



DGA HOME Subrecipient Monthly Report Form Instructions

Three Easy Steps

1. Go to www.cityoftulsa.org/Community/Grants/index.asp to get the form: **HOME Subrecipient Monthly Report Form.xls**
2. Open the file, click on **File > Save As** and rename the file as follows:
 [agency name] [program name] [MM-YY] HOME SUB MRep.xls
Example: CAP Homeowner Initiatives 10-11 HOME SUB 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.

TAB 1: Project Information Reporting

*1. Project Activities

Month	Instructions
Oct	Report all households in the program
Nov - Sept	Report only NEW (unduplicated) households in the program Note: Each household is counted only one time each reporting year.

*2. Utilization of HOME Funds

Report figures expended per month.

*3. Household Information

3A. Household Income

- Use 24 CFR Part 5 to determine Household Income
- Report in the appropriate categories outlined in the Annual Income Limits provided by DGA and listed on the report form.

3B. Household Type

Report in all categories, as applicable. Figures in this category may include a duplicate count of some households.

Example: A household could be *Female Head of Household AND Large Related (5 or more)* if the household consists of a mother and four children.

*4. Match Information

Report matching funds by description, source, and amount.

Note: These figures may also be needed on your monthly *Request for Funds*.



DGA HOME Subrecipient Monthly Report Form Instructions, continued

TAB 2: Race and Ethnic Data Reporting

Note: Each household 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 main 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: <ul style="list-style-type: none"> ▪ Cambodia ▪ China ▪ India ▪ Japan ▪ Korea ▪ Malaysia ▪ Pakistan ▪ Philippines ▪ Thailand ▪ Vietnam
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 <ul style="list-style-type: none"> ▪ Cuba ▪ Central America ▪ Mexico ▪ Puerto Rico ▪ South America ▪ Other Spanish culture/origin
2. Not Hispanic/Latino	A person not of the culture or origin listed above
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%)



DGA HOME Subrecipient Monthly Report Form Instructions, continued

Submitting the Report

Report Deadline: The report deadline is stated on **Exhibit B of your Contract**.

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