INSTRUCTIONS FOR COMPLETING THE eLOGIC MODEL™

BACKGROUND

The eLogic Model™ form (4 copies, Year1 Year2 Year3 and Total) is contained within this MS Excel™ Workbook. The Workbook has 12 separate worksheets and each worksheet is identified by a TAB at the bottom of the page. **If you cannot see all the TABS, be sure to maximize the workbook by clicking the middle button in the upper right corner of the workbook or move your bottom scroll bar so all the TABS appear. Usually this situation does not occur. If it does, the Reporting TAB and the Evaluation TAB may be hidden until you follow the above procedure.** The worksheet(s) labeled "Year1 Year2 Year3 and Total" contain the actual form that you should complete. The other Worksheet(s) simply provide supportive information. The TABs are:

  Instructions
  Year1
  Year2
  Year3
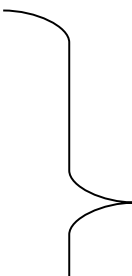 Total
  GoalsPriorities   12 - Worksheets
  Needs
  Services
  Outcomes
  Tools
  Reporting
  Evaluation

It may be helpful to print out a copy of the instructions and have them on hand while creating your eLogic Model™. These instructions may not look exactly as displayed on your screen. To print any of the 12 Worksheets, place your cursor on the TAB at the bottom of screen and use your print function (usually File | Print). You may find it helpful to print out the entire eLogic Model™ as you prepare to complete the eLogic Model**™**.

ACCESSING THE eLOGIC MODEL™

Select the tab labeled "Year1." This is the first copy of the logic model form. The additional copies of the form labeled Year2 Year3 and Total are used for multiple year grants to specify Activities and Outcomes for each year of the proposed program. Year2, for example, would contain Activities and Outcomes projected for the second year ONLY (not a cumulative total from Year1). Applicants applying for a multiple year grant should complete a worksheet for each year of performance, plus a total worksheet showing a cumulative total for all years covered by the award. The "Total" worksheet should reflect the sum of all years of the grant. For example, a two year grant would include Year1 and Year2 and Total. A three year grant would include Year1 Year2 Year3 and Total. A one year grant would include ONLY Year1. A Total worksheet is not required for one year grants.

Note: Each cell of the worksheet is "lock protected" so you can only make entries in cells that are for input as directed by these instructions.

To complete the eLogic Model™ form, in the first row there is a label, "Applicant Name", cell [E1]. Enter the name of the applicant organization applying for funding. Enter the Applicant Name exactly as it appears in box 8a. of the SF-424.

In the second row there is a label, "Project Name:" Enter the name of your project in cell [E2]. Use exactly the same name as you did on box 8a.of the form SF-424.

Immediately below "Project Name," there is a field for "Term," which corresponds to worksheets for Year1, or Year2, or Year3, or Total. This field is already pre-filled. Immediately below TERM is a field designated for the HUD Program Name. This field is already pre-filled; please verify that it matches the program for which you are applying. You will also see a field labeled "Component Name:", cell [L-4]. If the program under which you are applying has components such as EOI or PEI under the Fair Housing Initiatives Program, or a TA Program under the CDTA NOFA, enter the name of the program component for which you are applying. If there are no components in the funding opportunity for which you are seeking funding, leave this field blank.

To the right of the Applicant and Project fields, there are fields labeled Period and Start Date and End Date. Leave these fields blank. They are for reporting purposes. See the Section labeled "Instructions for Reporting Perfomance to HUD" for additional information.

All the rest of your entries will be made under the columns marked "Policy (1)," "Planning (2)," "Programming (3)," "Measure (4)," "Impact (5)," "Measure (6)," and "Accountability (7)."

COLUMNS OF THE eLOGIC MODEL™ (1-7)

Column 1 – Policy
Under the "Policy" column (1), there are actually two columns; one for HUD Goals, and one for Policy Priority. Review the HUD Goals and Policy Priorities by clicking on the TAB labeled "Goals/ Priorities" at the bottom of the screen. For each of the eLogic Model™ worksheets used in your application (Year1 Year2 Year3 Total) select the HUD Goals and Policy Priorities that your program will address. You do this by clicking the mouse in one of the cells in column (1) of the tabs labeled (Year1 Year2 Year3 Total). A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of letters and numbers that correspond to the HUD Goals and Policy Priorities will appear. Select one of the HUD Goals and Policy Priorities letter/number in the list by clicking it. Repeat this process in other cells of Goals column and the Priorities column until you have selected all that apply to your application.

Column 2 – Planning
Under the "Planning" column (2), select a Need Statement. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Need Statements appears. Select one of the Need Statements in the list by clicking it. Because the column is too narrow to show the full Need Statement in the dropdown list, you may wish to refer to the printout of "TAB 1 Needs List" to see the full Need Statement. When you select a Need Statement, the full Need Statement will fill the cell. If you don't want this Need Statement, you can simply click the dropdown arrow again and select another item. Or, you can delete a Need Statement by selecting the cell and clicking the DELETE KEY on your keyboard. If you want to select more than one Need Statement, go to the next cell in the column and repeat the process, selecting the appropriate Need Statement. You can do this until you have selected all the Needs Statements that are appropriate to your proposed program. The selections should reflect the needs identified in your response to your Rating factor narratives. There is no need to select all the Need Statements if they do not apply to what you plan to address or accomplish with the funding requested.

Column 3 – Programming
Under the "Programming" column (3), select an Activity (or Service). You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of eligible Activities appears. Select one of the Activities in the list by clicking it. Please list Year1 Activities using the Year1 TAB on the form. Please list Year2 Activities using the Year2 TAB on the form. Please list Year3 Activities using the Year3 TAB on the form. Please make a composite Logic Model of all years on the Total TAB. If you are only applying for one year grant, you do not need to create a composite Logic Model on the Total TAB. **If you choose "Other" from the dropdown list, you cannot add a description of the Activity or the unit of measure, so you must identify the Activity or unit of measure in your narrative response to Rating Factor 5.**

Column 4 – Measure
Notice that as the Activity you selected appears in the cell, a corresponding unit of measure appears or populates in the Measure column. The unit of measure could be "persons", "dollars", "square feet", "houses", or some other unit of measure that relates to the selected Activity. Immediately below the unit of measure are two blank cells. Enter the projected number of units you are proposing to deliver or accomplish in the "Pre" column. The "Post" column is locked to be used later for reporting purposes. **If you choose "Other" from the dropdown list, you cannot add a description of the Activity or the unit of measure, so you must identify the Activity or unit of measure in your narrative response to Rating Factor 5.**

Column 5 – Impact
Under the "Impact" column (5), select the Outcome that would correspond to the Need and Activity along this row. You do this the same way as previously described for Needs and Activities. Select an Outcome from the dropdown list. Notice, once again, that a unit of measure automatically appears in the next column "Measure." **If you choose "Other" from the dropdown list, you cannot add a description of the Outcome or the unit of measure, so you must identify the Activity or unit of measure in your narrative response to Rating Factor 5.**

Column 6 – Measure
Under the "Measure" column 6, specify a projected number of Outcome units you are proposing. **If you choose "Other" from the dropdown list, you cannot add a description of the Outcome or the Unit of Measure, so you must identify the Outcome and unit of measure in your narrative response to Rating Factor 5.**

Repeat the process of specifying a Need, a Service or Activity, and an Outcome using as many rows as is necessary to fully describe your proposal. The eLogic Model™ form extends to about three pages when printed out. You may view a preprint of your model at any time by selecting from the Menu bar at the very top of the Excel Window: FILES | Print Preview. It is recommended that you do this periodically to get a better view of the logic model you are creating.

NOTE: You can adjust the look of your logic model by skipping rows, so that Needs, Activities, and Outcomes are grouped appropriately.

CAUTION, DO NOT CUT & PASTE ITEMS FROM ONE COLUMN TO ANOTHER. For example, do not cut and paste an item from the Needs column to the Activity column, or the Activity column to the Outcome column. You will produce an unstable worksheet which will behave erratically, requiring you to start over with a new blank eLogic Model™ workbook.

Column 7 – Accountability
Under the "Accountability" column (7), enter the tools and the process of collection and processing of data in your organization to support all project management, reporting, and responding to the Management/Evaluation Questions. This column provides the framework for structuring your data collection efforts. If the collection and processing of data is not well planned, the likelihood of its use to further the management of the program and support evaluation activity is limited. If data are collected inconsistently, or if data are missing, or if data are not retrievable, or if data are mishandled, the validity of any conclusions is weakened.

The structure of Column 7 contains five components in the form of dropdown fields that address the Evaluation Process. You are responsible for addressing each of the five steps that address the process of managing the critical information about your project.

A. Tools for Measurement
B. Where Data Maintained
C. Source of Data
D. Frequency Collection
E. Processing of Data

You may select up to five choices for each of the five processes (A-E) that supports Accountability and tracks Outputs and Outcomes. Given the limited space, please identify the five most frequent sources for the five processes (A-E). As you proceed through the remaining components, B through E, specify those components in the same order as you selected the "Tools For Measurement" listed under item A. That is, if the first Tool is "Pre-post Test," then the first item under B "Where Data Maintained" shoud identify where the pre-post test data is maintained, and so on through E the first entry should pertain to "Pre-post Test." Likewise, if the second item in A is "Satisfaction Surveys," then specify the second item in B through E as it pertains to "Satisfaction Surveys."

A. Tools for Measurement. A device is needed for collecting data; e.g., a test, a survey, an attendance log, an inspection report, etc. The tool "holds" the evidence of the realized Output or Outcome specified in the logic model. At times, there could be multiple tools for a given event. A choice can be made to use several tools, or rely on one that is most reliable, or most efficient but still reliable. Whatever the tool, it is important to remain consistent throughout the project.
Instructions: Under the Accountability column, select your choices of Tools to Track Outputs and Outcomes, You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Tools appears. Select one or more of the Tools in the list by clicking it. **If your choice is not in the dropdown list, click "Other" and add text in your Narrative response to Factor Five to describe, "Other".**

B. Where Data Maintained. A record of where the data or data tool resides must be maintained. It is not required that all tools and all data are kept in one single place. You may keep attendance logs at the main office files, but keep other tools or data such as a "case record" in the case files at the service site. It is important to designate where tools and/or data are to be maintained. For example, if your program has a sophisticated computer system and all data is entered into a custom-designed database, it is necessary to designate where the original or source documents will be maintained.
Instructions: Under the Accountability column, select your choices of Where Data Maintained. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Where Data Maintained appears. Select one or more of the Where Data Maintained in the list by clicking it. **If your choice is not in the dropdown list, click "Other" and add text in your Narrative response to Factor Five to describe, "Other".**

C. Source of Data. This is the source where the data originates. Please identify the source and make sure that it is appropriate.
Instructions: Under the Accountability column, select your choices of Source of Data. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Source of Data appears. Select one or more of the Source of Data in the list by clicking it. **If your choice is not in the dropdown list, click "Other" and add text in your Narrative response to Factor Five to describe, "Other".**

D. Frequency of Collection. Timing matters in data collection. In most instances, you want to get it while it occurs. Collect data at the time of the encounter; if impossible, when it is most opportune immediately thereafter. For example, collect report card data immediately upon the issuance of report cards. Do not wait until after the school year is over. Collect feedback surveys at the conclusion of the event, not a few months later when clients may be difficult to reach. Reporting can be done at anytime if the data is already collected. Another important aspect of this dimension is consistency. If some post tests are collected soon after the event, but others are attempted months later, the data are confounded by the differences in the timing. If some financial data are collected at the middle of the month and others at the end of the month, the data may be confounded by systematic timing bias.
Instructions: Under the Accountability column select your choices of Frequency of Collection. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Frequency of Collection appears. Select one or more of the Frequency of Collection in the list by clicking it. **If your choice is not in the dropdown list, click "Other" and add text in your Narrative response to Factor Five to describe, "Other".**

E. Processing of Data. This is where you identify the mechanism that will be employed to process the data. Some possibilities are: manual tallies, computer spreadsheets, flat file database, relational database, statistical database, etc. The eLogic Model™ is only a summary of the program and it cannot accommodate a full description of your management information system. There is an implicit assumption that the grantee has thought through the process to assure that the mechanism is adequate to the task(s).

Instructions: Under the Accountability column, select your choices of Processing Data. You do this by clicking the mouse in one of the cells of this column. A little dropdown arrow appears. Click the dropdown arrow and a dropdown list of Process of Collection and Reporting appears. Select one or more of the Process of Collection and Reporting in the list by clicking it. **If your choice is not in the dropdown list, click "Other" and add text in your Narrative response to Factor Five to describe, "Other".**

SAVING YOUR LOGIC MODEL

When you are finished completing the eLogic Model™ form, or wish to stop and continue later, Save the file by going to Excel's Menu bar and choosing FILE | Save As. Then specify a name for the file, and note where you save the file on your hard drive. It is suggested that you use the name of the HUD Program and your organization name to form a file name for your eLogic Model™, e.g., HBCU-Dillard.xls or HCP-UrbanLeague.xls. MS Excel™ automatically adds the file extension ".xls" to your file name. Later, you will "Attach" this file to your application. Please remember the name of the file that you are saving. Be sure to delete any earlier version so that when you go to attach the file to your application you select the appropriate and final file.

A single workbook will be adequate for completing your eLogic Model™.

REPORTING

The eLogic Model™ will be used as a monitoring and reporting tool upon final approval from the HUD program office. Upon approval, HUD will open the reporting side of the eLogic Model TM allowing you to submit actual outputs and outcomes against approved activities and projected outcomes. The HUD program office will send you the approved eLogic Model to be used for reporting purposes. Each reporting period, identify the reporting period covered by the report in Column I lines 1, 2 and 3. Save the report file and give it a new name so that you can reuse the approved logic model to update your report as you progress through the award period. At the end of the grant period of performance you should have a final logic model that covers all years of the award providing data for actual outputs and outcomes for each year of the award plus a cumulative total covering all years if the award is more than a one (1) year award.

Positive or negative deviations from approved logic models, including any identification of results resulting from an output labeled and approved by HUD as "other " are to be reporting using the reporting tab provided as part of the eLogic Model.

HUD will compare the projected, Pre, Activity and Outcomes that have been entered into columns 4 and 6, [Measure], in your approved eLogic Model™, with the Actual Post, experience resulting from implementation of your program/project.

INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD
The Reporting Tab is lock protected and it is not part of the application process. If your application is funded, you will receive a copy of your eLogic Model™ to report actual performance and the Reporting Tab will be open.

Period Start and End Date and Entering Actual Results in Your Approved Logic Model.

To the right of the Applicant and Project fields, there are fields labeled Period and Start Date and End Date. When actually reporting performance on your approved eLogic Model™ form, enter a Start Date and End Date that reflects the reporting period you will be submitting in accordance with required reporting time frames, e.g.; quarterly, semiannually, annually, final. For the Start Date, enter the start date of the reporting period. For End Date enter the End Date for the reporting period. When entering the dates, use the format MM/DD/YYYY.

The Reporting TAB serves two functions: 1) If applicable, it should be used to describe or explain actual performance as compared to what was projected and provide an explanation of any deviation (positive or negative) from the projections in your approved eLogic Model™, and 2) It should be used to respond to the Management Questions identified in the Evaluation TAB.

In the Reporting TAB, the worksheet labeled "Reporting" contains a large text box which will be used by grantees when reporting. Use the reporting worksheet to add any further description or explanation about actual performance or to explain variances between projected Activities and Outcomes vs. Actual Activities and Outcomes.

This same reporting worksheet is to be used to respond to the Management Questions found in the Evaluation TAB in accordance with your NOFA instructions. When responding to the Management Questions, first write the Management Question followed by the response. Please see the instructions in the Reporting TAB. When using the Reporting worksheet, you can increase the length of the Text Box by clicking and dragging on the "resizing handle" at the bottom of the Text Box. **Do not change the integrity of the form by adding additional tabs or worksheets. The instructions provided here will meet your needs.**

The Management Questions are located in the Evaluation TAB. It lists the relevant Management Questions that apply to your proposed program. Applicants who receive awards will be notified about which Management Questions will be used for monitoring accountability throughout the project. Your eLogic Model™ should be able to address most or all of these Management Questions. The data collected during the course of your work and captured in the eLogic Model™ will be useful to you in evaluating the effectiveness of your program. If you have any questions, please contact your HUD program representative.

eLogic Model™

Applicant Name:									
Project Name:				Period:					
TERM:	Year 1			Start Date:				Component Name:	
HUD Program	HHLTS			End Date:					

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2	3		4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
									A. Tools for Measurement
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									B. Where Data Maintained
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									C. Source of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									D. Frequency of Collection
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									E. Processing of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™							
Applicant Name:					US Department of Housing and Urban Development		
Project Name:			**Period:**		OMB Approval 2535-0114 exp.		
TERM:	Year 1		**Start Date:**		**Component Name:**		
HUD Program	HHLTS		**End Date:**				

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1		2	3	4		5	6		7
Policy		Planning	Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

CAMP

eLogic Model™							US Department of Housing and Urban Development
Applicant Name:							OMB Approval 2535-0114 exp.
Project Name:				Period:			
TERM:	Year 1			Start Date:			Component Name:
HUD Program	HHLTS			End Date:			

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2		3	4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™

Applicant Name:			Period:	
Project Name:			Start Date:	
TERM:	Year 2		End Date:	
HUD Program	HHLTS			

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp.

Component Name:

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2		3	4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
									A. Tools for Measurement
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									B. Where Data Maintained
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									C. Source of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									D. Frequency of Collection
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									E. Processing of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™

Applicant Name:	
Project Name:	
TERM:	Year 2
HUD Program	**HHLTS**

Period:	
Start Date:	
End Date:	

Component Name:

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1		2	3	4		5	6		7
Policy		Planning	Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™

Applicant Name:			US Department of Housing and Urban Development
Project Name:		Period:	OMB Approval 2535-0114 exp.
TERM:	Year 2	Start Date:	Component Name:
HUD Program	HHLTS	End Date:	

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2	3		4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™	**Applicant Name:**								US Department of Housing and Urban Development
	Project Name:				**Period:**				OMB Approval 2535-0114 exp.
CAMP	**TERM:**	Year 3			**Start Date:**				**Component Name:**
	HUD Program	**HHLTS**			**End Date:**				

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2	3		4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
									A. Tools for Measurement
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									B. Where Data Maintained
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									C. Source of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									D. Frequency of Collection
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									E. Processing of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™	**Applicant Name:**									US Department of Housing and Urban Development		
	Project Name:				**Period:**					OMB Approval 2535-0114 exp.		
CAMP	**TERM:**	Year 3			**Start Date:**					**Component Name:**		
	HUD Program	**HHLTS**			**End Date:**							

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2		3	4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™

	Applicant Name:	
	Project Name:	
	TERM:	Year 3
	HUD Program	**HHLTS**

	Period:	
	Start Date:	
	End Date:	

Component Name:

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2		3	4		5	6		7
Policy		Planning	Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™	**Applicant Name:**						US Department of Housing and Urban Development
	Project Name:			**Period:**			OMB Approval 2535-0114 exp.
	TERM:	Total		**Start Date:**			**Component Name:**
	HUD Program	**HHLTS**		**End Date:**			

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2	3		4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
									A. Tools for Measurement
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									B. Where Data Maintained
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									C. Source of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									D. Frequency of Collection
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
									E. Processing of Data
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

eLogic Model™

Applicant Name:		
Project Name:		
TERM:	Total	
HUD Program	**HHLTS**	

Period:	
Start Date:	
End Date:	

Component Name:

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2		3	4		5	6		7
Policy	Planning		Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		

eLogic Model™

Applicant Name:					US Department of Housing and Urban Development	
Project Name:			**Period:**		OMB Approval 2535-0114 exp.	
TERM:	Total		**Start Date:**		**Component Name:**	
HUD Program	HHLTS		**End Date:**			

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
1	2		3	4		5	6		7
Policy		Planning	Programming	Measure		Impact	Measure		Accountability
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		
				#N/A			#N/A		
				#N/A			#N/A		

	HUD Goals
A1	**Increase homeownership opportunities** (1) Expand national homeownership opportunities.
A2	**Increase homeownership opportunities** (2) Increase minority homeownership.
A3	**Increase homeownership opportunities** (3) Make the home-buying process less complicated and less expensive.
A4	**Increase homeownership opportunities** (4) Reduce predatory lending practices through reform, education and enforcement.
A5	**Increase homeownership opportunities** (5) Help HUD-assisted renters become homeowners.
A6	**Increase homeownership opportunities** (6) Keep existing homeowners from losing their homes.
B1	**Promote Decent Affordable Housing.** (1) Expand access to and availability of decent, affordable rental housing.
B2	**Promote Decent Affordable Housing.** (2) Improve the management accountability and physical quality of public and assisted housing.
B3	**Promote Decent Affordable Housing.** (3) Improve housing opportunities for the elderly and persons with disabilities.
B4	**Promote Decent Affordable Housing.** (4) Promote housing self-sufficiency
B5	**Promote Decent Affordable Housing.** (5) Facilitate more effective delivery of affordable housing by reforming public housing and the Housing Choice Voucher program..
C1	**Strengthen Communities.** (1) Assist disaster recovery in the Gulf Coast region.
C2	**Strengthen Communities.** (2) Enhance sustainability of communities by expanding economic opportunities.
C3	**Strengthen Communities.** (3) Foster a suitable living environment in communities by improving physical conditions and quality of life.
C4	**Strengthen Communities.** (4) End chronic homelessness and move homeless families and individuals to permanent housing.
C5	**Strengthen Communities.** (5) Mitigate housing conditions that threaten health.
D1	**Ensure Equal Opportunity in Housing.** (1) Ensure access to a fair and effective administrative process to investigate and resolve complaints of discrimination.
D2	**Ensure Equal Opportunity in Housing.** (2) Improve public awareness of rights and responsibilities under fair housing laws.
D3	**Ensure Equal Opportunity in Housing.** (3) Improve housing accessibility for persons with disabilities.
D4	**Ensure Equal Opportunity in Housing.** (4) Ensure that HUD-funded entities comply with fair housing and other civil rights laws.
E1	**Embrace High Standards of Ethics, Management, and Accountability.** (1) Strategically manage human capital to increase employee satisfaction and improve HUD performance.
E2	**Embrace High Standards of Ethics, Management, and Accountability.** (2) Improve HUD's management and its internal controls to ensure program compliance and resolve audit issues
E3	**Embrace High Standards of Ethics, Management, and Accountability.** (3) Improve accountability, service delivery, and customer service of HUD and its partners.

	HUD Priorities
A	**Providing Increased Homeownership and Rental Opportunities for Low- and Moderate-Income Persons, Persons with Disabilities, the Elderly, Minorities, and Persons with Limited English Proficiency.**
B1	**Improve our Nation's Communities.** (1) Bring private capital into distressed communities;
B2	**Improve our Nation's Communities.** (2) Finance business investments to grow new businesses;
B3	**Improve our Nation's Communities.** (3) Maintain and expand existing businesses;
B4	**Improve our Nation's Communities.** (4) Create a pool of funds for new small and minority-owned businesses;
B5	**Improve our Nation's Communities.** (5) Create decent jobs for low-income persons.
B6	**Improve our Nation's Communities.** (6) Improve the environmental health and safety of families living in public and privately owned housing
C1	**Encouraging Accessible Design Features**. (1) Visitability in New Construction and Substantial Rehabilitation.
C2	**Encouraging Accessible Design Features**. (2) Universal Design.
D1	**Providing Full and Equal Access to Grassroots Faith-Based and Other Community Organizations in HUD Program Implementation**.
E	**Participation of Minority-Serving Institutions (MSIs) in HUD Programs**.
F1	**Ending Chronic Homelessness**. (1) Creation of affordable housing units, supportive housing, and group homes;
F2	**Ending Chronic Homelessness**. (2) Establishment of a set-aside of units of affordable housing for the chronically homeless;
F3	**Ending Chronic Homelessness**. (3) Establishment of substance abuse treatment programs targeted to the homeless population;
F4	**Ending Chronic Homelessness**. (4) Establishment of job training programs that will provide opportunities for economic self-sufficiency;
F5	**Ending Chronic Homelessness**. (5) Establishment of counseling programs that assist homeless persons in finding housing, managing finances, managing anger, and building interpersonal relationships;
F6	**Ending Chronic Homelessness**. (6) Provision of supportive services, such as health care assistance that will permit homeless individuals to become productive members of society;
F7	**Ending Chronic Homelessness**. (7) Provision of service coordinators or one-stop assistance centers that will ensure that chronically homeless persons have access to a variety of social services.
G	**Removal of Regulatory Barriers to Affordable Housing**.
H	**Participation in Energy Star**.

E4	**Embrace High Standards of Ethics, Management, and Accountability.** (4) Capitalize on modernized technology to improve the delivery of HUD's core business functions.	
F1	**Promote Participation of Faith-Based and Other Community Organizations**. (1) Reduce barriers to faith-based and other community organizations.	
F2	**Promote Participation of Faith-Based and Other Community Organizations**. (2) Conduct outreach and provide technical assistance to strengthen the capacity of faith-based and	
F3	**Promote Participation of Faith-Based and Other Community Organizations**. (3) Encourage partnerships between faith-based and other community organizations and HUD's grantees	

CAMP *e*Logic Model™

Copy to Column 2

PROBLEM, NEEDS, SITUATION
There is a need for more efficient, effective and less costly methods to evaluate (test for, identify) and control (mitigate) housing related health hazards.

CAMP *e*Logic Model™	
Copy to Column 3	
SERVICES OR ACTIVITIES/OUTPUTS	**UNITS**
Development of alternative or improved clearance methods – Lead	Methods
Participants recruited	Participants
Housing interventions completed	Units
Samples collected	Samples
Staff trained	Staff trained
Samples analyzed	Samples analyzed
Outreach and education – Sessions	Sessions
Outreach and education – Participants	Participants
Community participants meetings for input/feedback – Meetings	Meetings
Community participants meetings for input/feedback – Participants	Participants
Housing inspection	Inspections
Housing assessment	Assessments
Presentation at professional meeting prepared	Presentation
Scientific manuscript submitted to HUD	Manuscript
Other	Other

CAMP eLogic Model™	
Copy to Column 5	
ACHIEVEMENT OUTCOMES GOALS AND INDICATORS	**UNITS**
Data analysis completed	Completed
Final project report	Accepted
Enhanced utilization-housing-time occupied-continued occupancy	Months
Hazard assessment method developed-reduced cost	Dollars
Hazard assessment method developed-reduced re-occupancy time	Hours
Hazard assessment method developed-reduced time	Hours
Hazard assessment method developed-other	Other
Hazard intervention protocols developed-reduced cost	Dollars
Hazard intervention protocols developed-reduced re-occupancy time	Hours
Hazard intervention protocols developed-reduced time	Hours
Hazard intervention protocols developed-other	Other
Reduction-incidence/severity-asthma – Symptom days	Symptom days
Reduction-incidence/severity-asthma – ER visits	ER visits
Reduction-incidence/severity-asthma exacerbation	Physician visits
Reduction-incidence/severity-asthma – Hospitalization days	Hospitalization days
Reduction-incidence/severity-asthma – Sick days	Sick days
Reduction-incidence/severity-asthma – Other	Other
Reduction-incidence/severity-blood lead level – % > 10µg/dL	% > 10µg/dL
Reduction-incidence/severity-blood lead level – Avg. blood-Pb(µg/dL)	Avg. blood-Pb(µg/dL)
Reduction-incidence/severity-blood lead level -% change	Avg. blood-Pb
Reduction incidence/severity blood lead levels	Other
New/Improved technologies developed-reduced time	Reduced hours
New/Improved technologies -precision/accuracy-% change in coefficient of variation	% change
New technologies developed	Technology
New/improved technologies developed-reduced cost	Dollars
New/Improved assessment tool-housing health hazards	Tools
Submitted manuscript(s) for publication	Manuscript Submitted
Submitted manuscript(s) published	Manuscript Published
Submitted manuscript(s) accepted by HUD	Manuscript Accepted
Reduction in housing related health hazards-improved health	Persons
Reduction in housing related health hazards-reduced Pb-change above EPA standard-floor dust	% above standard
Reduction in housing related health hazards-reduced Pb-change above EPA standard-sill dust	% above standard
Reduction in housing related health hazards-reduced Pb-change above EPA standard-average soil	% above standard
Reduction in housing related health hazards-reduced Pb-change above EPA standard-other	% above standard
Reduction in housing related health hazards-reduced allergens-mice – Fl	Avg. Fl. Loading

Reduction in housing related health hazards-reduced allergens-mice – Con	Avg. Concentration
Reduction in housing related health hazards-reduced allergens-mice – Other	Avg. Other
Reduction in housing related health hazards-reduced allergens-rat – Fl	Avg. Fl. Loading
Reduction in housing related health hazards-reduced allergens-rat – Con	Avg. Concentration
Reduction in housing related health hazards-reduced allergens-rat – Other	Avg. Other
Reduction in housing related health hazards-reduced allergens-cockroach – Fl	Avg. Fl. Loading
Reduction in housing related health hazards-reduced allergens-cockroach – Con	Avg. Concentration
Reduction in housing related health hazards-reduced allergens-cockroach – Other	Avg. Other
Reduction in housing related health hazards-reduced allergens-dust mite – Fl	Avg. Fl. Loading
Reduction in housing related health hazards-reduced allergens-dust mite – Con	Avg. Concentration
Reduction in housing related health hazards-reduced allergens-dust mite – Other	Avg. Other
Reduction in housing related health hazards-reduced allergens-mold – Fl	Avg. Fl. Loading
Reduction in housing related health hazards-reduced allergens-mold – Con	Avg. Concentration
Reduction in housing related health hazards-reduced allergens-mold – CFU/M^3	Avg. CFU/M^3
Reduction in housing related health hazards-reduced allergens-mold – Other	Avg. Other
Reduction in housing related health hazards-reduced allergens-other – Fl	Avg. Fl. Loading
Reduction in housing related health hazards-reduced allergens-other – Con	Avg. Concentration
Reduction in housing related health hazards-reduced allergens-other – Other	Avg. Other
Reduction in housing related health hazards-improved safety	Avg. Hazard Score
Other	Other

CAMP eLogic Model™

A. Tools for Measurement
Bank accounts
Construction log
Database
Enforcement log
Financial aid log
Intake log
Interviews
Mgt. Info. System-automated
Mgt. Info. System-manual
Outcome scale(s)
Phone log
Plans
Pre-post tests
Post tests
Program specific form(s)
Questionnaire
Recruitment log
Survey
Technical assistance log
Time sheets
Other
B. Where Data Maintained
Agency database
Centralized database
Individual case records
Local precinct
Public database
School
Specialized database
Tax Assessor database
Training center
Other
C. Source of Data
Audit report
Business licenses
Certificate of Occupancy
Code violation reports
Counseling reports
Employment records
Engineering reports
Environmental reports
Escrow accounts
Financial reports
GED certification/diploma
Health records
HMIS
Inspection results
Lease agreements
Legal documents
Loan monitoring reports
Mortgage documents
Payment vouchers
Permits issued
Placements
Progress reports
Referrals
Sale documents
Site reports
Statistics
Tax assessments
Testing results
Waiting lists
Work plan reports
Other
D. Frequency of Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident
Other
E. Processing of Data
Computer spreadsheets
Flat file database
Manual tallies

| Relational database |
| Statistical database |
| Other |

Reporting Instructions

The Reporting Tab is lock protected and it is not part of the application process. If your application is funded, you will receive a copy of your eLogic Model™ to report actual performance and the Reporting Tab will be open.

In addition to reporting outputs and outcomes in your eLogic Model™, followup reporting also includes descriptions or explanations of actual performance as compared to what was projected and how actual performance addresses the "Management Questions" found in the Evaluation TAB.

Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections
This space is provided to report any positive or negative deviations from projected outputs and outcomes as contained in your approved logic model, or to describe or explain actual performance as compared to what was projected. When entering information, please be sure to include the output and outcome that you are describing from your approved logic model and the reason why this deviation occurred. When doing this, please create a paragraph header labeled, "**Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections**". **If you choose "Other" from the dropdown list, you cannot add a description of the Activities, Outcomes, Mearsurment Tool, and the units of measure, so you must identify the Activities, Outcomes, Mearsurment Tool, and units of measure in your narrative response to Rating Factor 5.**

Management Questions Response
Using this same worksheet, and in accordance with your NOFA instructions, respond to the Management Questions found in the Evaluation TAB. When responding to the Management Questions, first create a paragraph header labeled, "**Management Questions Response**" and then write the Management Question followed by the response until you have responded to all the Management Questions applicable to your activities.

Please Note: When using the Reporting worksheet, you can increase the length of the Text Box by clicking and dragging on the "resizing handle" at the bottom of the Text Box. Do not change the integrity of the form by adding additional tabs or worksheets. The instructions provided here will meet your needs.

Evaluation Process

These are standard requirements that HUD will expect every program manager receiving a grant to do as part of their project management.

• An evaluation process will be part of the on-going management of the program.
• Comparisons will be made between projected and actual numbers for both outputs and outcomes.
• Deviations from projected outputs and outcomes will be documented and explained on space provided on the "Reporting" tab
• Analyze data to determine relationship of outputs to outcomes:

The reporting requirements are specified in the program specific NOFA and your funding award.

HUD Will Use The Following Management Questions To Evaluate Your Program
1. Were the approved study activities followed?
2. Did the project achieve its study objectives?
3. Were there any activities that significantly changed during project implementation and why?
4. What are the key findings reported in your manuscript to be submitted for publication?

Carter-Richmond Methodology

The above Management Questions developed for your program are based on the Carter-Richmond Methodology1 . A description of the Carter-Richmond Methodology appears in the General Section of the NOFA.

1 © The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs," Reginald Carter, ISBN Number 9780978724924.