The performance measures and other reporting elements we require subrecipients provide must be informed by a number of considerations.

**Appendix D – Performance Measure & Reporting Guidelines**

1. **Funding Source Data Requirements**

* **General**
  + **Federal Sources** – This refers to either entitlement funds (i.e., CDBG, HOME, ESG or HOPWA) or other Federal grants (e.g., Lead Based Paint, Healthy Homes, ARRA grants).  Each type of grant has its own reporting requirements which are delineated in the grant agreement. There may also be special reporting requirements if you are managing a grant that is Federal in origin but that we receive through another entity (e.g., NSP received through the State of Oregon).
  + **General Fund one-time funding** – One-time general fund resources require reporting twice or three times per year (in the BMP process) on progress against target outcomes the decision package funding is intended to achieve.  The bureau generally determines the appropriate measure(s) to track progress and success.
* **Activity-specific** 
  + For Federal sources, depending upon the type of eligible activity the Federal funds are funding, there will be activity-specific data requirements.  The data collected depends on two factors:
    - * + National Objective, usually either Low/Mod Housing (LMH) or Low/Mod Clientele (LMC)
        + Matrix Code or sub-program objective (matrix code is used only for CDBG)

1. **Reporting Metrics**

* Common metrics include people, units and households served.
* More specific metrics include income, race, ethnicity, head of household, female head of household.
* Very specific data requirements include number of people in a household, how many bedrooms in a unit, etc.

1. **HMIS Data Standards**

* HMIS stands for Homeless Management Information System. This system is funded in part by a Federal Continuum of Care grant, is used to record and share information among service-providers regarding services provided to homeless and near homeless clients.
* There are no contract-specific requirements concerning HMIS, but for those contract managers that manage subrecipients using Servicepoint (i.e., the HMIS system), the CM must understand:
  + Basic HMIS requirements and what that means for data the subrecipient tracks
  + The 3 standard HMIS reports

For more information regarding these two requirements, contract managers should contact the PHB Business Analysis, Research & IT Team.

1. **Bureau & Strategic Plan Goals**

* PHB refines organizational goals over the course of time. Contract performance measures must align with these bureau goals. For example, in FY 2012/13 as part of its Equity Business Plan, PHB is working with subrecipients to improve delivery of services to historically-underserved communities of color.