Instructions for Completing the eLogic Model™

The eLogic Model™ form (3 copies) is contained within this MS Excel™ Workbook. The workbook has nine separate worksheets. Each worksheet is identified by a "tab" at the bottom of the screen. The worksheet(s) labeled "Logic Model (1-3)" is the actual form that you should complete. The other worksheet(s) simply provide supportive information. The "tabs" are:

  Instructions
  eLogicModel™ (1)
  eLogicModel™ (2)
  eLogicModel™ (3)
  Needs List
  Services List
  Outcomes List
  Tools List
  Evaluation

It may be helpful to print out a copy of each worksheet and have them on hand while reviewing these instructions, and while creating your logic model. These instructions may be printed but may not look exactly as displayed on your screen.

Select the tab labeled "**eLogicModel™ (1)**." This is the first copy of the logic model form. The additional copies of the eLogicModel™ form are used only if needed.

In the first row there is label, "**Applicant Name**". Enter the name of the applicant organization applying for funding. Use exactly the same name as on other parts of the application.

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 other parts of your application and the form SF-424. Note that the worksheet is "lock protected" so you can only make entries in cells that are for input as directed by these instructions.

In completing your eLogic Model™ you can elect to designate activities and outcomes as **Short, Intermediate** or **Long Term**. To do so, click the dropdown arrow in the **TERM** field and select Short, Intermediate, Long Term or Total, from the drop down list. On each form identify the appropriate time frame the form represents by selecting Short Term, Intermediate Term or Long term. Use a separate form for each timeframe.

If you are not designating time frames, then select **"Total"** from the dropdown list, which indicates to HUD that the Logic Model provided is a logic model that represents your plan for the entire project without timeframes.

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 **"Program Component"** [cell I-4]. If the program under which you are applying has components such as EOI or PEI under the Fair Housing Initiatives Program, or ROSS Family and Homeownership Component under the ROSS Program, 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 will be used later for reporting performance to HUD. When actually reporting performance, first select the Period that reflects the reporting period you are submitting, 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.

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)."

Column 1 – Policy
Under the **"Policy"** column (1), there are actually two columns; one for <u>HUD Goals</u>, and one for <u>Policy Priority</u>. Enter the numbers corresponding to <u>HUD Goals</u> in the General Section of the SuperNOFA and the numbers corresponding to the <u>Policy Priority</u> in the General Section of the SuperNOFA. For either the <u>HUD Goals</u> or <u>Policy Priority</u>, enter one or more of the numbers corresponding to the <u>HUD Goals</u> or <u>Policy Priority(ies)</u> in the column below the labels. Use a separate cell for each number going down each respective column.

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 statement in the dropdown list, you may wish to refer to the printout of "Tab 1 Needs List" to see the full statement. When you select a statement, the full 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

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 <u>needs</u> 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 Activities appears. Select one of the Activities in the list by clicking it.

Column 4 – Measure
Notice that as the Activity you selected appears in the cell, a corresponding <u>unit of measure</u> appears or populates in the same column. The <u>unit of measure</u> could be "persons", "dollars", "square feet", "houses", or some other <u>unit of measure</u> that relates to the selected Activity. Immediately below the <u>unit of measure</u> 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 because you cannot add a description of the Activity or the <u>unit of measure</u>, you must identify the Activity or <u>unit of measure</u> 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 <u>unit of measure</u> automatically appears in the next column "Measure."

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, because you cannot add a description of the Outcome or the Unit of Measure, you must identify the Outcome or <u>unit of measure</u> 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 Logic 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.

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

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 unpredictably requiring you to start over with a new blank Logic 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 project management, reporting, and responding to the Evaluation Questions. This column
Source of Data work for structuring your data collection efforts. If the collection and processing of data is not well

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 project management, reporting, and responding to the 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. As you proceed through the remaining components, B through E, specify those components in the same order as the Tools selected in A. That is, if the first Tool is "Pre-post Test," then specify the first item in B through E as it pertains 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 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 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

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 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 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 Logic 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 to describe, "Other".

When you are finished completing the Logic 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. 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.

In most cases, a single workbook should be adequate for completing your Logic Model. The workbook has three copies of the form included. If you need additional space, you may submit additional copies of the workbook as needed.

Suggested Naming Conventions for Saving Logic Model Files.

At some point in the application processing, your Logic Models will be batched into a database along with thousands of other Logic Models. It is important, therefore, that you give a unique name to your Logic Model file. Please use the following conventions.

measure in your approved award, with the actual experience resulting from implementation of your program/project.
EMFWayDownYonderHomelessHelp 1.xls

Suggested Naming Conventions for Saving Logic Model Files.

At some point in the application processing, your Logic Models will be batched into a database along with thousands of other Logic Models. It is important, therefore, that you give a unique name to your Logic Model file. Please use the following conventions.

Begin the name with the letters "LM" and a hyphen.

Continue the name by using your Applicant's Name, and a hyphen (no spaces). If you must have spaces in the name, then use the underscore (Shift-underline) character to represent spaces. It is best if you can avoid spaces altogether.

Complete the name by adding a numeric suffix indicating that this is workbook "1" or workbook "2", etc. As stated earlier, most applicants will only require one workbook. But, if you require more than one workbook, place a number at the end of the name to designate that this file is the first, or second, or third workbook of your Logic Model.

Examples: LM-YourApplicantName-#.xls

  LM-SleepyHollowHousingProject-1.xls
  LM-SleepyHollowHousingProject-2.xls

  LM-WayDownYonderHomelessHelp-1.xls
  LM-Green_Grass_and_Brownfields_Development-1.xls

The final portion of the name [.xls] is added automatically by MS Excel™.

This completes the instructions for using the eLogic Model™

Monitoring and Reporting - Program Evaluation

The eLogic Model™ will be used as a monitoring and reporting tool upon final approval from the HUD program office. HUD will compare the projected output and outcome data that has been entered into columns 4 and 6, **Measure** in your approved award, with the actual experience resulting from implementation of your program/project.

eLogic Model™

Applicant Name:				**Period:**	
Project Name:				**Start Date:**	
TERM:	<select>			**End Date:**	
HUD Program	**ICDBG**				

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

eLogic Model™

CAMP

Applicant Name:									
Project Name:			**Period:**						
TERM:	<select>		**Start Date:**			**Component Name:**			
HUD Program	**ICDBG**		**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		
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Form HUD 96010(2/2006)

eLogic Model™

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

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eLogic Model™

	Applicant Name:		
	Project Name:		
	TERM:	<select>	
	HUD Program	ICDBG	

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
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				#N/A			#N/A		
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Form HUD 96010(2/2006)

eLogic Model™

Applicant Name:	
Project Name:	
TERM:	<select>
HUD Program	**ICDBG**

Period:	
Start Date:	
End Date:	

Component Name:

CAMP

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

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				#N/A			#N/A		
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eLogic Model™

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

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				#N/A			#N/A		
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eLogic Model™	**Applicant Name:**					**Period:**			US Department of Housing and Urban Development
CAMP	**Project Name:**								OMB Approval 2535-0114 exp.
	TERM:	<select>				**Start Date:**			**Component Name:**
	HUD Program	**ICDBG**				**End Date:**			

HUD Goals	Policy Priority	Problem, Need, Situation	Service or Activities/Output	Pre	Post	Outcome	Pre	Post	Evaluation Tools
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				#N/A			#N/A		
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				#N/A			#N/A		

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Copy to Column 2

PROBLEM, NEEDS, SITUATION
Indian Tribes and Alaskan natives are in need of suitable living environments with decent housing, particularly for people with low to moderate incomes.
Indian Tribes and Alaskan Natives are in need of community infrastructure and facilities to improve the health, safety, and well-being of residents.
Indian Tribes and Alaskan natives are in need of economic development and job creation activities to foster self-sufficiency.
There are urgent unmet needs that impact upon the health and safety of the Native American and Alaskan Native communities that must be addressed.

CAMP *e*Logic Model™
Copy to Column 3

SERVICES OR ACTIVITIES/OUTPUTS	UNITS
Acquisition of land-economic development-acres	Acres
Acquisition of land-economic development-square feet	Square Feet
Acquisition of land-housing-acres	Acres
Acquisition of land-housing-square feet	Square Feet
Acquisition of land-infrastructure-acres	Acres
Acquisition of land-infrastructure-square feet	Square Feet
Architectural/engineering drawings	Documents
Clearance-affordable housing-acres	Acres
Clearance-affordable housing-linear feet	Linear feet
Clearance-infrastructure-acres	Acres
Clearance-infrastructure-linear feet	Linear feet
Closing cost assistance	Homebuyer
Code enforcement	Violations
Connection to water distribution or sewer lines	Connections
Construction-multi-family homes-owner occupied	Units
Construction-multi-family homes-rental	Units
Construction-single family homes-owner occupied	Units
Construction-single family homes-rental	Units
Down payment assistance	Homebuyer
Drug and alcohol treatment center	Facilities
Energy efficiency improvements	Units
Environmental review	Documents
Families assisted with public services	Units of service
Financing	Dollars
Half-way houses	Houses
Health care facilities	Facilities
Homeless shelters	Shelters
Infrastructure-electric line	Linear feet
Infrastructure-gas line	Linear feet
Infrastructure-other	Other
Infrastructure-roads	Linear feet
Infrastructure-septic	Systems
Infrastructure-sewer	Linear feet
Infrastructure-utilities	Linear feet
Infrastructure-water line	Linear feet
Infrastructure-wireless	Networks created
Job training	Slots
Jobs created	Jobs
Jobs obtained	Jobs
Jobs retained	Jobs
Loan guarantees for mortgage financing – Guarantees	Guarantees
Loan guarantees for mortgage financing – Mortgages	Mortgages
Loan write down	Homebuyer
Micro-enterprises-grant – Businesses	Businesses

Micro-enterprises-grant – Dollars	Dollars
Micro-enterprises-loans – Businesses	Businesses
Micro-enterprises-loans – Dollars	Dollars
Public safety-ambulance station	Facilities
Public safety-detention center	Facilities
Public safety-fire station	Facilities
Public safety-police station	Facilities
Recreation center	Facilities
Rehabilitation-health hazard elimination	Interventions
Rehabilitation-multi-family homes-owner occupied	Units
Rehabilitation-multi-family homes-rental	Units
Rehabilitation-real property improvements-dollars	Dollars
Rehabilitation-real property improvements-units	Units
Rehabilitation-single family homes-owner occupied	Units
Rehabilitation-single family homes-rental	Units
Retrofit housing-accessibility	Units
Retrofit housing-visitability	Interventions
Other	Other

Copy to Column 5

ACHIEVEMENT OUTCOMES GOALS AND INDICATORS	UNITS
Brought up to code	Buildings
Commercial space built	Square Feet
Education opportunities provided	Persons
Families receiving child care	Households
Families receiving child care-children in placement	Children
Half-way houses-residents	Persons
Infrastructure-households connected-electric line	Households
Infrastructure-households connected-gas line	Households
Infrastructure-households connected-other	Households
Infrastructure-households connected-roads	Households
Infrastructure-households connected-septic	Households
Infrastructure-households connected-sewer	Households
Infrastructure-households connected-utilities	Households
Infrastructure-households connected-water line	Households
Infrastructure-households connected-wireless	Households
Job training-training completed	Persons
Job training-training completed-jobs obtained	Persons
Jobs created	Persons
Jobs obtained	Persons
Jobs obtained-dollars	Dollars
Jobs retained	Persons
Jobs retained-dollars	Dollars
Micro enterprises established – Dollars	Dollars
Micro enterprises established – Micro enterprises	Micro enterprises
Micro enterprises expanded – Dollars	Dollars
Micro enterprises expanded – Micro enterprises	Micro enterprises
Micro enterprises stabilized – Dollars	Dollars
Micro enterprises stabilized – Micro enterprises	Micro enterprises
New clients served in homeless shelter	Persons
New clients who use facilities	Persons
New disabled clients who can now access facility	Persons
New homeowners	Households
New rental units	Households
Offices space built	Square Feet
Reduction in crime	Arrests
Reduction in drug-related crime	Arrests
Reduction in health related hazards	Injuries
Reduction in number of families in substandard housing	Families
Reduction in number of families in substandard housing	Families
Reduction in response time	Minutes
Retail space built	Square Feet
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
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.
• 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 Questions To Evaluate Your Program

1. How many public facilities were constructed, rehabilitated or renovated? Identify the number and total square footage for each type of public facility.
2. What was the value of public facilities constructed, rehabilitated or renovated?
3. How many residential buildings were constructed, rehabilitated or renovated? Identify the number and total square footage for each type of residential building.
4. What was the value of residential buildings constructed, rehabilitated or renovated?
5. How many new businesses or micro-enterprises were created?
6. What was the value (projected earnings) of new businesses or micro enterprises created?
7. How many jobs were created or obtained as a result of economic development activity?
8. What was the value of jobs created or obtained based on an annual wage?
9. How many persons purchased a home?
10. What was the value of homes purchased?
11. How many educational or job training opportunities were provided?

©Carter-Richmond Methodology™

The above evaluation questions developed for your program are based on the ©Carter-Richmond Methodology™. A description of the ©Carter-Richmond Methodology™ appears in the General Section of the NOFA.