HUD Master Models (2007)

Technical Assistance

Technical Assistance – McKinney-Vento Homeless Assistance, HOME, CHDO (HOME), HOPWA

Need Statement

There is a need to increase/improve the number of agencies that achieve and maintain compliance with applicable Federal, State, and local statutes, regulations, and requirements and a need to increase/improve compliance with financial management, performance reporting requirements, and productivity.

Activities and Outputs

Training workshops – Attendance	Persons
Training workshops – Direct training	Hours
Training workshops – Training	Hours
Training workshops	Workshops
Other	Other

Outcomes and Indicators

Improved performance rating for grantees who received training	Rating Score
Participant knowledge improved after workshop	Test Score
Reduction in monitoring findings for grantees who received training	Rating Score
Timely performance and production without problems	Rating Score
Other	Other

Measurement Tools

A. Tools to Track Outputs and Outcomes
Bank accounts
Construction log
Database
Enforcement log
Financial aid log
Intake log
Interviews
Mgt. Info. System-automated
Mgt. Info. System-manual
Outcome scale(s)
Phone log
Plans
Pre-post tests
Post tests
Program specific form(s)
Questionnaire
Recruitment log
Survey
Technical assistance log
Time sheets

B. Where Data are 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 Data Collection
Daily
Weekly
Monthly
Quarterly
Biannually
Annually
Upon incident

E. Process of Collection and Reporting
Computer spreadsheets
Flat file database
Manual tallies
Relational database
Statistical database

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; what outputs produce which 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 grantees showed a reduction in monitoring findings?
2. How many grantees showed an improved performance rating?
3. How many grantees showed timely performance and production?

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.