HUD Master Models (2007)

Hispanic-Serving Institutions Asst. Communities

HSIAC   Hispanic-Serving Institutions Asst. Communities

To assist Hispanic Serving Institutions to expand their role in addressing community development needs in their localities, including neighborhood revitalization, housing, and economic development principally for low- and moderate-income persons.

Need Statements

Need for HSI Support

There is a need for Hispanic Serving Institutions to utilize the skills and talents available at their institutions to assist communities in undertaking community and economic development activities which benefits low- and moderate-income persons.

There is a need for Hispanic Serving Institutions to utilize the skills and talents available at their institutions to assist communities in undertaking community and economic development activities which aids in the prevention of elimination of slums and blight.

There is a need for Hispanic Serving Institutions to utilize the skills and talents available at their institutions to assist communities in undertaking community and economic development activities which meet urgent community development needs that poses serious and imminent threat to the health and welfare of the community when other financial resources are not available.

Activities and Outputs

Acquisition of real property	Units
Administrative/Planning	Planning
Best practices training	Trainings
Business and industry provide job training for employees	Businesses
Business contacts	Contacts
Business counseling	Persons
Business opportunities-Other – Dollars	Dollars
Business opportunities-Other – Dollars	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Business opportunities-Section 3 –Businesses	Businesses
Business presentations	Presentations
Business training/education	Persons
CDBG Community Economic Development Programs	Programs
CDBG energy conservation projects	Projects
CDBG neighborhood revitalization	None
Childcare training	Persons
Clearance and demolition	Units
Computer certification training and education	Persons
Computer lab with learning software	Labs
Construction of affordable housing	Units
Construction of facility	Facilities
Construction of units	Units
Coordinate programs with local schools	Schools
Design satellite counseling center	Centers
Design website for technology center	Websites
Develop multi-lingual curriculum/program	Curriculum
Develop practicum	Practicum
Develop recruitment plan	Plan
Develop special needs program	Programs
Direct homeownership assistance	Persons
Education	Persons
Educational workshops	Workshops
Employment opportunities-Other – Available jobs	Available jobs
Employment opportunities-Other – Persons	Persons
Employment opportunities-Section 3 – Available jobs	Available jobs
Employment opportunities-Section 3 – Persons	Persons

HUD Master Models (2007)

Hispanic-Serving Institutions Asst. Communities

Energy efficiency training	Persons
ESL	Persons
Establish center for workforce development	Centers
Establish small business incubator	Facilities
Establishment of a Community Development Corporation	Corporation
Fair housing counseling and services	Persons
Financial assistance for expansion of micro enterprises	Micro-enterprises
Financial assistance referrals	Persons
Financial literacy training and counseling	Persons
Financial literacy workshops	Persons
Furnish classrooms	Classrooms
Grant writing workshops	Workshops
Hire draftsman	Draftsman
Hire students	Students
Homebuyer down-payment assistance	Dollars
Housing counseling and training	Persons
Job placement	Persons
Job readiness and employability skill development	Persons
Job shadowing	Persons
Job training and education	Persons
Lead-based paint hazard evaluation	Evaluations
Lead-based paint hazard reduction	Hazards
Leadership training	Persons
License facility for childcare	Persons
Marketing and Outreach	Ads
Multi-lingual educational programs	Programs
Non-credit free classes	Sections
Obtained childcare	Children
Obtained drug abuse counseling	Persons
Obtained healthcare	Persons
Partnership coordination on Energy Star compliance	Partnerships
Placement agreements with businesses	Persons
Prepare bid	Bids
Provide early intervention for special needs	Children
Public facilities improvements	Facilities
Recreational needs	Needs
Rehab/Renovate facility	Facilities
Rehabilitation of commercial structures	Units
Rehabilitation of residential structures	Units
Relocation payments	Dollars
Rental of small business incubator	Micro-enterprises
Residents who received relocation payments	Persons
Service Learning programs	Persons
Skill assessment testing	Persons
Technical assistance for establishment of micro-enterprises	Micro-enterprises
Technical assistance for expansion of micro-enterprises	Micro-enterprises
Technical assistance for stabilization of micro-enterprises	Micro-enterprises
Technology center classes	Classes
Train Spanish/Vietnamese/English-speaking for childcare	Persons
Training Opportunities-Other	Persons
Training Opportunities-Section 3	Persons
Training/Counseling for non-profits	Non profits
Vocational/trade skills training/education	Persons
Water and sewer facilities	Facilities
Write job training grants	Grants
Write Small Business Network grants	Grants
Other	Other

HUD Master Models (2007)

Hispanic-Serving Institutions Asst. Communities

Outcomes and Indicators

Built new affordable housing units	Units
Business opportunities-Other – Businesses	Businesses
Business opportunities-Other – Dollars	Dollars
Business opportunities-Section 3 – Businesses	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Businesses report improvement in supply of skilled labor	Businesses
Children enrolled in child care	Children
Communities replicate childcare program model	Communities
Community center completed and operational	Centers
Employment opportunities-Other – Available jobs	Available jobs
Employment opportunities-Other – Persons	Persons
Employment opportunities-Section 3 – Available jobs	Available jobs
Employment opportunities-Section 3 – Persons	Persons
Families have access to high quality subsidized childcare	Persons
Gain employment utilizing computer skills	Persons
Homes made lead safe	Units
Homes renovated	Units
Income generated from assessments/incubator rental	Dollars
Increase salary	Persons
Job training grants received	Grants
Long-term job placements	Persons
Micro-enterprises established as a result of financial assistance	Micro-enterprises
Micro-enterprises established as a result of technical assistance	Micro-enterprises
Micro-enterprises stabilized as a result of financial assistance	Micro-enterprises
Micro-enterprises stabilized as a result of technical assistance	Micro-enterprises
Micro-enterprises that expanded as a result of financial assistance	Micro-enterprises
Micro-enterprises that expanded as a result of technical assistance	Micro-enterprises
Minority/women-owned businesses report improvements	Persons
New employers locate to city	Businesses
Obtain employment	Persons
Public facilities that were improved	Facilities
Purchase a home as a result of down- payment assistance	Persons
Purchased new home	Persons
Purchased renovated home	Persons
Residents using the improved facilities for the first time	Persons
Small Business Network grants received	Grants
Small businesses housed incubator	Micro-enterprises
Training Opportunities-Other	Persons
Training Opportunities-Section 3	Persons
Water and sewer facilities improved	Facilities
Other	Other

Hispanic-Serving Institutions Asst. Communities

Measurement Tools

A. Tools to Track Outputs and Outcomes
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 are 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
Inspection results
Lease agreements
Legal documents

Hispanic-Serving Institutions Asst. Communities

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 Data Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident
Other
E. Process of Collection and Reporting
Computer spreadsheets
Flat file database
Manual tallies
Relational database
Statistical database
Other

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.
- Analysis of data to determine the relationship of outputs to outcomes; what outputs produce which outcomes.

HUD Will Use The Following Questions To Evaluate Your Program

1. How many jobs were created as result of new businesses?
2. How many new businesses were created?
3. How many persons purchased a home?
4. How many homes were made lead safe?
5. How many persons obtained employment?
6. What was the amount of funds leveraged from grants?

5

7. What was the magnitude of improvements to public facilities?
8. How many persons completing training? and what type of training?
9. How many Micro-enterprises were established as a result of technical assistance?
10. How many Micro-enterprises were stabilized as a result of technical assistance?
11. How many Micro-enterprises were expanded as a result of technical assistance?
12. How many Micro-enterprises were established as a result of financial assistance?
13. How many Micro-enterprises were stabilized as a result of financial assistance?
14. How many Micro-enterprises were expanded as a result of financial assistance?
15. How many new affordable housing units were created?

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.