

Planning Service Breakdown for Housing Grantee

Grantee Name		Grant Number:		Period of Performance	
Name of the Grant Recipient		Grant Number for the Applicable Program Year to which this Chart Applies		From:	To:
				Start Date for the Applicable Program Year	End Date for the Applicable Program Year
Permanent Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1. Total New Migrant and Seasonal Farmworkers (MSFW) (will receive permanent housing services each quarter)	15	36	27	24	
2. Total New MSFWS Families (will receive permanent housing services each quarter)	27	12	9	6	
3. Total New Individuals (will receive permanent housing services each quarter)	4	8	5	15	
4. Total New Families (will receive permanent housing services each quarter)	7	2	1	5	
Temporary Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1. Total New MSFW (will receive temporary housing services each quarter)	15	20	27	18	
2. Total New MSFW Families (will receive temporary housing services each quarter)	20	10	15	20	

In this example, the totals for the program year are (add each quarter together for each data point):

Permanent Housing –

1. Total New MSFW:	15 + 36 + 27 + 24 =	102	total for the program year
2. Total new MSFW Families:	27 + 12 + 9 + 6 =	54	total for the program year
3. Total New Individuals:	4 + 8 + 5 + 15 =	32	total for the program year
4. Total New Families:	7 + 2 + 1 + 5 =	15	total for the program year

Temporary Housing –

1. Total New MSFW:	15 + 20 + 27 + 18 =	80	total for the program year
2. Total New MSFW Families:	20 + 10 + 15 + 20 =	65	total for the program year

Remember: Data entered in each column/row of the Planning Service Breakdown should represent the number of new individuals or families the grantee is planning to enroll in the applicable quarter. Grantees should not document cumulative totals.

Definitions	
Permanent Housing	Housing that is owner-occupied, or occupied on a permanent, year-round basis (notwithstanding ownership) as the eligible MSFW individual's primary residence to which he/she returns at the end of the work or training day. See <u>20 CFR 685.360 1(i)</u> for additional information on types of permanent housing.
Temporary Housing	Housing that is not owner-occupied and is used by an eligible MSFW individual whose employment requires occasional travel outside their normal commuting area. See <u>20 CFR 685.360 2(i)</u> .
Family	For the purpose of housing assistance, family means the eligible MSFW individual and all the individuals identified under the definition of dependent in this section who are living together in one physical residence (described in § 685.110). See <u>TEGL 18-16</u> section 6(D).
Total New Migrant and Seasonal Farmworker Individuals (MSFW) (will receive permanent housing services each quarter)	The total number of eligible MSFW individuals that benefit from permanent housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFWs,” not in both categories. Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New MSFW Families (will receive permanent housing services each quarter)	The total number of eligible MSFW families that benefit from permanent housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFWs,” not in both categories. Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New Individuals (will receive permanent housing services each quarter)	The total number of individuals that benefit from permanent housing activities provided within the quarter. This number does not include the eligible MSFW individuals reported in #1. It is strictly those served but not NFJP eligible. <u>Note:</u> Non-NFJP eligible persons are either counted as a part of a family within the “total new families” or as an individual in “total new individuals,” not in both categories. Counting non-NFJP eligible persons in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New Families (will receive permanent housing services each quarter)	The total number of families that benefit from permanent housing activities provided within the quarter. This number does not include the eligible MSFW families reported in #2. It is strictly those served, but not NFJP eligible. <u>Note:</u> Non-NFJP eligible persons are either counted as a part of a family within the “total new families” or as an individual in “total new individuals,” not in both categories. Counting non-NFJP eligible persons in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New MSFW Individuals (will receive temporary housing services each quarter)	The total number of eligible MSFW individuals that benefit from temporary housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFW,” not in both categories. Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”
Total New MSFW Families (will receive temporary housing services each quarter)	The total number of eligible MSFW families that benefit from the temporary housing activities provided within the quarter. <u>Note:</u> Eligible MSFW individuals are either counted as a part of a family within the “total new MSFW families” or as an individual in “total new MSFW.” Counting an eligible MSFW individual in both categories will lead to a misrepresentation of service levels or “double counting.”

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2.Total New MSFW Families (will receive permanent housing services each quarter)				
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4.Total New Families (will receive permanent housing services each quarter)				
Temporary Housing	Quarter 1	Quarter 2	Quarter 3	Quarter 4
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2.Total New MSFW Families (will receive temporary housing services each quarter)				