

Attachment VI
Planning Service Breakdown for Housing Grantees Example Form and Instructions
Revised 9.30.19

Planning Service Breakdown for Housing Grantee

Grantee Name Name of the Grant Recipient	Grant Number:		Period of Performance	
	Grant Number for the Applicable Program Year to which this Chart Applies		From: Start Date for the Applicable Program Year	To: 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 persons or families enrolled in the applicable quarter. Grantees should not document cumulative totals.

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Definitions	
Permanent Housing	Housing that is owner-occupied, or occupied on a permanent, year-round basis (notwithstanding ownership) as the eligible MSFW'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 MSFW's 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 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 Farmworkers (MSFW) (will receive permanent housing services each quarter)	The total number of eligible MSFWs that benefit from permanent housing activities provided within the quarter. <u>Note:</u> Count eligible MSFWs as an individual in "total new MSFWs" and as a part of a family within the "total new MSFW families, if applicable." The MSFW family count is a subset of the MSFW individual count.
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. A "Family" is two or more individuals falling under one of the relationships described in 20 CFR 685.110: spouse; child, grandchild, or great grandchild, including legally adopted children; stepchild; brother, sister, half brother, half sister, stepbrother, or stepsister; parent, grandparent, or other direct ancestor but not foster parent; foster child; stepfather or stepmother; uncle or aunt; niece or nephew; father-in-law, mother-in-law, or son-in-law; or daughter-in-law, brother-in-law, or sister-in-law. For example, a participant of the program is provided a rental property, with a year lease, and the two family members residing with that participant benefit from the service. Three individuals have been served, and one family has been served. If a participant of the program has no other family member that is a participant or benefits from the housing services provided, then that participant is not to be recorded as a "Family" for the purposes of this report. <u>Note:</u> Count eligible MSFWs as a part of a family within the "total new MSFW families." The MSFW family count is a subset of the MSFW individual count.
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. An " Individual Served " is a recipient of a housing property or another individual that benefits from the housing services provided, typically a family member of the individual served. For example, an individual is not an eligible MSFW is provided a year-long lease in a rental property, and the two family members residing with that participant benefit from living on the property. Therefore, three individuals have been served. <u>Note:</u> Count non-NFJP eligible persons as a part of a family within the "total new families" if applicable, and as an individual in "total new individuals." The family count is a subset of

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	the individual count.
Total New Families (will receive permanent housing services each quarter)	<p>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.</p> <p><u>Note:</u> Count non-NFJP eligible persons as a part of a family within the “total new families” and as an individual in “total new individuals.” The family count is a subset of the individual count.</p>
Total New MSFW (will receive temporary housing services each quarter)	<p>The total number of eligible MSFWs that benefit from temporary housing activities provided within the quarter.</p> <p><u>Note:</u> Count eligible MSFWs and any family members (as defined above) as a part of a family within the “total new MSFW families” if applicable, and as an individual in “total new individuals.” The family count is a subset of the individual count.</p>
Total New MSFW Families (will receive temporary housing services each quarter)	<p>The total number of eligible MSFW families that benefit from the temporary housing activities provided within the quarter.</p> <p><u>Note:</u> Count eligible MSFWs as a part of a family within the “total new MSFW families,” if applicable, and as an individual in “total new individuals.” The family count is a subset of the individual count.</p>