

**IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING. DO NOT MODIFY THE ELOGIC MODEL® TEMPLATE. DO NOT CUT AND PASTE INTO THE ELOGIC MODEL® TEMPLATE.**

**When opening the eLogic Model®, you will be asked if you want to enable "Macros"; click Yes.** The eLogic Model® uses a Microsoft Excel®

platform. "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®. To enable the macros to function, you will have to adjust the security settings on your computer.

**Testing to See If the Macros are Working.**

**If you do not see this dialog box when you first open your eLogic Model®, then check to see if the Macros are working by opening the eLogic Model®, and going to the Tab labeled Year 1. Click on the gray area of the column labeled, "Needs." If the column expands, your Macro settings are working. To expand and return the cell to its original size, click once. Do not double click.**

Depending on your version of Excel®, there are several steps you must take in order to use all the functions in your eLogic Model®. The description below provides information for the four most common versions of Excel® in use today, one of which is probably installed on your computer. If you are working in a network, and you cannot control your desktop settings, contact your system administrator for support.

#### **SECURITY AND THE USE OF MACROS**

You will need to "enable" the Macros to use all functions on your eLogic Model®. After creating and saving your eLogic Model®, you may reset your security levels to their original settings.

**Excel® 2007** - You can change macro security settings in the Trust Center, unless a system administrator in your organization has prevented you from changing the settings.

On the Developer tab, in the Code group:

☞ Click Macro Security.

**Tip:** If the Developer tab is not displayed, click the Microsoft Office Button (top left of your Excel®), click Excel® Options, and then in the Popular category under Top options for working with Excel®, click Show Developer tab in the Ribbon. In the Macro Settings category, under Macro Settings, click the option that you want. **Note:** Any changes that you make in the Macro Settings category in Excel® apply only to Excel® and do not affect any other Microsoft Office program.

**Tip:** You can also access the Trust Center in the Excel® Options dialog box.

☞ Click the Microsoft Office Button, and then click Excel® Options in the Trust Center category.

☞ Click Trust Center Settings, and then click the Macro Settings category.

☞ If your settings are set to "Disable all macros with notification", when you open your Excel®, you will see a Security Warning stating "Macros have been disabled" and Options button to the left (this button is located under the toolbars).

If you do not change the Macro security settings, you will have to enable the Macros each time you open the Excel®.

**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. No additional step is 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.

? From the menu, select "Tools," "Macro", "Security". A dialog box will open.

? Click on the "Security" TAB and select "Medium,"

? 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® and need assistance, please contact HUD's NOFA Information Center for assistance at (800) HUD-8929 week days during their operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

#### **Additional Support**

If after trying the instructions for your version of Excel® and need additional assistance, please contact the NOFA Information Center 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.

#### **Check that You Have the Correct eLogic Model® for your Program.**

The eLogic Model® is found in the Instructions Download for the application package posted to the Grants.gov website. Before you begin completing your eLogic Model®, check the name of the program and the fiscal year that is populated on the eLogic Model®. If it contains a program name different from the program application, or does not have 2010 in the Fiscal Year data field, you have opened the wrong eLogic Model®. To correct, go back to the website and look for the program you want to apply for and download the proper eLogic Model®. **New**

#### **Features in the 2010 eLogic Model®**

The 2010 eLogic Model® has new features and functions compared to the 2009 eLogic Model that are described below:

#### **Coversheet**

A **Coversheet** Tab has been added to collect additional data regarding the applicant and place of performance. This additional data allows HUD to better match the **eLogic Model®** that is submitted with the application and with the eLogic Model® that has been negotiated, and reports that are submitted as required over the performance period for the award. The **Coversheet** now provides for a Logic Model Amendment Number. **Program eLogic Models®** are initially created for a three year period since it is difficult to project outputs and outcomes going beyond three years. The use of a Logic Model Amendment Number allows HUD to issue an amended **eLogic Model®** for programs longer than three years duration.

This Logic Model Amendment Number field will also allow HUD to review and approve amendments to the eLogic Models® where **due to circumstances in the community**, the original projects need to be modified. The modifications are not to be granted simply because an agency is not meeting its proposed goals, but rather to take into account extraordinary circumstances in a community that requires HUD to consider an amendment to the original eLogic Model® to accommodate changing needs. The amendment will also allow HUD to amend the eLogic Model to cover an additional one year where a 12 month extension has been granted on an award.

#### **CCR Doing Business As (DBA) Field**

When entering the applicant organization profile in the **Central Contractor Registration (CCR)**, organizations may have a **legal name** and a

**"Doing Business As" (DBA) Name.** Sometimes the **Legal Name** in the CCR represents that part of a large organization which is responsible for paying the federal taxes for all divisions or organizations within its structure. This may be the case with large universities or state or local governments. This may happen because the Doing Business As Name can be used to distinguish sub-organizations of the entity at different locations, e.g. Departments of a State or local government or university campuses. To ensure that we accurately reflect the organization or sub-organization of the legal entity that will be receiving the HUD funds, a field has been added to capture the CCR Doing Business As Name and **DUNS** Number.

#### **Mandatory Fields**

There are seven **"mandatory"** fields in your eLogic Model®: **"Applicant Legal Name"**, **"DUNS Number"**, and **"Project Name"**, **"Grantee Contact Name"**, **"Grantee Contact email"**, **"Logic Model Contact Name"**, **"Logic Model Contact email"**. You must enter the required data in these fields as they are recorded in the CCR for the eLogic Model® to be complete. Before closing and saving your eLogic Model®, click the button at the top left of the worksheet (Tab Coversheet) that says **"Check Errors"**. If you did not complete any of the **"mandatory"** fields, a message box will appear telling you what field(s) was not completed and the field will be highlighted in yellow. If you attempt to close your eLogic Model® without completing the **"Applicant Legal Name"** and/or the **DUNS** Number, you will receive a dialog box that reminds you that the required data has not been entered. Click **"OK"** and the cursor will go to the required field and allow you to enter the required data. The final dialog box will ask you if you want to save your data. If you want to save the data, click **"Yes"** as you would do with any Microsoft Excel® workbook. **If you click "No", the file will close and your data will not be saved.** Please remember when saving your eLogic Model® that **file names** must not contain any special characters or spaces which could be **"read"** as viruses. File names must be no more than fifty characters including any path information in the file name. See the **FY2010 General Section** for complete details.

#### **The eLogic Model® Workbook**

The eLogic Model® 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 your 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.

The 12 Worksheets/Tabs are:

- ? Instructions
- ? Coversheet
- ? Year1
- ? Year2
- ? Year3
- ? Total
- ? GoalsPriorities
- ? Needs
- ? Services
- ? Outcomes
- ? Tools
- ? Reporting

#### Instructions for Completing the Cover Sheet

NOTE: The "Fiscal Year" does not appear on the Cover Sheet but in the Tabs for each year of the project. See description under,

#### "INSTRUCTIONS FOR COMPLETING THE Year 1, Year 2 Year 3 and Total Tabs in the eLogic Model".

##### Program Information

"HUD Program Name" and "Program CFDA #" located on Rows 11 and 12 respectively are pre-populated.

"Program Component" is located on Row 13 to 19. If the program under which you are applying has components, e.g., EOI or PEI under the Fair Housing Initiatives Program click on the component field. A drop down menu will appear. Select as many component that you are applying under. If you are permitted by the NOFA to apply for funding under more than one program component, using the drop down select as many as needed in the fields provided. If there are no components in the funding opportunity for which you are seeking funding, skip this field. Once you have entered your "Program Component" in the "Cover Sheet", worksheets Year1, Year2, Year3, and Total will automatically populate the same information.

##### Grantee Information

"Applicant Legal Name" is located on Row 21 and is a **mandatory field**. Enter the **legal name** as entered in the Central Contractor Registration and which matches the applicant **Legal Name** entered in **Box 8a** in the SF-424 in your application. Once you have entered your "**Applicant Legal Name**" in the "Coversheet", worksheets, Year1, Year2, Year3, and Total worksheets will automatically populate the same information.

"CCR Doing Business As Name" is located on Row 22, is new for 2010. . Only complete this field if your **Central Contractor Registration** includes an entry in **Doing Business As (DBA)**. Enter the name as it appears in CCR. Once you have entered your "**CCR Doing Business As Name**" in the "Cover Sheet", worksheets, Year1, Year2, Year3, and Total worksheets will automatically populate the same information.

"DUNS Number" is located on Row 23 and is a **mandatory field**. Enter the **DUNS #** exactly as it appears in **box 8c** of the SF-424 and as registered with the **Central Contractor Registration**. The **DUNS** number entered must be for the organization that is entered in **box 8a** of the SF-424, Application for **Federal Assistance**. Your **DUNS** number is a nine digit number or a nine digit plus four digit number. Some applicants will use a nine digit plus four digit **DUNS** number. If you do, then insert the four digits in the field provided. If you do not use a **DUNS** plus four #, leave the four digit field blank. Make sure you enter the DUNS number accurately. Once you have entered your "DUNS Number" in the "Cover Sheet", worksheets Year1, Year2, Year3, and Total worksheets will automatically populate the same information

"City" is located on Row 24. Enter the City where your organization is located. This information must match the applicant address data in your application SF424. .

"State" is located on Row 25 Use the dropdown to enter the State where your organization is located, this information must match the SF-424 data in your application.

"Zip Code" is located on Row 26. Enter the same nine-digit zip code used for the applicant address in your SF424.

"Grantee Contact Name" and "Grantee Contact email" are located on Rows 27 and 28 respectively. Enter the Grantee Contact Name and email address in the fields provided.

"Logic Model Contact Name" and "Logic Model Contact email" are located on Rows 28 and 29 respectively. Enter the name of the person that completed the eLogic Model" and their **email address** in the field provided or the name and email of a person to contact who can address questions concerning the eLogic Model submitted with the application and, if you are selected for an award, **eLogic Model reporting**".

##### Project Information

"Project Name" is located on Row 32 and is a **mandatory field**. Enter the name of your project in the field provided. Use exactly the same name as you did on box 15 of the form SF424. If you did not provide a project name on the SF424, please make sure that you provide a project name in your **eLogic Model**". The project name is helpful in distinguishing logic models submitting by the same grantee over multiple years and for differing projects.

If you are submitting multiple funding requests for the 2010 fiscal year funding 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. The **project name** may be based upon the location of the project, the address at which it is located, anything that would distinguish one project from another for the same applicant. If you are not sure what to name your project, using your applicant name or acronym and then adding a 1 or 2, or 3, etc., to distinguish the projects would be sufficient to distinguish the two logic models being processed.

Once you have entered your "Project Name" in the "Cover Sheet", worksheets", Year1, Year2, Year3, and Total worksheets will automatically populate the same information.

"Project Location City/County/Parish" is located on Row 33. Applicants, except Indian Tribes, will enter the city or township or County/Parish where the project will be located. If there are multiple locations, enter the location where the majority of the work will be done. Indian Tribes, including multi-state tribes, should enter the city or county associated with their business address location.

"Project Location State" is located on Row 34. Use the dropdown menu to select the location of your project. The data field label, "Project Location State" includes all fifty states and American Samoa, District of Columbia, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands. In the case of multi-state or regional entities, enter the State location where the majority of activities are to occur. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

"Zip Code" is located on Row 35 and is to be entered for the "Project Location State". Please enter the nine digit zip code.

"Project Type" is located on Row 36." Project Type describes the type of project you are doing, Please see the program NOFA for specific instructions. If no instructions are provided, provide a project type that would categorize the nature of the program e.g. housing counseling; family self-sufficiency program; research; regional development, community development, fair housing; technical assistance; etc." Construction Type" is located on Row 37 and describes the type of Construction you are doing, e.g., new construction, rehabilitation, acquisition, mixed use development, etc. A logic model may provide specific drop down selections for this field based upon program NOFA If you are not involved with a construction program, leave the field blank.

#### Additional Information- Leave Blank At the Time of Application

"Grants.gov Application Number", "HUD Award Number", and "Logic Model Amendment Number" are located on Rows 39, 40 and 41 respectively. THESE ARE FIELDS THAT ARE TO BE COMPLETED ONLY IF YOU ARE SELECTED AS A GRANTEE AND ARE SUBMITTING YOUR REPORTS TO HUD.

#### INSTRUCTIONS FOR COMPLETING THE Year 1, Year 2 Year 3 and Total Tabs in the eLogic Model®

The "Fiscal Year" represents the fiscal year of the Notice of Funding Availability (NOFA) under which the award will be made. This field is pre-populated and located in Tabs Year1, Year2, Year3, and Total in cell [O6] below the HUD logo.

The "Year1" Tab is the first sheet of the eLogic Model® workbook to be used to enter your data for columns labeled:

- ☒ HUD Goals
- ☒ Policy Priority
- ☒ Needs
- ☒ Services/Activities
- ☒ Measures
- ☒ Outcomes
- ☒ Measures
- ☒ Evaluation Tools

If you have a multi-year award, you will enter data in the Year2, Year3, and Total worksheets. These worksheets are identical in format as Year1. Applicants applying for a multiple year award must complete a worksheet for each year of performance showing what is to be accomplished per year. The "Total" worksheet should be used to show the *sum of cumulative* accomplishments achieved for all Services/Activities and Outcomes for all years covered by the award. For example, a two-year award would include worksheets showing Services/Activities and Outcomes covering Year1. The Year2 worksheet would show Services/Activities covering Year2. The "Total" worksheet would show the *cumulative* totals for all Services/Activities and Outcomes for both Year1 and Year2. A three-year award would include the worksheets showing all Services/Activities and Outcomes for Year1, Year2, Year3, and the "Total" worksheet would show the *cumulative* totals for all Services/Activities and Outcomes for Year1, Year2, and Year3.

**A one-year award would include ONLY Year1. A Total Worksheet is not required for a one year award**

**Note: Some cells of the worksheet are "lock protected" so you can only make entries in cells that are for input as directed by these instructions.**

"Reporting Period", "Reporting Start Date" and "Reporting End Date" are fields located in Year1, Year2, Year3, and Total worksheets. The Reporting Dates remain blank at the time of application and are completed when submitting a report to HUD. See "INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD" later in these Instructions.

#### **COLUMNS OF THE eLogic Model® (1-7)**

##### **Column 1 - Policy**

Under the "Policy" Column (1), there are actually two columns; one labeled HUD Goals, and the other labeled Policy Priority. Review the HUD Goals and Policy Priorities by clicking on the Tab labeled, "Goals Priorities" at the bottom of the **eLogic Model®**. For each of the **eLogic Model®** worksheets used in your application, 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 Priorities will appear. Select one or more of the HUD Goals and Policy Priorities number/letter in the list by clicking it. If you make an error and want to remove the listing, select the cell and click the DELETE KEY on your keyboard. The item will be deleted.

To associate the HUD Goals and Policy Priorities to particular Services/Activities, select a HUD Goal and Policy Priority in Column 1 and then select related Services/Activities in Column 3, Programming. Please remember that not every Activity and Outcome is related to a HUD Policy Priority so that you can select a HUD goal without selecting a HUD policy priority. Also your activities and outcomes may be associated to more than one HUD goal and one policy priority.

If there is more than one Service/Activity to be administered related to the HUD Goal and Policy Priority, select all the related Services/Activities and associated Outcomes and skip as many rows as needed to identify the activities and outcomes associated to the HUD Strategic Goal and/or Policy Priority. Then before entering the next HUD Goal and Policy Priority, skip a row and then enter the next Strategic Goal and/or HUD Policy Priority and all the associated activities and outcomes to ensure that the association is clear.

Applicants/Grantees can make clear during each Year of their award, what Services/Activities are related to the achievement of the HUD Goal and Policy Priority selected.

Repeat this process until you have selected all HUD Goals and Policy Priorities that apply to your application.

##### **Column 2 - Planning**

Under the "Planning" Column (3), select a "Needs" 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 "Needs" statement(s) will appear. Select one or more of these Needs statements in the list by clicking it. Because the column may be too narrow to show the full Needs statement in the dropdown list, you may wish to refer to the Tab labeled "Needs" to see the full statements or you can (using your mouse) click on the shaded cell [D7] labeled "Needs" and this will expand the cell. To return the cell to its original size, click again on cell [D7] labeled "Needs."

When expanding and returning the cell to its original size, click once. Do not double click. When you select a "Needs" statement, the full statement will fill the cell. If you don't want this statement, you can simply click the dropdown arrow again and select another item; or, you can delete a statement by selecting the cell and clicking the DELETE KEY on your keyboard. If you want to select more than one statement, go to the next cell in the column and repeat the process selecting the appropriate statement(s). You can do this until you have selected all the 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 Needs statements if they do not apply to what you plan to address or accomplish with the funding requested. When developing your eLogic Model®, associate the Needs statement(s) selected to the Services/Activities and Outcome(s) you select. To show relationships, you can skip rows when making your Needs statement(s) selection(s) and remember to place the associated Services/Activities and Outcome(s) in the same row.

### Column 3 - Programming

Under the "Programming" Column (3), select Services/Activities. 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/Activities appears. Select one of the Services/Activities in the list by clicking it. Identify your Year1 Services/Activities using the Year1 worksheet. Identify Year2 Services/Activities using the Year2 worksheet. Identify Year3 Services/Activities using the Year3 worksheet. Make a composite eLogic Model® of all years on the Total worksheet. *If you are only applying for a one year award, you do not need to create a composite eLogic Model® on the Total Tab.* Because the column may be too narrow to show the full Services/Activities statement in the dropdown list, you may wish to refer to the Tab labeled "Services" to see the full range of eligible Services/Activities, or you can (using your mouse) click on the shaded cell [E7] Services/Activities. This will expand the cell. To return the cell to its original size, click on shaded cell [E7] Services/Activities. When expanding and returning the cell to its original size, click once. Do not double click.

**NOTE:** If the Services/Activities that you are looking for does not appear on the dropdown list, choose "other" from the dropdown list and follow the instructions in the dialog boxes which are also described below:

☒ A dialog box will appear that says "Year1". Click "OK" and another dialog box will appear that says, "You have selected 'other' and have the option to create a new Service/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/Service or Outcome to your dropdown list." Enter your new Service/Activity in the field provided and click "OK."

☒ A second window will appear that says, "Specify a Unit of Measure." Enter the Unit of Measure in the field provided and click "OK". The new Service/Activity will appear in the eLogic Model® cell and it will be added to the dropdown list.

☒ The new Service/Activity which you added will be displayed with the prefix "new".

If this function does not occur when working with your eLogic Model® please look at the directions for enabling macros. If after following the directions and this function still does not work, please call the NOFA Information Center at 800-HUD-8929 week days during operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

**YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW SERVICES/ACTIVITIES PER ELOGIC MODEL®.**

☒ In the event that you want to delete, or change your newly created Service/Activity, follow the instructions in the dialog boxes which are also described below:

☒ 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 "Do you want to delete this new Service/Activity?", click "OK."

☒ A dialog box will appear that says "Caution! This will delete all instances of 'new Service/Activity in your Logic Model. Do you wish to continue?" Click "Yes."

You can only delete new Services/Activities.

To find out how to associate a Service/Activity and Outcome to a HUD Goal and Policy Priority, see the instructions under Column 1, Policy.

### Column 4 - Measure

Notice that as the Services/Activities you selected appears in Column 3, a corresponding Unit of Measure appears or populates in the Column 4, Measure. The Unit of Measure could be "persons", "dollars", "square feet", "houses", "date", or some other Unit of Measure that relates to the selected Services/Activities. Immediately below the Unit of Measure are three blank cells. Enter the projected number of persons or units (or dates if applicable) you are proposing to deliver or accomplish in the "Pre" column. When entering the date, use the format M/D/YYYY. When entering your projection in the "Pre" column, type the number or date in the cell and tab down or use your mouse to go to the next cell. If you click the Enter key, you will see the error message, "Run-time error '13':". If you see this message, click the button labeled End to continue. The "Run-time error '13':" will not affect your work.

Please note that the "Post" and the Year-to-Date (YTD) columns are locked to be used later for reporting purposes so that at the time of application, you cannot enter data in these fields.

#### Column 5 – Impact

Under Column 5, "Impact", select the Outcome that best corresponds to the "Needs" statement, Column 2 and Services/Activities, Column 3, which you just previously identified and selected for your eLogic Model®. This is the same procedure used for completing Column 3. When you select an Outcome from the dropdown list, a Unit of Measure automatically appears in the next column, "Measure." Since the column may be 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 [J7] Outcome. This will expand the cell. To return the cell to its original size, click on shaded cell [J7] 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 and follow the instructions in the dialog boxes which are also described below:

1. A dialog box will appear that says "**Year1**". Click "**OK**" and another dialog box will appear that says, "You have selected 'other' and have the option to create a new Service/Activity or Outcome and a Unit of Measure. Are you prepared to do this now?"

2. Click "**Yes**" if you wish to continue.

3. You will see an input window that says, "**Enter a new Activity/Service or Outcome to your dropdown list.**" Enter your new Outcome in the field provided and click "OK."

4. A second window will appear that says, "**Specify a Unit of Measure.**" Enter the Unit of Measure in the field provided and click "**OK**". The new Outcome will appear in the **eLogic Model®** cell and it will be added to the dropdown list.

5. The new Service/Activity which you added will be displayed with the prefix "**new**".

If this function does not occur when working with your **eLogic Model®** please look at the directions for enabling macros. If after following the directions and this function still does not work, please call the **NOFA Information Center** at 800-HUD-8929 week days during operating hours of 10:00 a.m. to 6:30 p.m. eastern time, Monday to Friday, except federal holidays. The NOFA Information Center cannot provide you additional help right before a deadline date. Please take into account their operating hours and allow at least 72 hours for the NOFA Information Center to be able to get you additional help.

#### **YOU ARE ONLY PERMITTED TO ADD A TOTAL OF THREE NEW OUTCOMES PER ELOGIC MODEL®.**

In the event that you want to delete, or change your newly created Outcome, follow the instructions in the dialog boxes which are also described below:

1. 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.

2. A dialog box will appear that says "Do you want to delete this Outcome?", click "OK."

3. A dialog box will appear that says "**Caution!** This will delete all instances of 'new Outcome' in your Logic Model. Do you wish to continue?" Click "**Yes.**"

4. **You can only delete new Outcomes.**

To find out how to associate a Service/Activity and Outcome to a HUD Goal and Policy Priority, see the instructions under Column 1, Policy.



**Column 6 - Measure**

As the Outcomes you selected appear in the cell, a corresponding Unit of Measure appears or populates in Column 6, Measure. The Unit of Measure could be "persons", "dollars", "square feet", "houses", "date", or some other Unit of Measure that relates to the selected Outcome. Immediately below the Unit of Measure are three blank cells. Enter the projected number of persons or units (or dates if applicable) you are proposing to deliver or accomplish in the "Pre" column. When entering the date, use the format M/D/YYYY. When entering your projection in the "Pre" column, type the number or date in the cell and tab down or use your mouse to go to the next cell. If you click the Enter key, you will see the error message, "Run-time error '13' ". If you see this message, click the button labeled End to continue. The "Run-time error '13' " will not affect your work. The "Post" and the Year-to-Date (YTD) columns are locked to be used later for reporting purposes.

**Review for Using Columns 2, 3, 4, 5, and 6 of the eLogic Model®**

**How To Demonstrate the Relationship between a HUD Goal, Policy Priority, Services/Activities and Outcomes**

In the eLogic Model®, applicants can select Services/Activities and Outcomes as appropriate to how they conduct business. There are four possible types of associations among Services/Activities and Outcomes:

One to One - A single Service/Activity can yield a single Outcome. For example, referral to an employer can yield job placement; the Service/Activity is referral and the Outcome is job placement.

One to Many - A single Service/Activity can yield more than one Outcome. For example, a Service/Activity such as referral to an employer can yield several Outcomes such as job placement, job retention lasting 30 days, and job retention lasting longer than 90 days.

Many to One - More than one Service/Activity can yield one Outcome. For example, Services/Activities such as providing resume writing, job search classes, pre-employment counseling, and referrals to employers can result in a single job placement, the Outcome.

Many to Many - More than one Service/Activity can yield more than one Outcome. For example, multiple Services/Activities such as providing resume writing, job search classes, pre-employment counseling, and referrals to employers can result in multiple Outcomes including job placement, job retention more than 30 days, job retention more than 90 days, and increased household income.

There is no pre-designed way to complete your eLogic Model®. It depends on how you operate your program.

**Demonstrating Relationships Between Services/Activities and Outcomes**

Show the relationships between the Services/Activities and Outcomes as you create your eLogic Model® using one or more of these models described above:

- ☐ One to One
- ☐ One to Many
- ☐ Many to One
- ☐ Many to Many

Between each Service/Activity, skip a row and then start entering the next set of Services/Activities. Use the same structure to enter your associated Outcomes. There is more than enough space to do this within the eLogic Model® Template.

Repeat the process of specifying "Policy", "Needs", "Service/Activity" and "Outcome" using as many rows as is necessary to fully describe your proposal. Applicants must skip a row when selecting new HUD Goals, Policy Priorities, Needs, Activities/Services and Outcomes. The eLogic Model® form extends to six pages when printed out. You may view a preprint of your eLogic Model® at any time by selecting FILES | Print Preview from the Menu bar at the very top of the Excel® Window. It is recommended that you do this periodically to get a better view of the eLogic Model® you are creating.

#### **Associating Services/Activities with Outcomes Over Multiple Years**

You can adjust the look of your eLogic Model® by skipping rows, so that "Needs", "Services/Activities" and "Outcomes" are grouped or associated together. If you are conducting a multi-year project and the "Services/Activities" occurs in Year1 with the resulting Outcomes occurring in Year2, make sure that you show the relationship between the Services/Activities in Year1 with the Outcomes occurring in Year2 and similarly the relationships between Year2 Services/Activities with the Outcomes occurring in Year3. You can do this by leaving blank fields corresponding to the lines in which Services/Activities were identified in the previous year or years. For example, if you have enrolled someone in General Equivalency Degree (GED) classes, the results of attending the GED Classes may not result in a person obtaining a GED degree until Year 2 or Year 3.

To show the relationship over time:

❓ Enter the Services/Activities in Year 1 noting to yourself the line numbers on the Excel® worksheet that the Services/Activities appear in the Year 1 Tab of the eLogic Model®.

❓ Move to the year Tab that you are proposing the Outcomes to occur. In the Year 2 or Year 3 Tab, place the Outcomes in the Outcomes section in the same rows that you noted the Services/Activities. You will be leaving the Outcomes blank in Year 1 and the Services/Activities blank for those corresponding rows in either Year 2 or Year 3.

❓ Skip a row in both the Year 1 and the corresponding Year that you placed the Outcomes. Do this as many times as needed, remembering to maintain the same row numbers for Services/Activities and Outcomes across the span of years.

#### **Demonstrating the Relationship To Needs Statements**

Similarly, if you want to demonstrate the relationship between Services/Activities, Outcomes and a Needs statement, select the Needs statement and enter the Services/Activities and the corresponding Outcomes on the same row in the Excel® worksheet. To select another Needs statement, skip a row and identify the Services/Activities and Outcomes on the same row in the Excel® worksheet. This can occur within a single year or across years provided you remember to maintain the row alignment to the Needs statement, Services/Activities and Outcomes. You can continue adding activities and outcomes associated to the Needs statement as needed. When done, skip a row to move to another Needs statement and set of Services/Activities.

**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 "Services/Activities" Column, or the "Services/Activities" Column to the "Outcomes" Column. Doing so 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 responses 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, not retrievable, or 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 of 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 Services/Activities 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. For example, 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, survey, attendance log, or inspection report, etc. The tool "holds" the evidence of the realized Services/Activities or Outcomes specified in the eLogic 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 tool is identified, it is important to remain consistent throughout the project.

Instructions: Under Column 7, Accountability, select your choices of "Tools for Measurement" to Track Services/Activities 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 Column 7, Accountability, 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 Column 7, Accountability, 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 Column 7, Accountability, 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<sup>®</sup> 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 Column 7, Accountability, select your choices of "Processing 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 Processing of Data appears. Select one or more of the Process of Data in the list by clicking it.

#### **Saving Your eLogic Model<sup>®</sup>**

The 2010 eLogic Model<sup>®</sup> was constructed using Excel<sup>™</sup> 2007. The models are posted on Grants.gov as Excel<sup>®</sup> 2003. You can save your eLogic Model<sup>®</sup> as an Excel<sup>®</sup> 97-2003 Workbook or as an Excel<sup>®</sup> 2007 Workbook. If you are using Excel<sup>®</sup> 97-2003 and if you see [Compatibility Mode] at the top of your Excel<sup>®</sup> where the name of the Excel<sup>®</sup> Workbook is located, it will not affect the functionality of the eLogic Model<sup>®</sup>. You can run the eLogic Model<sup>®</sup> in either Excel<sup>®</sup> version without functionality issues.

When you have completed the eLogic Model<sup>®</sup>, or wish to stop and continue later, save the file by going to the Excel<sup>®</sup> Menu bar and choosing FILE | Save As. Then specify a name for the file, and note where you save the file on your computer.

Use the name of the HUD Program and your organization name to form a file name for your eLogic Model<sup>®</sup>. **For example, FHIP\_DillardAffordableHousing.** Please note that there is an "underscore" between FHIP and no spaces between Dillard Affordable Housing separating the Program Name from the Project Name which is needed to identify the eLogic Model<sup>®</sup> in the database. This is the only convention allowed to separate these two terms. Do not use an underscore to separate words in your project name. The database will read "DillardAffordableHousing" as one name.

**Do not use spaces or special characters such as dashes, periods, asterisks, and symbols when saving your eLogic Model<sup>®</sup>, only use letters and numbers. Only underscores are permitted. If you fail to follow these directions by using special characters or spaces, or the file name exceeds 50 characters, grants.gov will reject your submission as JAVA code treats your submission as containing a virus.**

If your program has a program component, please follow the example below adding the Program Component "EOI" with an underscore:

**FHIP\_EOI\_DillardAffordableHousing**

Please remember, if you are submitting multiple applications under the same applicant name for the same HUD program, you must distinguish between the two applications as is shown below:

**FHIP\_EOI\_DillardAffordableHousing1**

**FHIP\_EOI\_DillardAffordableHousing2**

Please be sure to review the file formats and naming requirements contained in the General Section.

Excel<sup>®</sup> automatically adds the file extension ".xls" or ".xlsx" to your file name. Make sure the file extension 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, or Howard University maybe written as HOWDU.

If you attempt to close the eLogic Model<sup>®</sup> without entering the Applicant Legal Name, the DUNS Number or Project Name, you receive a message that says "You still need to enter the Applicant Legal Name, the DUNS Number or Project Name. Dialog boxes have been created as reminders. Click OK on the dialog boxes. You will then get to the default Excel<sup>®</sup> dialog box asking if you want to save changes. Clicking CANCEL will allow you to go back and enter the missing mandatory fields. Clicking YES will save your work and close the Workbook but the mandatory fields will not be completed. **Clicking NO WILL NOT SAVE your work and will close the Workbook.**"

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 eLogic Model® for application submission.**

#### **INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD**

Do not modify or change the integrity of the eLogic Model® by adding additional Tabs or worksheets. The Instructions provided here will meet your needs. When saving your eLogic Model®, save it in the Excel® format. Do not convert it into PDF.

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 the actual Services/Activities and Outcomes against the approved (projected) Services/Activities and Outcomes. Specifically, HUD will open the "Post" and "YTD" fields in both Columns 4 and 6, and will close the "Pre" fields in the same columns. HUD will also open the Reporting Tab for you to meet the reporting requirements that are discussed below. The HUD program office will send back to you or post to a website, the approved eLogic Model® to be used for reporting purposes.

#### **Identify the Reporting Period Covered by the Report**

On the Coversheet are three fields that must be completed when you submit your reports to HUD: "**Grants.gov Application Number**", "**HUD Award Number**", and "**Logic Model Amendment Number**" which are located on Rows 33, 34 and 35 respectively. These fields allow HUD to associate the eLogic Model® submitted with the application with the negotiated logic model, and reports submitted. On the Year1, Year2, Year3 and Total Tabs are three additional fields labeled "Reporting Period", "Reporting Start Date" and "Reporting End Date." These three fields are not to be used at time of application. At the time of reporting they are mandatory. They are used during the reporting process to record the Start and End date of your reporting period. The required data must be entered to have a complete eLogic Model® report.

Before closing and saving your eLogic Model® report, click the worksheet Tab, "Coversheet" and at the top left, click "Check Errors." If you did not complete any of the "mandatory" fields, a message box will appear telling you what field(s) were not completed and the field(s) will be highlighted in yellow. When actually reporting performance on your approved eLogic Model®, select the "Reporting Period" using the dropdown feature for:

- Yr1 1st Quarter
- Yr1 2nd Quarter
- Yr1 3rd Quarter
- Yr1 4th Quarter
- Yr2 5th Quarter
- Yr2 6th Quarter
- Yr2 7th Quarter
- Yr2 8th Quarter
- Yr3 9th Quarter
- Yr3 10th Quarter
- Yr3 11th Quarter
- Yr3 12th Quarter
- Final Report.

**Note:** For those reporting on a semi-annual basis, the reporting period identified in the eLogic Model® report would be Yr1 2<sup>nd</sup> Quarter, and Yr1 4<sup>th</sup> Quarter for the first year reports and Yr2 6<sup>th</sup> Quarter and Yr2 8<sup>th</sup> Quarter, etc.. For those reporting on an annual basis, the eLogic Model® reporting period would be selected as Yr1 4<sup>th</sup> Quarter. If the award was a one year award, and the award was completed, the reporting period selected would be Final Report. If the report was multi-year, for the 2<sup>nd</sup> year report, the reporting period would be Yr2 8<sup>th</sup> Quarter.

Then enter a "Reporting Start Date" and the "Reporting End Date" that reflects the reporting period you will be submitting in accordance with required reporting time frames indicated in the HUD Program NOFA and the Award Agreement. When entering the dates, you must use this format, MM/DD/YYYY including the slashes. Using the MM/DD/YYYY format will allow HUD to enter your eLogic Model® into the database. If not, you may have to resubmit your eLogic Model® if it is not accepted by HUD.

#### **Completing Performance Information in YEAR1, YEAR2, YEAR3, and TOTAL Tabs**

Your projections approved by HUD that were entered in the "Pre" Column will be locked in and the "Post" and "YTD" will be opened for reporting purposes. When reporting enter:

- Year1 accomplishments utilizing the Year1 Tab
- Year2 accomplishments utilizing the Year2 Tab
- Year3 accomplishments utilizing the Year3 Tab

For multi-year awards, use the Total Tab to capture cumulative reporting during years 2 and 3 and for your final report. *If you have a one year award you only need to complete Year1 for your final report.* If you have a two year award, use Year1, Year2, and Total. If you have a three year award, use Year1, Year2, Year3, and Total.

In each reporting period, enter your data for the reporting period cover by the report. Do not enter cumulative data in this column. The column labeled YTD is used to capture the cumulative data for the current reporting period as well as all past reports submitted covering the first year of the award. For example, if you report quarterly.

#### **When reporting Activities in Year1:**

- ❏ Enter your first quarter accomplishments in the "Post" column and the cumulative accomplishments in the "YTD" column. For the first quarter reporting, the numbers or dates will be the same in both columns.
- ❏ For the second quarter of Year1 reporting, enter the data covering second quarter activities and outcomes which occurred in that quarter only. In the "YTD" column, you will enter the cumulative total of both the first and second quarter accomplishments.
- ❏ Follow this same process for all quarters in Year1.

#### **When reporting Activities in Year2:**

- ❏ Only enter your first quarter accomplishments of Year2 in the "Post" column. The information should only reflect activities and outcomes that occur in the 1<sup>st</sup> quarter of year 2. Cumulative accomplishment from year 1 and year 2 activities and outcomes will be recorded in the Total Worksheet.
- ❏ Enter the Year 2 Quarter 1 accomplishments in the "YTD" column. For the first quarter reporting the numbers or dates will be the same for both the Actual and the YTD columns.
- ❏ For the second quarter of Year2 reporting, you will only enter the second quarter results (what actually occurred in the second quarter independent of the previous quarter) of the Year2 in the "Post" column.
- ❏ In the "YTD" column, you will enter the cumulative total of both the first and second quarter accomplishments for Year2. In the Total worksheet enter the cumulative total (the YTD from Year1 and the YTD from Year2). Follow these instructions for all quarters in Year2.

#### **When reporting Activities in Year3, enter your first quarter accomplishments of Year3 non-cumulative in the "Post" column and the cumulative accomplishment of Year3 in the "YTD" column.**

- ❏ For the first quarter reporting the numbers or dates will be the same in both columns.
- ❏ For the second quarter of Year3 reporting, you will enter the non-cumulative second quarter results (what actually occurred in the second quarter independent of the previous quarter) of the Year3 in the "Post" column.
- ❏ In the "YTD" column you will enter the cumulative total of both the first and second quarter accomplishments for Year3. In the Total worksheet enter the cumulative total (the YTD from Year1, the YTD from Year2 and the YTD from Year3). Follow these instructions for all quarters in Year3.

#### **Using the Total Worksheet**

If you have a multi-year award, you will begin to use the "Total" Tab at the beginning of the second year. The "Total" Tab is designed to show cumulative totals of Year1, Year2, and Year3. The "Total" worksheet will show the cumulative progress for Year1, Year2, and Year3. In the Total worksheet, when you are reporting accomplishments for the first quarter of Year2, add the "YTD" number from Year1 and the "YTD" number for Year2. Remember, the first quarter of Year2 and the "Post" is the same number as the "YTD" number. If you are reporting accomplishments for the second quarter of Year2, add the "YTD" number from Year1 and the "YTD" number from Year2 and add them to reach a cumulative total or

"YTD" of Year1 and the first two quarters of Year2.

Follow these instructions for all quarters in Year2, and Year3. At the end of the award period, the "Total" Worksheet will contain the cumulative total for all years.

#### **Using the Reporting Worksheet**

The Reporting Tab (worksheet) serves three functions: 1) Respond to the Management Questions, 2) Describe or explain actual performance compared to what was projected, and 3) Provide an explanation of any deviation (positive or negative) from the projections in your approved eLogic Model®.

Each program has different Management Questions that are applicable to that program only. The Management Questions contained in the eLogic Model® ask key questions related to all Services/Activities and Outcomes in the drop-down lists in the eLogic Model® forms for each HUD program. Grantees are required to report on the Management Questions which relate to the specific Services/Activities and Outcomes that are in their HUD approved eLogic Model®. These are determined during negotiations with HUD. HUD will use the approved eLogic Model® for monitoring program performance throughout the project. The Services/Activities and Outcomes identified in your approved eLogic Model®, and resultant data reported in your eLogic Model® over the award performance period should enable you to address most or all of the Management Questions reflective of your project. 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.

Use the Reporting Tab to enter your responses to the Management Questions by entering the appropriate "Count/Amount" in the fields provided. The last question asks, "Describe the population you are serving in the space below." Enter a brief summary description of the demographic and socio-economic characteristics of the area and clients you are serving. Your description should be short and to the point -- a paragraph or less.

#### **Narrative Description - Positive/Negative Deviation from Approved eLogic Model® Projections**

In addition to your submission of your eLogic Model® results, if there are deviations from what you projected, then you must include a narrative indicating any positive or negative deviations from projected Services/Activities 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 Services/Activities and Outcomes from your approved eLogic Model® that you are describing 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." By identifying the deviations and the reasons, HUD is able to obtain information on what impacts affect the timeline for program activity and outcomes, and also will be able to share and disseminate best practices to help grantees learn from each other and to also increase the effectiveness of the program.

#### **Saving Your Report**

Save the eLogic Model® file you receive from HUD. Each time you submit your report to HUD, add the fiscal year of the NOFA in which the award was made and the reporting period to the file name. For example:  
This is for a 1st quarter report.

📎 **FHIP\_EOI\_DillardAffordableHousing2010qtr1**

This is for a 2nd quarter or semi-annual report.

📎 **FHIP\_EOI\_DillardAffordableHousing2010qtr2**

This is for a 3<sup>rd</sup> quarter report.

📎 **FHIP\_EOI\_DillardAffordableHousing2010qtr3**

This is for a 4<sup>th</sup> quarter or annual report.

📎 **FHIP\_EOI\_DillardAffordableHousing2010qtr4**

This is for a 5<sup>th</sup> quarter or the first reporting period in year 2 of the project.

📎 **FHIP\_EOI\_DillardAffordableHousing2010qtr5**

Please remember, if you are reporting on multiple projects under the award for the same HUD program, you must distinguish between the two reports as is shown below. **Please note that an underscore was added before the fiscal year. Only add the underscore if there are multiple projects:**

📎 **FHIP\_EOI\_DillardAffordableHousing1\_2010qtr1**

📎 **FHIP\_EOI\_DillardAffordableHousing2\_2010qtr2**

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.

#### **Reporting Requirements**

As part of your required reports to HUD, you must also submit an eLogic Model® report in either Excel® 2003 or 2007. (See the FY2010 General Section of the NOFA in the HUD approved electronic formats.)

# 2010 eLogic Model® Information Coversheet



## Instructions

When completing this section there are "mandatory" fields that must be completed. These fields are highlighted in yellow. The required data must be entered correctly to complete an eLogic Model®. After completing all mandatory fields on the coversheet click on the "Check Errors" button at the top of this page. Applicant Legal Name must match box 8a in the SF-424 in your application. Enter the legal name by which you are incorporated and pay taxes. CCR Doing Business is new for 2010 eLogic Model®. Only complete this field if your registration at CCR includes an entry in Doing Business as: (dba). Enter the DUNS # as entered into box 8c of the SF-424 Application for Federal Assistance form. Enter the City where your organization is located, this information must match the SF-424 data in your application. Use the dropdown to enter the State where your organization is located, this information must match the SF-424 data in your application. This information must match the SF-424 data in your application. Enter the Grantee Contact Name and email address in the field provided. Enter the name of the person that completed the eLogic Model® and their email address in the field provided. When completing the Project Information Section, applicants except Indian Tribes must enter their Project Name, Project Location City/County/Parish, State, Project Type, and Construction Type. If there are multiple locations, enter the location where the majority of the work will be done. Indian tribes, including multi-state tribes, should enter the City or County associated with their business address location. For Indian Tribes, enter the state applicable to the business address of the Tribal entity.

## Program Information

<b>HUD Program</b>	<b>Section 811</b>
<b>Program CFDA #</b>	<b>14.191</b>
	<b>Program Component</b>

## Grantee Information

<b>Applicant Legal Name</b>	
<b>CCR Doing Business As Name</b>	
<b>DUNS Number</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Grantee Contact Name</b>	
<b>Grantee Contact email</b>	
<b>Logic Model Contact Name</b>	
<b>Logic Model Contact email</b>	

## Project Information

<b>Project Name</b>	
<b>Project Location City/County/Parish</b>	
<b>Project Location State</b>	
<b>Zip Code</b>	
<b>Project Type</b>	
<b>Construction Type</b>	

## Additional Information for Reporting (Leave Blank At the Time of Application)

<b>Grants.gov Application Number</b>	
<b>HUD Award Number</b>	
<b>Logic Model Amendment Number</b>	





2010

Applicant Legal Name 0

CCR Doing Business As Name 0

HUD Program Section 811

Program Component

Project Name 0

Reporting Period

Reporting Start Date

Reporting End Date

DUNS No. 0 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	2	3	4	5	6	7					
Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
			#VALUE!				#VALUE!				A. Tools for Measurement
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				B. Where Data Maintained
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				C. Source of Data
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				D. Frequency of Collection









































































































Applicant Legal Name 0  
 CCR Doing Business As Name 0  
 HUD Program Section 811  
 Program Component  
 Project Name 0

Reporting Period  
 Reporting Start Date  
 Reporting End Date

DUNS No.

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
				Pre	Post	YTD		Pre	Post	YTD	
1	2	3	4	5	6	7					
Policy	Planning	Programming	Pre	Post	YTD	Impact	Pre	Post	YTD	Accountability	
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				
			#VALUE!				#VALUE!				



HUD Goals		HUD Priorities	
1A	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1A)</b> Stem the foreclosure crisis.	1a	<b>Job Creation/Employment (1a)</b> Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means.
1B	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumer (1B)</b> Protect and educate consumers when they buy, refinance or rent a home.	1b	<b>Job Creation/Employment (1b)</b> Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities.
1C	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1C)</b> Create financially sustainable homeownership opportunities.	1c	<b>Job Creation/Employment (1c)</b> Expanding economic and job creation opportunities for low-income residents and creating better transportation access to those jobs and other economic opportunities by partnering with federal and nonprofit agencies, private industry, and planning and economic development organizations and by leveraging federal and private resources.
1D	<b>Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers (1D)</b> Establish an accountable and sustainable housing finance system.	2a	<b>Sustainability (2a)</b> Promote and preserve community assets including small businesses, fresh food markets, parks, hospitals, and quality schools by incentivizing comprehensive and inclusive local economic development planning.
2A	<b>Meet the Need for Quality Affordable Rental Homes (2A)</b> End homelessness and substantially reduce the number of families and individuals with severe housing needs.	2b	<b>Sustainability (2b)</b> Give consumers more information about the true cost of living by incorporating both housing and transportation costs into measures of affordability.
2B	<b>Meet the Need for Quality Affordable Rental Homes (2B)</b> Expand the supply of affordable rental homes where most needed.	2c	<b>Sustainability (2c)</b> Improve residents' health and safety, particularly that of children and other vulnerable populations, by promoting green and healthy design, construction, rehabilitation, and maintenance of housing and communities.
2C	<b>Meet the Need for Quality Affordable Rental Homes (2C)</b> Preserve the affordability and improve the quality of federally assisted and private unassisted affordable rental homes.	2d	<b>Sustainability (2d)</b> Support and promote an energy-efficient, green, and healthy housing market by retrofitting existing housing, supporting energy-efficient new construction, improving home energy labeling, and promoting financing products that reduce the carbon footprint of non-HUD-supported residential buildings.
2D	<b>Meet the Need for Quality Affordable Rental Homes (2D)</b> Expand families' choices of affordable rental homes located in a broad range of communities.	2e	<b>Sustainability (2e)</b> Reduce energy consumption and incorporate green building practices in the design and operation of HUD-supported affordable housing.
3A	<b>Utilize Housing as a Platform for Improving Quality of Life (3A)</b> Utilize HUD assistance to improve educational outcomes and early learning and development.	2f	<b>Sustainability (2f)</b> Promote coordinated planning, integrating federal resources, and targeting technical assistance at the local, state, and regional levels for sustainable housing and communities.
3B	<b>Utilize Housing as a Platform for Improving Quality of Life (3B)</b> Utilize HUD assistance to improve health outcomes.	2g	<b>Sustainability (2g)</b> Promote the design and construction of buildings and communities that are accessible and visitable by people with disabilities.
3C	<b>Utilize Housing as a Platform for Improving Quality of Life (3C)</b> Utilize HUD assistance to increase economic security and self-sufficiency.	2h	<b>Sustainability (2h)</b> Promote the use of climate-resilient and disaster-resistant building design, construction and siting.
3D	<b>Utilize Housing as a Platform for Improving Quality of Life (3D)</b> Utilize HUD assistance to improve housing stability through supportive services for vulnerable populations including the elderly, people with disabilities, homeless people, and those individuals and families at risk of becoming homeless.	2i	<b>Sustainability (2i)</b> Encourage metropolitan and regional focus in planning and community development.
3E	<b>Utilize Housing as a Platform for Improving Quality of Life (3E)</b> Utilize HUD assistance to improve public safety.	3a	<b>Affirmatively Furthering Fair Housing (3a)</b> Regional coordination of affirmatively furthering fair housing plans, including such activities as developing regional analyses of impediments.
4A	<b>Build Inclusive and Sustainable Communities Free from Discrimination (4A)</b> Catalyze economic development and job creation, while enhancing and preserving community assets.	3b	<b>Affirmatively Furthering Fair Housing (3b)</b> Regional strategies to reduce racially segregated living patterns and other effects of formerly de jure segregated public or assisted housing in metropolitan areas with a year 2000 dissimilarity index of 70 or higher and where the minority population is at least 20,000 or 3 percent of the total population in the Core Based Statistical Area (CBSA), whichever is greater.
4B	<b>Build Inclusive and Sustainable Communities Free from Discrimination (4B)</b> Promote energy efficient buildings and location efficient communities that are healthy, affordable and diverse.	3c	<b>Affirmatively Furthering Fair Housing (3c)</b> Decreasing the concentration of poverty and racial segregation in neighborhoods and communities through strategic targeting of resources.
4C	<b>Build Inclusive and Sustainable Communities Free from Discrimination (4C)</b> Ensure open, diverse, and equitable communities.	3d	<b>Affirmatively Furthering Fair Housing (3d)</b> Promoting visitability for persons with disabilities in single-family housing.
4D	<b>Build Inclusive and Sustainable Communities Free from Discrimination (4D)</b> Facilitate disaster preparedness, recovery and resiliency.	4a	<b>Capacity Building and Knowledge Sharing (4a)</b> Develop, target and deliver technical assistance for increasing affordability in areas experiencing increased rental costs due to development.
4E	<b>Build Inclusive and Sustainable Communities Free from Discrimination (4E)</b> Build the capacity of local, state and regional public and private organizations.	4b	<b>Capacity Building and Knowledge Sharing (4b)</b> Strengthen the capacity of state and local partners, including governments and nonprofit organizations, to implement HUD programs, participate in decision making and planning processes, and coordinate on cross-programmatic, place-based approaches through grantmaking and technical assistance.
5A	<b>Transform the Way HUD Does Business (5A)</b> Build Capacity: Create a flexible and high performing learning organization with a motivated, skilled workforce.	4c	<b>Capacity Building and Knowledge Sharing (4c)</b> Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas.

5B	<b>Transform the Way HUD Does Business (5B) Focus on Results:</b> Create an empowered organization that is customer-centered, place based, collaborative, and responsive to employee feedback and focused on results.	5a	<b>Using Housing as a Platform for Improving Other Outcomes (5a)</b> Increasing access to high quality early learning programs and services through coordination with local programs.
5C	<b>Transform the Way HUD Does Business (5C) Bureaucracy Busting:</b> Create flexible, modern rules and systems that promote responsiveness, openness and transparency.	5b	<b>Using Housing as a Platform for Improving Other Outcomes (5b)</b> Providing physical space to co-locate healthcare and wellness services with housing (e.g., on-site health clinics).
5D	<b>Transform the Way HUD Does Business (5D) Culture Change:</b> Create a healthy, open, flexible work environment that reflects the values of HUD's mission.	5c	<b>Using Housing as a Platform for Improving Other Outcomes (5c)</b> Increasing access to public benefits (such as Temporary Assistance to Needy Families and Supplemental Security Income) through outreach and other means.
		5d	<b>Using Housing as a Platform for Improving Other Outcomes (5d)</b> Maintaining or improving the physical environment and design of HUD-assisted residences, giving attention to physical safety and crime prevention.
		5e	<b>Using Housing as a Platform for Improving Other Outcomes (5e)</b> Providing mobility counseling to increase access to neighborhoods of opportunity.
		6a	<b>Expand Cross-Cutting Policy Knowledge (6a)</b> Support knowledge sharing and innovation by disseminating best practices, encouraging peer learning, publishing data analysis and research, and helping to incubate and test new ideas.



**CAMP eLogic Model®**

**Column 2**

**NEEDS**

There is a lack of affordable rental housing with supportive services for very-low income persons with disabilities.



**CAMP eLogic Model®**

*Click here to allow deletion of 'New' Activities*

**Column 3**

SERVICES/ACTIVITIES	UNITS
Business Opportunities-Section 3-Businesses  Businesses	Businesses
Business Opportunities-Section 3-Dollars  Dollars	Dollars
Construction to final closing-Final closing  Date	Date
Construction to final closing-Policy Priority-Ending Chronic Homelessness-Outreach to Continuum of Care organizations  Organizations	Organizations
Construction to final closing-Sources of funding other than Section 811 funds  # of sources	# of sources
Construction to final closing-Start of construction  Date	Date
Construction to final closing-Start pre-marketing activities  Date	Date
Construction to final closing-Submission of cost certification  Date	Date
Construction to final closing-Submission of initial occupancy certificate to HUD  Date	Date
Construction to final closing-Submission of rent schedule and PRAC contract  Date	Date
Construction to final closing-Units expected to be occupied in the 1st quarter of year three  Units	Units
Construction to final closing-Units expected to be occupied in the 2nd quarter of year three  Units	Units
Construction to final closing-Units expected to be occupied in the 3rd quarter of year three  Units	Units
Construction to final closing-Units expected to be occupied in the 4th quarter of year three  Units	Units
Employment Opportunities-Other-Available jobs  Available jobs	Available jobs
Employment Opportunities-Other-Jobs created  FTEs	FTEs
Employment Opportunities-Other-Jobs retained  FTEs	FTEs
Employment Opportunities-Section 3-Available jobs  Available jobs	Available jobs
Employment Opportunities-Section 3-Jobs created  FTEs	FTEs
Employment Opportunities-Section 3-Jobs retained  FTEs	FTEs
Employment Opportunities-Section 3-Persons  Persons	Persons
Policy Priority-Job Creation/Employment-Partnership with community-based organizations, federal, state and/or local entities to increase access to job training  Partnerships	Partnerships
Policy Priority-Job Creation/Employment-Partnership with community-based	Partnerships
Policy Priority-Job Creation/Employment-Partnership with Workforce Investment Board (WIB) to establish apprenticeship programs  Apprenticeship Programs	Apprenticeship Programs
Policy Priority-Job Creation/Employment-Partnership with Workforce Investment Board (WIB) to establish job opportunities  Partnerships	Partnerships
Policy Priority-Sustainability-Design, construct, rehab, and operate based on requirements of a recognized green standard  Units	Units
Policy-Priority Sustainability-Design, construct, rehab, and operate based on requirements of a recognized green standard  Buildings	Buildings

Predevelopment to initial closing-811 units with capital advance resources  Units	Units
Predevelopment to initial closing-811 units with mixed finance resources  Units	Units
Predevelopment to initial closing-Application for building permits  Date	Date
Predevelopment to initial closing-Design incorporates energy efficiency measures to meet Energy Star standards  Units	Units
Predevelopment to initial closing-Development team assembled  Date	Date
Predevelopment to initial closing-File to secure tax exemption  Date	Date
Predevelopment to initial closing-File zoning application  Date	Date
Predevelopment to initial closing-Formation of owner corporation  Date	Date
Predevelopment to initial closing-Housing construction-Design incorporates universal design  Units	Units
Predevelopment to initial closing-Housing construction-Design incorporates visitability standards  Buildings	Buildings
Predevelopment to initial closing-Housing rehabilitation-Design incorporates universal design  Units	Units
Predevelopment to initial closing-Housing rehabilitation-Design incorporates visitability standards  Buildings	Buildings
Predevelopment to initial closing-Housing rehabilitation-Design incorporates energy efficiency measures to meet Energy Star standards  Units	Units
Predevelopment to initial closing-Policy Priority-Housing rehabilitation-Design incorporates Green Development standards  Units	Units
Predevelopment to initial closing-Seek secondary financing  Dollars	Dollars
Predevelopment to initial closing-Sources of funding other than Section 811 funds   # of sources	# of sources
Predevelopment to initial closing-Submission of appraisal  Date	Date
Predevelopment to initial closing-Submission of architectural drawing  Date	Date
Predevelopment to initial closing-Submission of firm commitment application  Date	Date
Predevelopment to initial closing-Submission of initial closing documents  Date	Date
Predevelopment to initial closing-Working with other organizations including independent living centers in a holistic manner to address housing needs of persons with disabilities  Organizations	Organizations
Training Opportunities-Section 3  Persons	Persons
Other  Other	



**CAMP eLogic Model®**

*Click here to allow deletion of 'New' Outcomes*

**Column 5**

<b>OUTCOMES</b>	<b>UNITS</b>
Business Opportunities-Section 3-Businesses  Businesses	Businesses
Business Opportunities-Section 3-Dollars  Dollars	Dollars
Construction to final closing-All sources of funding secured  Date	Date
Construction to final closing-Completion of construction  Date	Date
Construction to final closing-Hire project management staff, market and screen potential residents  Date	Date
Construction to final closing-HUD approves Permission to Occupy (PTO)  Date	Date
Construction to final closing-HUD issues maximum Capital Advance, form 92580-CA  Date	Date
Construction to final closing-Policy Priority-Ending Chronic Homelessness-Persons identified as potential residents of Section 811 units  Persons	Persons
Construction to final closing-PRAC funds obligated  Date	Date
Construction to final closing-Residents placed in units in the 1st quarter of year three  Households	Households
Construction to final closing-Residents placed in units in the 2nd quarter of year three  Households	Households
Construction to final closing-Residents placed in units in the 3rd quarter of year three  Households	Households
Construction to final closing-Residents placed in units in the 4th quarter of year three  Households	Households
Construction to final closing-Transfer to asset management  Date	Date
Employment Opportunities-Other-Jobs created  FTEs	FTEs
Employment Opportunities-Other-Jobs retained  FTEs	FTEs
Employment Opportunities-Section 3-Jobs created  FTEs	FTEs
Employment Opportunities-Section 3-Jobs retained  FTEs	FTEs
Employment Opportunities-Section 3-Persons  Persons	Persons
Policy Priority-Job Creation/Employment-Identify the number of supportive services provided to residents to enable them to obtain training, obtain and retain jobs created, or employment opportunities provided through linkages created under the HUD award  Support Services	Support Services
Policy Priority-Job Creation/Employment-Number of jobs created as a result of partnerships with community-based, federal, state, and local entities  FTEs	FTEs
Policy Priority-Job Creation/Employment-Number of other activities that expanded the number of jobs created and other economic opportunities  FTEs	FTEs
Policy Priority-Sustainability-Certification received prior to final closing-Enterprise Green Communities Criteria  Units	Units
Policy Priority-Sustainability-Certification received prior to final closing-National Association of Home Builders (NAHB) Green Building Guidelines  Units	Units
Policy Priority-Sustainability-Certification received prior to final closing-Leadership in Energy and Environmental Design (LEED) for Homes or LEED New Construction (for multifamily)  Units	Units

Policy Priority-Sustainability-Certification received prior to final closing-EPA's Indoor airPlus  Units	Units
Policy Priority-Sustainability-Certification received prior to final closing-A regionally or locally recognized green standard  Units	Units
Predevelopment to initial closing-811 units with capital advance resources  Units	Units
Predevelopment to initial closing-All funding sources secured  Date	Date
Predevelopment to initial closing-Developed non-811units with mixed finance resources  Units	Date
Predevelopment to initial closing-Establishment of land value or real estate value   Date	Date
Predevelopment to initial closing-Housing construction-Units incorporate energy efficiency measures to meet Energy Star standards  Units	Units
Predevelopment to initial closing-Housing construction-Units incorporate universal design  Units	Units
Predevelopment to initial closing-Housing construction-Units incorporate visitability standards  Buildings	Buildings
Predevelopment to initial closing-Housing rehabilitation-Units incorporate energy efficiency measures to meet Energy Star standards  Units	Units
Predevelopment to initial closing-Housing rehabilitation-Units incorporate universal design  Units	Units
Predevelopment to initial closing-Housing rehabilitation-Units incorporate visitability standards  Buildings	Buildings
Predevelopment to initial closing-HUD accepts firm commitment  Date	Date
Predevelopment to initial closing-HUD approves design  Date	Date
Predevelopment to initial closing-Initial closing completed  Date	Date
Predevelopment to initial closing-Obtain building permits  Date	Date
Predevelopment to initial closing-Project planning conference held  Date	Date
Predevelopment to initial closing-Section 811 provided housing and social services are integrated into the community resulting in referrals or shared services  Shared Services	Shared Services
Predevelopment to initial closing-Secure secondary financing  Dollars	Dollars
Predevelopment to initial closing-Secure tax exemption  Date	Date
Predevelopment to initial closing-Secure zoning  Date	Date
Predevelopment to initial closing-State approves corporation  Date	Date
Training Opportunities-Section 3  Persons	Persons
Other  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



## Carter-Richmond Methodology

The Management 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.

\* © The Accountable Agency – How to Evaluate the Effectiveness of Public and Private Programs, Reginald Carter, ISBN Number 9780978724924

### Evaluation Process

An evaluation process will be part of the on-going management of the program.

**The following are standard requirements that HUD expects of every program manager as part of their project management.**

- 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:**

	<b>Response to Management Questions</b>	<b>Measure</b>	<b>Answer</b>
1	How many residents are placed in your facility by end of year three?	Person	
2	How many residents came from state institutions?	Person	
3	How much time was spent on securing secondary financing?	Hours	
4	How many years experience does the Sponsor have in providing affordable housing to the target population?	Years	
5	How many chronic homeless persons were placed in Section 811 units?	Person	
6	How many units were constructed using Energy Star standards?	Units	
7	What is the cost to construct a unit using Energy Star standards?	Dollars	
8	How many units were rehabilitated using Energy Star standards?	Units	
9	What is the cost to rehabilitate a unit using Energy Star standards?	Dollars	
10	Of those units constructed, how many met Energy Star standards?	Units	
11	Of those units rehabilitated, how many met Energy Star standards?	Units	
12	What was the average annual estimated savings as a result of units constructed that meet Energy Star Standards?	Dollars	
13	What was the average annual estimated savings as a result of units rehabilitated that meet Energy Star Standards?	Dollars	
14	How many units were constructed that meet Green Development certification?	Units	
15	How many units were rehabilitated that meet Green Development certification?	Units	
16	What is the cost to construct a unit that meets Green Development certification?	Dollars	
17	What is the cost to rehabilitate a unit that meets Green Development certification?	Dollars	
18	Of those units constructed, how many met Green Development certification?	Units	
19	Of those units rehabilitated, how many met Green Development certification?	Units	
20	What is the average annual estimated savings as a result of units constructed that meet Green Development certification?	Dollars	
21	What is the average annual estimated savings as a result of units rehabilitated that meet Green Development certification?	Dollars	
22	Does the project include any commercial facilities?	Yes/No	
23	If so, what is the cost of the commercial facility?	Dollars	
24	What is the amount of Capital Advance received?	Dollars	
25	What is the total replacement cost of the project?	Dollars	
26	What is the cost per unit developed?	Dollars	
27	How many sources of funding were used in this project?	Sources of Funding	
28	What was the total amount of funds used in this project other than the Section 811 funding during the development phase?	Dollars	
29	How many jobs were created as a result of partnerships with community-based, federal, state, and local entities?	Jobs	
30	How many FTE job opportunities were created as a result of partnership with the Workforce Investment Board (WIB)?	FTE	
31	How many FTE apprenticeship jobs were created as a result of partnership with the WIB?	FTE	

	<b>Identify the top three supportive services provided to residents enabling them to obtain training:</b>		
32a	1st supportive services provided to residents	Supportive Services	
32b	2nd supportive services provided to residents	Supportive Services	
32c	3rd supportive services provided to residents	Supportive Services	
	<b>Identify the top three supportive services provided to residents enabling them to obtain and retain jobs:</b>		
33a	1st supportive services provided to residents	Supportive Services	
33b	2nd supportive services provided to residents	Supportive Services	
33c	3rd supportive services provided to residents	Supportive Services	
	<b>Identify the top three supportive services provided to residents enabling them to retain jobs created or employment opportunities provided through linkages created under the HUD award.</b>		
34a	1st supportive services provided to residents	Supportive Services	
34b	2nd supportive services provided to residents	Supportive Services	
34c	3rd supportive services provided to residents	Supportive Services	
	<b>Which of the following amenities are located within one-half mile of the project?</b>		
34a	Grocery Store/supermarket	Yes/No	
35b	Social Service Facilities; i.e., licensed adult care, hospital, medical clinic, organization that offers services to persons with disabilities	Yes/No	
35c	Apparel store, convenience store	Yes/No	
35d	Recreational facilities; i.e. community center, gym, health club or family entertainment venue	Yes/No	
35e	Civic facilities such as government office serving public on-site, adult educational facility, place of worship, police/fire station, post office, library, public park.	Yes/No	
	<b>How many daily trips do the available transit lines provide?</b>		
36a	Bus	Number of Daily Trips	
36b	Rail	Number of Daily Trips	
36c	Light Rail	Number of Daily Trips	
36d	Transit Services for Persons with Disabilities	Number of Daily Trips	
36e	Private Courier Lines	Number of Daily Trips	
37	Were schematic plans and specs completed at the time of application submission?	Yes/No	
38	<b>Describe the population you are serving?</b>	Population	
	<b>If you are collecting client level data, identify the number of persons receiving services:</b>		
39	How many persons receiving services are ages 18-30?	Person	
40	How many persons receiving services are ages 31-50?	Person	
41	How many persons receiving services are ages 51-61?	Person	
42	How many persons receiving services are ages 62 and over?	Person	

**Explanation of Any Deviations From the Approved eLogic  
Model@**