IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING
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, select the TAB with your cursor at the bottom of screen and use your print function (usually File | Print).

Do not modify the workbook. Do not change the integrity of the form by adding additional tabs or worksheets. The instructions provided here will meet your needs.

SECURITY AND THE USE OF "MACROS"
The 2007 HUD eLogic Model™ when downloaded and opened may prompt a "Macro" alert on your screen. "Macros" are a form of programming used in Excel to enable additional functionality. You will need to "enable" the "Macros" to use all functions on your eLOGIC MODEL™. After submission of your eLogic Model™ grant application, you may reset your security levels to their original settings. Depending on your version of Excel™, there are several steps you must take in order to use the eLogic Model™. A description is provided below for three most common versions of Excel™ in use today, one of which is probably installed on your computer.

NOTE: If you do not enable the "Macros" your eLogic Model™ will not function properly. If you are working in a network, and you cannot control your desktop settings, contact your system administrator for support. Some of you may already be very familiar with Macros. If you are not, here are some easy step-by-step instructions for you to follow to enable the Macros.

Excel™ 2003 - There are four levels of security regarding the use of "Macros": Very High, High, Medium, and Low. If upon opening the eLogic Model™ the dialog box states that you must change your Security setting to enable "Macros", your security settings are either set to Very High or High and you must take the following steps: Go to the toolbar at the top of the screen and click on "Tools". Then click "Options" and then click the tab labeled "Security" located on the top right of the window. At the bottom right of the window, click the button that says "Macro Security" and select Medium as your setting. Click "OK" and then click "OK" in the Options window. Close your eLogic Model™. Re-open your eLogic Model™. You will now receive a dialog box with the message "Security Warning". Click on the button at the bottom that says "Enable Macros". Your eLogic Model™ will open and be fully functional.

If upon opening the eLogic Model™ the dialog box gives you an option to enable "Macros" at that moment, it means that Security is set to Medium. All you need to do is to click the button at the bottom of the dialog box that says "Enable Macros". Your eLogic Model™ will open and be fully functional.

If upon opening the eLogic Model™ there is no dialog box, your Security setting is set on "Low" and your Macros are already enabled. There is no additional step needed.

Excel™ 2000 -There are three levels of security regarding the use of "Macros": High, Medium, and Low. The High security setting automatically disables most Macros and does not alert you to the action. If, when entering Services/Activities in Column 3, or Outcomes in Column 5, you select “other,” the word “other” appears and remains in the cell, the Macro is not functioning. Save and close changes you have made thus far. Then from the menu, select “Tools,” “Macro,” “Security”. A dialog box will open. Click on the “Security” TAB and select “Medium,” then click “OK.” Reopen your eLogic Model™. A dialog box will open. Select “Enable Macros”. Your eLogic Model™ will open and be fully functional.

If your copy of Excel is already set to "Medium" security, the enable Macros dialog box will appear and you can proceed as above.

The low security setting automatically enables all Macros and you will not receive any message. The eLogic Model™ will open and be fully functional.

Excel™ 1997 - If you are using this version of Excel, please contact HUD's NOFA Information Center for assistance at (800) HUD-8929. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339. The NOFA Information Center is open between the hours of 10 a.m. and 6:30 p.m. eastern time, Monday through Friday, except federal holidays.

eLOGIC MODEL™ SPECIAL FEATURES
There are several new features available in this year's eLOGIC MODEL™:

Populate Worksheets - When identifying information is entered in the Year1 worksheet, e.g. Applicant Name, Project Name, and Component Name, this information will automatically populate or carryover into the Year2, Year 3, and Total worksheets. Activities and Outcomes do not populate as there are any number of combinations of activites that can be performed over the life of an award.

Expand Worksheet Columns for Better Viewing - The Need (Column 2), Service or Activity (Column 3) and Outcome (Column 3) columns can be expanded for better viewing. See additional details under, COLUMNS OF THE eLOGIC MODEL™ (1-7).

Use of "Other" in the Dropdown List for "Services or Activities/Output" and "Outcome"
The dropdown lists for "Services or Activities/Output" and "Outcome" can be expanded to include up to three additional entries. If a service/activity and outcome in the existing dropdown lists do not adequately reflect your project, your may select "other" and add up to three additional entries for "Services or Activities/Output" and three additional entries for "Outcome". These entries are for the total duration of the project, not each year. For example, if you want to add one “other” activity and associated outcome in Year1, Year2 and Year3 you will not be able to add any additional “other “ items. Please bear this in mind when determining the need to select “other” rather than an item already identified in the drop down menu. See additional details under, COLUMNS OF THE eLOGIC MODEL™ (1-7).

A Reporting TAB Has Been Added
The worksheets of the eLogic Model™ contain projections of services or activities and outcomes in support of your proposed project. If you are selected for funding, your approved eLogic Model™ will lock the approved activities/output and proposed projections of your eLogic Model™ and also open up the post reporting functionality. You will be provided a copy of your approved eLogic Model™with your award agreement. The approved eLogic Model™ will allow you to report actual numbers in the space provided in the “post” column.

A"Reporting" TAB has been designed to contain two text boxes. Use the text boxes provided. The first provides an area for reporting any positive/negative deviations from the approved eLogic Model™ projections and the basis for the deviations. The second text box is to be used to report responses to the Management Questions negotiated by the HUD program offices as part of your award. See additional details under, INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD.

This ends the highlights section. The following are detailed instructions for completing the eLogic Model™.

INSTRUCTIONS FOR COMPLETING THE eLOGIC MODEL™

BACKGROUND
The eLogic Model™ form (4 copies, Year1 Year2 Year3 and Total) is contained within this 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 top right corner of the workbook to expand your window 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) provide supportive and reporting information. The TABs are:

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

12 - Worksheets

ACCESSING THE eLOGIC MODEL™
Select the TAB labeled "Year1." This is the first copy of the eLogic 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 must 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 must 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 15 of the SF-424. Once you have entered your "Applicant Name" in the worksheet labeled Year1, the Year2, Year3, and Total worksheets will automatically populate the same information.

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. If you are submitting multiple applications under the same applicant name for the same HUD program, you must include a project name that can distinguish between the two applications and logic models submitted, e.g. HBCU-Dillard-Affordable Housing15, HBCU-Dillard-Affordable Housing16. If the project name is not known at time of application then insert TBD1, TBD2, etc, e.g. HBCU-Dillard-TBD1, HBCU-Dillard-TBD2. Once you have entered your "Project Name" in the worksheet labeled Year1, the Year2, Year3, and Total worksheets will automatically populate the same information.

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, e.g., 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. Once you have entered your "Component Name" in the worksheet labeled Year1, Year2, Year3, and Total will automatically populate the same information.

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 additional details under, INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD.

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 "GoalsPriorities" at the bottom of the workbook. 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 worksheets 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 Priority will appear. Select one of the HUD Goals and Policy Priority letter/number in the list by clicking it. Repeat this process in other cells of the HUD Goals column and the Policy Priority column until you have selected all that apply to your application.

Column 2 – Planning
Under the "Planning" Column (2), select a Problem,Need,Situation statement. 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 or more 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 TAB labeled "Needs" to see the full Need Statement or you can (using your mouse) click on the shaded cell [D5] labeled **Problem, Need, Situation** and this will expand the cell. To return the cell to its original size, click again on cell [D5] labeled **Problem, Need, Situation.**

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

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 a Service or Activity. 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 Services or Activities appears. Select one of the Services or Activities in the list by clicking it. List Year1 Services or Activities using the Year1 worksheet of the form. List Year2 Services or Activities using the Year2 worksheet of the form. List Year3 Activities using the Year3 worksheet of the form. Make a composite Logic Model of all years on the Total worksheet. If you are only applying for one year grant, you do not need to create a composite Logic Model on the Total TAB. Because the column is too narrow to show the full Services or Activities/Outputs Statement in the dropdown list, you may wish to refer to the TAB labeled "Services" to see the full range of eligible Services or Activities/Outputs or you can (using your mouse) click on the shaded cell [E5] **Service or Activities/Outputs.** This will expand the cell. To return the cell to its original size, click on shaded cell [E5] **Service or Activities/Outputs.**

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

NOTE: If the Service or Activity/Outputs that you are looking for does not appear on the dropdown list, choose "Other" from the dropdown list. A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says "You have selected "Other" which means that "you must create a new Activity or Outcome and a Unit of Measure, are you prepared to do this Now?", click "Yes" if you wish to continue. You will see an input window that says "Enter a new Activity or Outcome to your selection list". Enter your Service or Activity in the field provided and click "OK". A second window will appear that says "Specify a Unit of Measure for the Activity or Outcome you entered". Enter the unit of measure in the field provided and click "OK". The new Service or Activity will appear in the Logic Model cell and it will be added to the dropdown list. **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW SERVICES OR ACTIVITIES PER LOGIC MODEL.**

In the event that you want to delete, or change your newly created Service or Activity, click the TAB labeled Services at the bottom of your screen and then click cell [B1] **"Click here to allow deletion of New Activities" at the top right of the window.** A dialog box will appear that says "Click on a new Activity to delete it from you Logic Model", click "OK". A dialog box will appear that says "Caution! This will delete all instances of new services or activities in your Logic Model, do you wish to continue?" Click "Yes". The new Activity you added will be displayed with the prefix "new". You can only delete new Services or Activities.

Column 4 – Measure
Notice that as the Service or 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 Service or 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.

Column 5 – Impact
Under the "Impact" Column (5), select the Outcome that best corresponds to the Need and Service or Activity that you just previously identified and selected for your logic model. Do this the same way as previously described for Needs and Services or Activities. Select an Outcome from the dropdown list. Notice that once again, a unit of measure automatically appears in the next column "Measure". Because the column is too narrow to show the full Outcome Statement in the dropdown list, you may wish to refer to the TAB labeled "Outcomes" to see the full range of Outcomes or you can (using your mouse) click on the shaded cell [I5] **Outcome.** This will expand the cell. To return the cell to its original size, click on shaded cell [I5] **Outcome.**

NOTE: When expanding and returning the cell to its original size, click once. Do not double click.

NOTE: If the Outcome that you are looking for does not appear on the dropdown list, choose "Other" from the dropdown list. A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says "You have selected "Other" which means that "you must create a new Activity or Outcome and a Unit of Measure, are you prepared to do this Now?", click "Yes" if you wish to continue. You will see an input window that says "Enter a new Activity or Outcome to your selection list". Enter your Outcome in the field provided and click "OK". A second window will appear that says "Specify a Unit of Measure for the Activity or Outcome you entered". Enter the unit of measure in the field provided and click "OK". The new Outcome will appear in the Logic Model cell and it will be added to the dropdown list. **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW OUTCOMES PER LOGIC MODEL.**

In the event that you want to delete, or change your newly created Outcome, click the TAB labeled Outcomes at the bottom of your screen and then click cell [B1] "Click here to allow deletion of New Outcomes" at the top right of the window. A dialog box will appear that says "Click on a new Outcome to delete it from your Logic Model", click "OK". A dialog box will appear that says "Caution! This will delete all instances of new outcomes in your Logic Model, do you wish to continue?" Click "Yes". The new Outcome you added will be displayed with the prefix "new". You can only delete new Outcomes.

Column 6 – Measure
Under the “Measure” Column 6, specify a projected number of Outcome units you are proposing.

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 Service or 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 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 most frequent sources for the 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" must 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.

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.

C. Source of Data. This is the source where the data originates. 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.

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.

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 Processing of Data appears. Select one or more of the Process of Data in the list by clicking it.

SAVING YOUR eLOGIC 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. 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. Excel™ automatically adds the file extension ".xls" to your file name. Make sure the file extension .xls is not capitalized. In following these directions, if your organizational name exceeds the 50 character limit for space, you should abbreviate your organizational name by either using its initials or a recognizable acronym, e.g. South Carolina State University maybe written as SCSU; Howard University maybe written as HOWDU.

If you are submitting multiple applications under the same applicant name for the same HUD program, you must include a project name that can distinguish between the two applications and logic models submitted, e.g. HBCU-Dillard-Affordable Housing15.xls, HBCU-Dillard-Affordable Housing16.xls. Please be sure to review the file formats and naming requirements contained in the General Section.

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™.

This ends the instructions for completing your Logic Model for application submission.

INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD

Do not change the integrity of the form by adding additional tabs or worksheets. The instructions and the worksheets provided in your eLogic Model™ will meet your needs.

If your project is selected for funding, 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™ allowing you to submit actual outputs and outcomes against approved activities and projected outcomes. HUD will also open the Reporting TAB for you to meet the reporting requirements that are discussed below. The HUD program office will send you the approved eLogic Model™ to be used for reporting purposes. Identify the reporting period covered by the report in Column "i" of the worksheet lines 1, 2 and 3.

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, use it 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™, 2); and to respond to the Management Questions identified in the Evaluation TAB.

The worksheet labeled "Reporting" contains three large text boxes to 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 Services or Activities and Outcomes vs. Actual Services or Activities and Outcomes.

When responding to the Management Questions, first write the Management Question followed by the response.

COMPLETING PERFORMANCE INFORMATION in YEAR1, YEAR2, YEAR3, AND TOTAL TABS.

The HUD approved eLogic Model™ will be used as a monitoring and reporting tool for your grant award. HUD will open the reporting side of the eLogic Model™ 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. **Identify the reporting period covered by the report in Column "i" of the worksheet lines 1, 2 and 3.**

Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections

In addition to your submission of your eLogic Model™ results, you must include a narrative indicating any positive or negative deviations from projected outputs and outcomes as contained in your approved eLogic Model™ and explain the basis for the actual performance as compared to what was projected. In your narrative be sure to identify the output and outcome that you are describing from your approved eLogic Model™ and the reason why this deviation occurred. When doing this, create a paragraph header labeled, "Narrative Description - Positive/Negative Deviation from Approved Logic Model Projections".

Save the eLogic Model™ file you receive from HUD. Each time you submit your report to HUD, add the reporting period and year to the file name, e.g. HBCU-Dillard-Affordable Housing16qtr107 for a 1st quarter report, HBCU-Dillard-Affordable Housing16qtr207 for a 2nd quarter or semi-annual report, HBCU-Dillard-Affordable Housing16qtr307 for a 3rd quarter report, and HBCU-Dillard-Affordable Housing 16qtr407 for a 4th quarter or annual report, When reporting for a multiple year award, use the same format but change the year, e.g HBCU-Dillard-Affordable Housing16qtr108.

Response to Management Questions

The Management Questions are located in the Evaluation TAB. It lists the 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. The data in your eLogic Model™ should enable you 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 also be useful to you in evaluating the effectiveness of your program. For eLogic Model™ Training via webcast, consult the webcast schedule found at HUD's website at http://www.hud.gov/offices/adm/grants/fundsavail.cfm. If you have any questions regarding reporting requirements, please contact your HUD program representative.

In your report and in accordance with your NOFA instructions and grant agreement, respond to the Management Questions found in the Evaluation TAB. When responding to the Management Questions, use the text box in the Reporting TAB and write the Management Question followed by the response for all Management Questions applicable to your activities.

Submission Requirements

In addition to following the reporting requirements in your award agreement, you must also submit an electronic copy. (See the FY2007 General Section of the NOFA for the HUD approved electronic formats)

eLogic Model'

Applicant Name:	
Project Name:	
TERM:	Year 1
HUD Program	**ROSS-Elderly/Disabilities**

Period:	
Start Date:	
End Date:	

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

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

US Department of Housing and Urban Development

OMB Approval 2535-0114 exp. 09/30/2007

Applicant Name:	
Project Name:	
TERM:	Year 1
HUD Program	**ROSS-Elderly/Disabilities**

Period:	
Start Date:	
End Date:	

Component Name:

HUD Goals	Policy Prior-ity	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		

eLogic Model'

Applicant Name:				US Department of Housing and Urban Development	
Project Name:		**Period:**		OMB Approval 2535-0114 exp. 09/30/2007	
TERM:	Year 1	**Start Date:**			**Component Name:**
HUD Program	**ROSS-Elderly/Disabilities**	**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
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				#N/A			#N/A		
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		Applicant Name:	0					US Department of Housing and Urban Development			
		Project Name:	0		**Period:**			OMB Approval 2535-0114 exp. 09/30/2007			
		TERM:	Year 2		**Start Date:**					**Component Name:**	
		HUD Program	**ROSS-Elderly/Disabilities**		**End Date:**					**0**	
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		
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									A. Tools for Measurement		
				#N/A			#N/A				
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									D. Frequency of Collection		
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US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Applicant Name: 0
Project Name: 0
TERM: Year 2
HUD Program ROSS-Elderly/Disabilities

Period:
Start Date:
End Date:

Component Name: 0

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
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				#N/A			#N/A		
				#N/A			#N/A		
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Applicant Name: 0
Project Name: 0
TERM: Year 2
HUD Program **ROSS-Elderly/Disabilities**

Period:
Start Date:
End Date:

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Component Name: **0**

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
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				#N/A			#N/A		
				#N/A			#N/A		
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				#N/A			#N/A		

eLogic Model™

Applicant Name:	0
Project Name:	0
TERM:	Year 3
HUD Program	**ROSS-Elderly/Disabilities**

Period:	
Start Date:	
End Date:	

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Component Name: **0**

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
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									A. Tools for Measurement
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eLogic Model[1] **Applicant Name:** 0

Project Name: 0

TERM: Year 3

HUD Program **ROSS-Elderly/Disabilities**

Period:

Start Date:

End Date:

US Department of Housing and Urban Development

OMB Approval 2535-0114 exp. 09/30/2007

Component Name: **0**

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
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				#N/A			#N/A		
				#N/A			#N/A		
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eLogic Model™

Applicant Name:	0
Project Name:	0
TERM:	Year 3
HUD Program	**ROSS-Elderly/Disabilities**

Period:	
Start Date:	
End Date:	

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Component Name: **0**

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		
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eLogic Model™

Applicant Name:	0
Project Name:	0
TERM:	Total
HUD Program	**ROSS-Elderly/Disabilities**

Period:	
Start Date:	
End Date:	

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Component Name: **0**

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		
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				#N/A			#N/A		
				#N/A			#N/A		
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									D. Frequency of Collection
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eLogic Model[1]

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Applicant Name:	0
Project Name:	0
TERM:	Total
HUD Program	**ROSS-Elderly/Disabilities**
Period:	
Start Date:	
End Date:	
Component Name:	**0**

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		
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eLogic Model™

Applicant Name:	0
Project Name:	0
TERM:	Total
HUD Program	**ROSS-Elderly/Disabilities**

Period:	
Start Date:	
End Date:	

US Department of Housing and Urban Development
OMB Approval 2535-0114 exp. 09/30/2007

Component Name: **0**

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
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				#N/A			#N/A		
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				#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 eLogic Model™

Copy to Column 2

PROBLEM, NEEDS, SITUATION
There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place.

CAMP eLogic Model™	*Click here to allow deletion of 'New' Activities*
Copy to Column 3	
SERVICES OR ACTIVITIES/OUTPUTS	**UNITS**
Activities of daily living assistance provided	Persons
Business opportunities-Other– Businesses	Businesses
Business opportunities-Other– Dollars	Dollars
Business opportunities-Section 3 – Businesses	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Case management-initial needs assessment	Persons
Case management-on-going	Persons
Congregate meals provided	Persons
Dental services provided	Persons
Disability services counseling provided	Persons
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
GED Program-Completed	Persons
Project manager hired	Persons
GED program-Enrolled	Persons
Financial literacy, computer training, job training, classes etc-Enrolled	Persons
Financial literacy, computer training, job training, classes etc-Offered	Classes
Financial literacy, computer training, job training, classes etc-Completed	Persons
Individual meals services	Persons
Medical services referrals	Persons
Mental health referrals	Persons
Persons equipped with personnel emergency responses resources	Persons
Transportation services	Persons
Wellness programs offered by grantee completed in-house	Persons
Wellness programs referred to by grantee	Persons
other	other

CAMP eLogic Model™	*Click here to allow deletion of 'New' Outcomes*
Copy to Column 5	
ACHIEVEMENT OUTCOMES GOALS AND INDICATORS	**UNITS**
Business opportunities-Other – Businesses	Businesses
Business opportunities-Other – Dollars	Dollars
Business opportunities-Section 3 – Businesses	Businesses
Business opportunities-Section 3 – Dollars	Dollars
Employment obtained	Persons
Employment maintained	Persons
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
GED obtained	Persons
Improved living conditions/quality of life	Persons
Live independently/age in place and avoid long term care placement	Persons
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
B. Where Data Maintained
Agency database
Centralized database
Individual case records
Local precinct
Public database
School
Specialized database
Tax Assessor database
Training center
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
D. Frequency of Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident
E. Processing of Data
Computer spreadsheets
Flat file database
Manual tallies
Relational database
Statistical database

Explanation of Any Deviations From the Approved eLogic Model

Response to Management Questions

Response to Management Questions

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. How many units were retrofitted to meet accessibility requirements, building codes, and health and safety standards?
2. How much common space was retrofitted to meet accessibility requirements, building codes, and health and safety standards?
3. How much common space was retrofitted for ALF staff?
4. How many new or modified central kitchen or dining rooms were created to support ALF?
5. How many persons were maintained their own residence as a result of the ALCP?
6. How many persons avoided placement into a long-term care facility?
7. How many services were provided to residents?
8. How many linkages were provided to residents?
9. What is the value of linked or referred services provided by other community-based organizations?

Carter-Richmond Methodology

The above Management Questions developed for your program are based on the Carter-Richmond Methodology[1] . 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.