



DGA Monthly Report Form Instructions

Three Easy Steps

1. Go to www.cityoftulsa.org/Community/Grants/index.asp to get the form: **DGA Monthly Report.xls**
2. Open the file; click on the **File > Save As** and rename the file
Rename file: [agency name] [program name] [MM-YY] DGA MRep.xls
Example: FCS Sch Mental Hlth 03-09 DGA MRep.xls
3. Complete and submit the form using the instructions listed on the following pages

How to Complete and Submit the DGA Monthly Report Form

Note: Numbers marked with (*) correspond to the numbered sections listed on the form.

*1. Participant Reporting

Month	Instructions
Oct	Report all participants in the program
Nov - Sept	Report only NEW participants in the program Note: Each person is counted only one time each contract year.

*2. Household Income Reporting

Note: This does NOT apply to ESG and HOPWA grant recipients.

Determine the reporting category using the following steps:

- Household Income** = gross amount of anticipated income of all adult (18+) household members for the next 12 months
- Number of Persons in Household** = number of persons currently living at the residence
- Take the two figures above and use the **FY 2008 Annual Income Limit** figures (below) to determine which income category applies:
 - **Very Low** (0% to 30% of MFI)
 - **Low** (31% to 50% of MFI)
 - **Low-Mod** (51% to 60% of MFI)
 - **Moderate** (61% to 80% of MFI)

FY 2009 Annual Income Limit (Effective as of March 19, 2009)

Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8
Very Low	\$12,100	\$13,850	\$15,550	\$17,300	\$18,700	\$20,050	\$21,450	\$22,850
Low	\$20,150	\$23,050	\$25,900	\$28,800	\$31,100	\$33,400	\$35,700	\$38,000
Low-Mod	\$24,180	\$27,660	\$31,080	\$34,560	\$37,320	\$40,080	\$42,840	\$45,600
Moderate	\$32,250	\$36,900	\$41,500	\$46,100	\$49,800	\$53,500	\$57,150	\$60,850

Examples:

Household Income	Number of Persons in Household	Category
\$15,000	1 adult and 3 children = 4	Very Low
\$32,454	2 adults and 2 children = 4	Low
\$20,000	1 adult and 1 child = 2	Very Low



DGA Monthly Report Form Instructions, continued

*2. Household Income Reporting, continued

If:	Then:
Clients (participants) or their family members receive any of the following types of public assistance: <ul style="list-style-type: none"> • CCDF (child care payment assistance) • HOME • Reduced/Free School Lunch • SNAP (foodstamps) • TANF • WIC 	You should be able to acquire this documentation from the client. This would provide you with the figures and documentation you need (Household Income and Number of Persons in Household)

*3. Female Head of Household

From the TOTAL reported under Household Income, designate number headed by a female.

*4. Race and Ethnic Data Reporting

Note: Each person must designate (1) a **racial** category (or combination) from one of the categories listed on the reporting form and (2) an **ethnic** category (if applicable). The five racial categories and the two ethnic categories are defined below:

RACIAL Category	Definition												
1. American Indian/Alaska Native	A person having origins in any of the original peoples of: <ul style="list-style-type: none"> • North America • Central America • South America AND who maintain tribal affiliation or community attachment												
2. Asian	A person having origins in any of the original peoples of: <ul style="list-style-type: none"> • Far East • Southeast Asia • Indian subcontinent, including: <table style="margin-left: 20px; border: none;"> <tr> <td>▪ Cambodia</td> <td>▪ Korea</td> <td>▪ Thailand</td> </tr> <tr> <td>▪ China</td> <td>▪ Malaysia</td> <td>▪ Vietnam</td> </tr> <tr> <td>▪ India</td> <td>▪ Pakistan</td> <td></td> </tr> <tr> <td>▪ Japan</td> <td>▪ Philippines</td> <td></td> </tr> </table> 	▪ Cambodia	▪ Korea	▪ Thailand	▪ China	▪ Malaysia	▪ Vietnam	▪ India	▪ Pakistan		▪ Japan	▪ Philippines	
▪ Cambodia	▪ Korea	▪ Thailand											
▪ China	▪ Malaysia	▪ Vietnam											
▪ India	▪ Pakistan												
▪ Japan	▪ Philippines												
3. Black/African American	A person having origins in any of the black racial groups of Africa												
4. Native Hawaiian/Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands												
5. White	A person having origins in any of the original peoples of: <ul style="list-style-type: none"> • Europe • Middle East • North Africa 												
ETHNIC Category	Definition												
1. Hispanic/Latino	A person with a culture or origin, regardless of race from: <table style="margin-left: 20px; border: none;"> <tr> <td>• Cuba</td> <td>• Puerto Rico</td> </tr> <tr> <td>• Central America</td> <td>• South America</td> </tr> <tr> <td>• Mexico</td> <td>• Other Spanish culture/origin</td> </tr> </table>	• Cuba	• Puerto Rico	• Central America	• South America	• Mexico	• Other Spanish culture/origin						
• Cuba	• Puerto Rico												
• Central America	• South America												
• Mexico	• Other Spanish culture/origin												
2. Not Hispanic/Latino	A person not of the culture or origin listed above												



DGA Monthly Report Form Instructions, continued

***4. Race and Ethnic Data Reporting, continued**

If:	Then:
More than 1% of participants select Other Multi-Racial AND the same racial combination	Reporting must indicate the racial combination and percentage Examples: Native Hawaiian/Other Pacific Islander AND White 10 (5%) Native Hawaiian/Other Pacific Islander AND Asian 12 (6%)

***5A and *5B. Program Reporting**

Customize the report form for each program so the services you are providing can be evaluated.

- A. Refer to the Grant Agreement/Contract, Exhibit B
- B. Add the criteria listed in Exhibit B to the reporting form in section **5A** when the data you are reporting will be numeric (numbers of repeat participants, referrals to other agencies, etc.)
- C. Add the criteria listed in Exhibit B to the reporting form in section **5B** when the data you are reporting will NOT be numeric (listing of workshops/seminars or monthly activities)

Example (see below):

***5A. Numeric information:**

- New Households Served
- Repeat Households Served
- Referrals to Other Agencies
- Volunteers Recruited

***5B. Non-numeric**

Workshop listing (includes title, date, time, location, and facilitator)

Reporting Requirements: Report information to evaluate services per Grant Agreement/Contract, Exhibit B												
5A. Program Information	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09					
<i>New Households Served</i>												
<i>Repeat Households Served</i>												
<i>Referrals to Other Agencies</i>												
<i>Volunteers Recruited</i>												
5B. Program Information												
Workshops for Upcoming Month	Days	Dates	Time	Location	Facilitator							
Anger Management	M	03/09 - 03/30	10 - 11 am	On-site	FCS Staff							
Nutrition and Healthy Eating	W	3/25	1:30 - 3 pm	Tulsa County Health Dept	Tulsa County Home Extension Staff							
Money Management	T&Th	03/10 - 03/19	7-8 pm	On-site	Program Director							
Interviewing Skills	M&W	03/03 - 03/04	9-10:30 am	TCC North Campus	TCC Staff							



DGA Monthly Report Form Instructions, continued

Submitting the Report

Report Deadline: On or before the fifth working day of each month after completion of the month you are reporting

Examples for 2009:

- February report is due by March 6th
- June report is due by July 8th
- August report is due by September 4th

Where to Send: **Email Address:** grantsadmin@cityoftulsa.org
Note: We prefer reports via email if at all possible

Mailing Address: Department of Grants Administration
One Technology Center
175 E. 2nd Street, Suite 480
Tulsa, Oklahoma 74103