnight	
When to report in the MPR	At project entry
Value entered	The number of Program Participants who entered the Emergency Shelter component during the reporting month who were housed overnight in an Emergency Shelter component during the reporting month, including those served with optional ESG CARES Matching funds.
ES Available Bed Nights	
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.
ES Provided Bed Nights	
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.
ES Rehabilitated Beds	
When to report in the MPR	When a bed is placed in service after rehabilitation using ESG CARES or optional ESG CARES Matching funds
Beds counted	The total number of beds placed in service as a result of rehabilitation
ES Converted Beds	
When to report in the MPR	When a bed is placed in service after conversion using ESG CARES or optional ESG CARES Matching funds
Beds counted	The total number of beds placed in service as a result of conversion
ES Non-Cash Benefits Increase	
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
ES Income Increase	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in income
ES Exit to Temporary/Transitional Housing Destination	
Appendix A: Exit Destinations	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to temporary/transitional housing destinations
ES Exit to Permanent Housing Destination	
Appendix A: Exit Destinations	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to permanent housing destinations

PART VI - Rapid Re-Housing (RRH) Component

Rapid Re-Housing Persons Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participants who entered the Rapid Re-Housing component during the reporting month, including those served with optional ESG Matching funds

Rapid Re-Housing Adults Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participants aged 18 or older who entered the Rapid Re-Housing component during the reporting month, including those served with optional ESG CARES Matching funds

Rapid Re-Housing Households Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participant Households who entered the Rapid Re-Housing component during the reporting month, including those served with optional ESG CARES matching funds.

RRH Non-Cash Benefits Increase	
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

RRH Income Increase	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in income

RRH Less than 60 Days to Move-In	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who moved into housing within 60 days of entry into the Rapid Re-Housing program component.

RRH Greater than 60 Days to Move-In	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who moved into housing more than 60 days after entry into the Rapid-Rehousing program component.

RRH Maintained Housing for 3+ Months	
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

RRH Exit to Permanent Housing Destination Appendix A: Exit Destinations	
When to report in the MPR	At project exit
Value entered:	The unduplicated number of Program Participants who exited to permanent housing destinations

RRH Households using COVID-19 FMR Waiver	
When to report in the MPR	When FMR waiver is first utilized
Value entered	The unduplicated number of Program Participant Households placed in units with the FMR waiver. The waiver is applicable beginning April 5, 2020 for newly executed leases. This waiver ends September 30, 2020.

RRH Households Rental Assistance	
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

RRH Households using Landlord Incentives	
When to report in the MPR	When landlord incentives are first utilized
Value entered	The unduplicated number of households enrolled in Rapid Re-housing using landlord incentives. Note that Subreceipient must be funded for RRH - Landlord Incentives.

PART VII - Homelessness Prevention (HP) Component

Homelessness Prevention Persons Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participants who entered the Homelessness Prevention component during the reporting month, including those served with optional ESG CARES Matching funds
Homelessness Prevention Adults Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participants aged 18 or older who entered the Homelessness Prevention component during the reporting month, including those served with optional ESG CARES Matching funds
Homelessness Prevention Households Served	
When to report in the MPR	At project entry
Value entered	The number of Program Participant Households who entered the Homelessness Prevention component, including those served with optional ESG CARES Matching funds.
HP Non-Cash Benefits Increase	
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
HP Income Increase	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited with an increase in income
HP Maintained Housing for 3+ Months	
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
HP Exit to Permanent Housing Destination	
Appendix A: Exit Destinations	
When to report in the MPR	At project exit
Value entered	The unduplicated number of Program Participants who exited to permanent housing destinations
HP Households COVID-19 FMR Waiver	
When to report in the MPR	When FMR waiver is first utilized
Value entered	The unduplicated number of Program Participant Households placed in units with the FMR waiver. The waiver is applicable beginning April 5, 2020 for newly executed leases. This waiver ends September 30, 2020.
HP Households Rental Assistance	
When to report in the MPR	When rental assistance is first utilized
Value entered	The unduplicated number of Program Participant Households receiving rental assistance through the Homelessness Prevention component.
HP Households CARES Below 30% AMFI	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participant Households below 30% AMFI who entered the Homelessness Prevention component.
HP Households CARES 30% to 50% AMFI	
When to report in the MPR	At project entry
Value entered	The unduplicated number of Program Participant Households equal or greater than 30% AMFI and less than or equal to 50% AMFI who entered the Homelessness Prevention component.
HP Households using Landlord Incentives	
When to report in the MPR	When landlord incentives are first utilized
Value entered	The unduplicated number of households enrolled in Homeless Prevention using landlord incentives. Note that Subreceipient must be funded for HP- Landlord Incentives.

PART VIII - VAWA Reporting

Number of Emergency Transfer Requests	
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 by ESG CARES Program Participants.

Appendix A from the *2020 HUD CoC APR and ESG CAPER HMIS Programming Specifications*

Appendix A: Exit Destinations

Data Standards Response	Exit Destinations	Project type SO	Project type ES	Project type TH	Project type PH (all)	Project type SH	Project type SSO
Temporary	**/ Institutional**						
1	Emergency shelter, including hotel or motel paid for with emergency shelter voucher, or RHY-funded Host Home shelter	✓					
15	Foster care home or foster care group home	✓	X	X	X	X	X
6	Hospital or other residential non-psychiatric medical facility	X	X	X	X	X	X
14	Hotel or motel paid for without emergency shelter voucher	✓					
7	Jail, prison or juvenile detention facility						
27	Moved from one HOPWA funded project to HOPWA TH	✓					
16	Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)						
4	Psychiatric hospital or other psychiatric facility	✓					
29	Residential project or halfway house with no homeless criteria	X					
18	Safe Haven	✓					
12	Staying or living with family, temporary tenure (e.g. room, apartment or house)	✓					
13	Staying or living with friends, temporary tenure (e.g. room, apartment or house)	✓					
5	Substance abuse treatment facility or detox center	✓					
2	Transitional housing for homeless persons (including homeless youth)	✓					
25	Long-term care facility or nursing home	✓	X	X	X	X	X
32	Host Home (non-crisis)	✓	✓	✓			
Permanent							
26	Moved from one HOPWA funded project to HOPWA PH	✓	✓	✓	✓	✓	✓
11	Owned by client, no ongoing housing subsidy	✓	✓	✓	✓	✓	✓
21	Owned by client, with ongoing housing subsidy	✓	✓	✓	✓	✓	✓
3	Permanent housing (other than RRH) for formerly homeless persons	✓	✓	✓	✓	✓	✓
10	Rental by client, no ongoing housing subsidy	✓	✓	✓	✓	✓	✓
28	Rental by client, with GPD TIP housing subsidy	✓	✓	✓	✓	✓	✓
20	Rental by client, with other ongoing housing subsidy	✓	✓	✓	✓	✓	✓
19	Rental by client, with VASH housing subsidy	✓	✓	✓	✓	✓	✓
22	Staying or living with family, permanent tenure	✓	✓	✓	✓	✓	✓
23	Staying or living with friends, permanent tenure	✓	✓	✓	✓	✓	✓
31	Rental by client, with RRH or equivalent subsidy	✓	✓	✓	✓	✓	✓
33	Rental by client, with HCV voucher (tenant or project based)	✓	✓	✓	✓	✓	✓
34	Rental by client in a public housing unit	✓	✓	✓	✓	✓	✓
Other							
24	Deceased	X	X	X	X	X	X
8	Client doesn't know						
9	Client refused						
99	Data not collected						
30	No exit interview completed						
17	Other						

Appendix A above is from the *2020 HUD CoC APR and ESG CAPER HMIS Programming Specifications.* Remember that the most recent version of the *HMIS Programming Specifications* should be used regardless of Appendix A included for reference in this ESG Monthly Reporting Guide. The most recent and archived *HUD HMIS Programming Specifications* can be found at https://www.hudexchange.info/resource/4696/hmis-programming-specifications/.

The **Exit Destination** refers to the type of destination to which the Program Participant exited. To report the Exit Destinations in each program component, reference Appendix A's columns corresponding to the project type.

- Note that Rapid Re-housing and Homelessness Prevention project types are categorized as "Permanent Housing PH (all)" in Appendix A.
- Exit destinations categorized as "Temporary/Institutional" in Appendix A will be counted as "Temporary/Transitional" in the ESG CARES MPR.
- Only positive exit destinations should be reported in the Exit Destinations fields in the ESG CARES MPR. Positive exit destinations are indicated with a ✔.
- Program Participants whose destination is indicated with an X or a blank will not be considered a positive exit destination and would not be reported in the Exit Destination fields in the ESG CARES MPR.