HUD Master Models (2007)

HCVFSS

Housing Choice Voucher Family Self-Sufficiency Program Coordinator

To promote the development of local strategies to coordinate the use of assistance under the Housing Choice Voucher Program with public and private resources to enable participating families to obtain employment that will move them toward economic self sufficiency. An FSS program coordinator ensures that program participants are linked to the supportive services they need to achieve self-sufficiency.

Need Statements

There is a need to link <u>new</u> FSS program participants to services and economic opportunities that will lead to employment and economic self-sufficiency.

There is a need to maintain on-going linkages to services and economic opportunities for <u>existing</u> FSS program participants in order to support their transition to employment and economic self-sufficiency.

Activities and Outputs

Adult Basic Education-Enrolled	Persons
Affordable housing organizations contacted	Organizations
Childcare assistance	Children
Childcare assistance	Families
Credit repair counseling-Enrolled	Persons
Credit repair education-Enrolled	Persons
Employers contacted	Employers
Employment counseling	Persons
ESL classes-Enrolled	Persons
Financial management counseling-Enrolled	Persons
Financial management education-Enrolled	Persons
GED program-Enrolled	Persons
Health services obtained	Persons
High school-Enrolled	Persons
Hire FSS Homeownership Program Coordinator	Persons
Hire FSS Program Coordinator	Persons
Homeownership education/counseling-Enrolled	Persons
Household skills training-Enrolled	Persons
Housing counseling agencies contacted	Agencies
IDA accounts established-Dollars	Dollars
IDA accounts established-Persons	Persons
Individual Training Service Plans (ITSPs) developed	Persons
Job retention activities	Persons
Job training-Enrolled	Persons
Lenders identified	Lenders
Mentoring relationships established	Relationships
Mentoring relationships established	Families
Needs assessments conducted	Persons
New FSS Contracts of Participation executed	Families
Outreach to FSS families re: homeownership	Families
Outreach to HCV families re: FSS program	Families
Participants-Continuing	Persons
Post secondary classes-Enrolled	Persons
Post-purchase homeownership education/counseling-Attended	Persons
Pre-purchase homeownership education/counseling-Attended	Persons
Service providers contacted	Providers
Substance abuse services	Persons
Transportation services	Persons
Vocational training-Enrolled	Persons
Voucher homeownership option	Families
Work with Program Coordinating Committee to obtain services	Services
Other	Other

Outcomes and Indicators

Adult Basic Education-Completed	Persons
Associates degree obtained	Persons
Bachelors degree obtained	Persons
Cash welfare assistance-Eliminated	Persons
Cash welfare assistance-Reduced	Persons
Certification from business or technical school	Persons
Certification from post-secondary school	Persons
Certification from private industry	Persons
Credit repair counseling-Completed	Persons
Credit repair education-Completed	Persons
Credit score improved	Persons
Earned income increased-Dollars	Dollars
Earned income increased-Families	Families
Employed for one year	Persons
Employed for six months	Persons
Employment-full time	Persons
Employment-part time	Persons
Escrow accounts established	Families
Escrow accounts with positive balances-Accounts	Accounts
Escrow accounts with positive balances-Dollars	Dollars
Escrow accounts-average escrow disbursement upon completion	Dollars
ESL classes-Completed	Persons
Financial management counseling-Completed	Persons
Financial management education-Completed	Persons
GED obtained	Persons
Health benefits obtained-Employer provided	Persons
High school diploma obtained	Persons
Homeownership education/counseling-Completed	Persons
Household skills training-Completed	Persons
IDA account deposits-Dollars	Dollars
IDA account deposits-Persons	Persons
IDA accounts established-Dollars	Dollars
IDA accounts established-Persons	Persons
IDA accounts-Capitalize business	Persons
IDA accounts-Purchase automobile	Persons
IDA accounts-Purchase home	Persons
IDA accounts-Pursue secondary education	Persons
Job placement	Persons
Job training-Completed	Persons
Moved to non-subsidized rental housing	Families
Persons graduating program	Persons
Persons not completing program	Persons
Post secondary classes-Completed	Persons
Post-purchase homeownership education/counseling-Completed	Persons
Pre-purchase homeownership education/counseling-Completed	Persons
Program graduates	Persons
Purchased home	Families
Vocational training-Completed	Persons
Other	Other

Measurement Tools

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

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 persons obtained employment this period of performance?
2. What is the total increase in income from all new employment this period of performance?
3. What is the total increase in income from all existing employment this period of performance?
4. How many persons transitioned from welfare to work and no longer receive welfare benefits this period of performance?
5. How many families purchased a home this period of performance?
6. How many persons with ITSPs obtained a GED this period of performance?
7. How many persons with ITSPs obtained a high school diploma this period of performance?
8. How much was the reduction in welfare cash assistance to FSS families this period of performance?
9. How many families increased earned income this period of performance?
10. How many families no longer receive rental assistance due to increased earned income this period of performance?
11. How many FSS escrow accounts were established this period of performance?
12. What was the dollar value of FSS escrow accounts established accumulated by families that graduated this period of performance?
13. How many needed services were obtained for families as a result of outreach and community partnerships this period of performance?

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14. How many persons received post-secondary degrees?
15. How many persons received certifications?

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.