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.

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 2014 in the Fiscal Year date field, you have opened the wrong eLogic Model®. To correct, go back to Grants.gov and download the proper "Instructions Download" package in order to find the proper eLogic Model®.

NOTE: It is recommended that you save a clean backup copy of the eLogic Model® before preparing your application.

Additional Support

If after reviewing the Instructions you need additional assistance, please contact the Office of Grants Management at 202-402-3964, 8:30AM-5:00PM eastern time. Persons with hearing or speech impairments may access this number via TTY by calling the Federal Information Relay Service at (800) 877-8339.

Combined FSS programs:

Please note that this year only one logic model is submitted for the FSS program due to the combination of PH and HCV FSS funding streams in the 2014 Consolidated Appropriations Act. Please read the **INSTRUCTIONS FOR COMPLETING THE Worksheet Tab in the eLogic Model®** and the **INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD** carefully for further details.

ALWAYS START WITH THE COVERSHEET TAB.

Mandatory Fields

There are 11 "mandatory" fields in your eLogic Model® on the Coversheet Tab:
Applicant Legal Name
DUNS Number
City
State
Grantee Contact Name
Grantee Contact email
Logic Model Contact Name
Logic Model Contact email
Project Name
Project Location/City/County/Parish
Project Location State

You must enter the required data in these fields as they appear in the System for Award Management (sam.gov) for the eLogic Model® to be complete. 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 FY2014 General Section for complete details.

The eLogic Model® Workbook

The eLogic Model® workbook has 9 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 9 Worksheets/Tabs are:
Instructions
Coversheet
Worksheet
Reporting
GoalsPriorities
Needs
Services
Outcomes
Tools

Instructions for Completing the Coversheet

NOTE: The "**Fiscal Year**" does not appear on the Coversheet but in the Worksheet for the project. See description under, "**INSTRUCTIONS FOR COMPLETING THE Worksheet Tab in the eLogic Model®.**"

Coversheet-Program Information

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

Grantee Information

"**Applicant Legal Name**" is located on Row 14 and is a mandatory field. Enter the legal name as entered in sam.gov 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", the Worksheet Tab will automatically populate the same information.

"**SAM.GOV Doing Business As Name**" is located on Row 15. Only complete this field if your sam.gov Registration includes an entry in Doing Business As (DBA). Enter the name as it appears in sam.gov. Once you have entered your "sam.gov Doing Business As Name" in the "Coversheet", the Worksheet Tab will automatically populate the same information.

"**DUNS Number**" is located on Row 16 and is a mandatory field. Enter the DUNS Number exactly as it appears in box 8c of the SF-424 and as registered with sams.gov. The DUNS Number 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. Make sure you enter the DUNS Number accurately. Once you have entered your "DUNS Number" in the "Coversheet", the Worksheet Tab will automatically populate the same information.

"**City**" is located on Row 17. 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 18. Use the dropdown to enter the State of your organization. This information must match the applicant address in your application SF424.

"**Zip Code**" is located on Row 19. 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 20 and 21 respectively. Enter the Grantee Contact Name and Grantee Contact email address in the fields provided.

"**Logic Model Contact Name**" and "**Logic Model Contact email**" are located on Rows 22 and 23 respectively. Enter the name of the person that completed the eLogic Model® and their email address in the fields 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® .

Coversheet-Project Information

"**Project Name**" is located on Row 25 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. Please make sure that you provide a project name in your eLogic Model® . The project name is helpful in distinguishing logic models submitted by the same grantee over multiple years and for differing projects.

Once you have entered your "Project Name" in the "Coversheet", the worksheet Tab will automatically populate the same information.

"**Project Location City/County/Parish**" is located on Row 26. 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 27. Use the dropdown menu to select the location of your project. The data field labeled, "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 28 and is to be entered for the "Project Location State." Please enter the nine digit zip code.

Additional Information- Leave Blank At the Time of Application

"**HUD Award Number**" located on Row 32 is to be left blank at time of the application. THIS FIELD IS TO BE COMPLETED ONLY IF YOU ARE SELECTED AS A GRANTEE AND ARE SUBMITTING YOUR REPORTS to HUD.

INSTRUCTIONS FOR COMPLETING THE Worksheet Tab 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 cell [N6] below the HUD logo.

Use the Worksheet Tab to enter your data for columns labeled:

Services/Activities Measures (Column 4)
Outcomes Measures (Column 6)
Evaluation Tools (Column 7)

Pre-populated fields under HUD Goals, Policy Priority, Needs, Services/Activities and Outcomes are locked down. Please do not attempt to change any of the pre-populated fields. You will ONLY be filling in Columns 4, 6 (Projections only) and 7 at the time of application.

Note: As in last year's logic model, there are no "locked" columns. Fill in ONLY the "Projection" column, NOT the "Annual" or "Extension" column for the application.

Note: As in last year's logic model, "Pre" "Post" and "YTD" columns are now "Projection" "Annual" and "Extension." The "Annual" and "Extension" columns are only used when reporting.

The "**Reporting Period**" in cell J4 contains three choices: Projection, Annual and Extension. Projection is to be used when completing your grant application. Annual and Extension are only to be used when reporting. When you "click" any of these three choices, the corresponding fields in Columns G, H, I and K, L, M are highlighted.

"**Reporting Start Date**" and "**Reporting End Date**" are fields that **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)

NOTE: To begin, go to "Reporting Period", J4, which should be preset to Projection. If not, "click" on the cell and open "Projection." The corresponding columns, G and K will be highlighted.

Column 1 – HUD Goals/Policy Priority – Policy
Under the "Policy" Column (1), there are actually two columns; one labeled HUD Goals, and the other labeled Policy Priority. These are pre-populated and no action is required. Program managers have chosen Goal 3C and Priorities 1a, 1b, 1c, 4c, 5a, and 5c for this program. Click the GoalsPriorities Tab at the bottom of the Worksheet for a complete description. This page can be printed.

Column 2 – Needs – Planning
Under the "Planning" Column (2), there are two pre-populated "Needs" statements. No action is required on your part. Click the Needs Tab at the bottom of the Worksheet if you want to print the page.

Column 3 – Services/Activities – Programming
Under the "Programming" Column (3), in alphabetical order, are 26 Services/Activities that have been pre-selected for this program. There is no drop-down menu. *There are no "new" services/activities (outputs) allowed in this year's eLogic Model®.* Review all 26 Services/Activities when preparing your grant application. The list of Services/Activities can be printed by going to the Services Tab at the bottom of the Worksheet.

Note: The Services/Activities you are selecting for your Projections will not have a direct match with the Outcomes in Column 5. You are selecting Services/Activities which in their totality **are expected to produce the Outcomes identified in Column 5.**

Column 4 – Measures
Each of the 26 Services/Activities identified in Column 3 has an associated Measure in Column 4. These Unit Measures are either Households or Persons. Immediately below the Measure are three blank cells: Projection, Annual and Extension.

Projection: ***The applicant must provide a projection for each service/activity, even if that projection is zero (0).*** To prepare your grant application, decide which of the 26 Services/Activities you/your partners plan to offer and enter the projected number of Units, either Households or Persons, in the Column labeled Projection. Please note that this year your projected numbers must include Households or Persons (as applicable) under both PH FSS and HCV FSS. Enter a zero "0" not the word zero in the same Column if you/your partners will not be offering the Service/Activity. When completed, all 26 Service/Activities should either have a projected number or a zero.

Annual: This column is only to be used for reporting at the end of the grant period. Leave it blank when completing your grant application. At the end of the grant period, enter the actual number of Services/Activities offered. Actual numbers this year must include Households or Persons (as applicable) under both PH FSS and HCV FSS.

Extension: This field is only to be used if given an Extension by HUD. Report only new activity defined as activity that begins and ends with the dates of the Extension. Do not add activity reported in Annual. Actual numbers entered in the extension field must also include Households or Persons (as applicable) under both PH FSS and HCV FSS.

Note: The Excel Workbook has no special features. If you enter an incorrect number, simply delete or type over it. The Measures fields in the logic model are open. Do not change the Projected numbers when you are reporting numbers in Annual. The Projected numbers are in the database and will be verified when reporting is done at the end of the grant period.

Column 5 – Outcomes – Impact
Under the "Impact" Column (5), in alphabetical order, are 15 Outcomes identified for this program. There is no drop-down menu. ***There are no "new" outcomes allowed in this year's eLogic Model®.*** Review all 15 Outcomes when preparing your grant application. The list of Outcomes can be printed by going to the Outcome Tab at the bottom of the Worksheet.

Note: The Outcomes you are selecting for your Projections will not have a direct match with the Services/Activities in Column 3. You are selecting Outcomes which are expected to be achieved from the totality of all Services/Activities provided under your grant.

Column 6 – Measures
Each of the 15 Outcomes identified in Column 5 has an associated Measure in Column 6. These Unit Measures are either Households or Persons. Immediately below the Measure are three blank cells: Projection, Annual and Extension.

Projection: ***The applicant must provide a projection for each outcome, even if that projection is zero (0).*** To prepare your grant application, decide which of the 15 Outcomes you expect to achieve and enter the projected number of Units, either Households or Persons, in the Column labeled Projection. Please note that this year your projected numbers must include Households or Persons (as applicable) under both PH FSS and HCV FSS. Enter a zero "0" not the word zero in the same Column if you will not be expecting to achieve that Outcome. When completed, all 15 Outcomes should either have a projected number or a zero.

Annual: This Column is only to be used for reporting at the end of the grant period. Leave it blank when completing your grant application. At the end of the grant period, enter the actual number of Outcomes achieved. Actual numbers this year must include Households or Persons (as applicable) under both PH FSS and HCV FSS.

Extension: This field is only to be used if given an Extension by HUD. Report only new activity defined as activity that begins and ends with the dates of the Extension. Do not add activity reported in Annual. Actual numbers entered in the extension field must also include Households or Persons, as applicable, for both your PH and HCV FSS programs. Actual numbers entered in the extension field must also include Households or Persons (as applicable) under both PH FSS and HCV FSS.

Note: The Excel Workbook has no special features. If you enter an incorrect number, simply delete or type over it. The Measures fields in the logic model are open. Do not change the Projected numbers when you are reporting numbers in Annual. The Projected numbers are in the database and will be verified when reporting is done at the end of the grant period.

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. 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. You may select up to five choices for each of the five processes (A-E) that supports Accountability and tracks Services/Activities and Outcomes.

A. Tools for Measurement
B. Where Data Maintained
C. Source of Data
D. Frequency of Collection
E. Processing of Data

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.
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® 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®
Use the name of the HUD Program and your organization name to form a file name for your eLogic Model® . Note where you save the file on your computer. **For example, FSS_RochesterHousingAuthority.** *Please note that there is an "underscore" between FSS and no spaces between Rochester Housing Authority separating the Program Name from the Project Name which is needed to identify the eLogic Model® 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.

Do not use spaces or special characters such as dashes, periods, asterisks, and symbols when saving your eLogic Model®, 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.

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

Excel® automatically adds the file extension ".xls" or "xlsx" to your file name. Make sure the file extension is not capitalized. <u>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.,</u> Rochester Housing Authority maybe written as <u>RHA.</u>

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 is adequate for completing your eLogic Model® .

This ends the instructions for completing your eLogic Model® for application submission.

<u>**INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD**</u>
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.

At the end of the grant period, you will use the same eLogic Model® for reporting. See the program NOFA for further instructions on the timing of reporting.

Annual Reporting

Note: To begin Reporting, go to "Reporting Period" J4 and click, "Annual" The "Annual columns will then be highlighted.

In Column 4 – Annual – Enter the actual number of Services/Activities <u>(including both PH FSS and HCV FSS households or persons, as applicable)</u> alongside what was previously projected.
In Column 6 – Annual – Enter the actual number of Outcomes (including both PH FSS and HCV FSS households or persons, as applicable) alongside what was previously projected.
 Note: If you had previously entered zero "0" in the Projection columns, 4 and 6, <u>you may enter a number other than zero "0" only if you engaged in the activity or achieved the outcome during the reporting period even if you had originally projected that you would not. If you did NOT engage in the activity or achieved the outcome as you had originally projected, you must </u>enter zero "0" in the Annual columns.

Extension Reporting

Note: To report Extension, go to "Reporting Period" J4 and click, "Extension." The "Extension columns will then be highlighted.

Extension: IF (and only IF) you are granted an extension by HUD, you will report using the Extension column. At that point, the Projection and Annual will already be completed. You will then report only new activity defined as activity that begins and ends with the dates of the Extension. Do not add the activity you have already reported in Annual. Actual numbers entered in the extension field must include Households or Persons (as applicable) under both PH FSS and HCV FSS. Enter the dates of the Extension in the fields labeled "Reporting Start Date" and "Reporting End Date."

Note: If you had previously entered zero "0" in the Projection columns, 4 an 6, you may enter a number other than zero "0" only if you engaged in the activity or achieved the outcome during the reporting period even if you had originally projected that you would not. If you did NOT engage in the activity or achieved the outcome as you had originally projected, you must enter zero "0" in the Extension columns.

Instructions for Completing the Coversheet
When you report, enter the "**HUD Award Number**" which is on row 32 of the Coversheet. This field allows HUD to associate the eLogic Model® submitted with the application with the negotiated logic model, and reports submitted.

Identify the Reporting Period Covered by the Report

On the Worksheet Tab are fields labeled "Reporting Start Date" and "Reporting End Date." The fields are not to be used at time of application. They are only used during the reporting process to record the Start and End date of your reporting period."

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.

Extension: This field is only to be used if given an Extension by HUD. Report only new activity defined as activity that begins and ends with the dates of the Extension. Do not add activity already reported in Annual. Enter the dates of the Extension in the fields labeled "Reporting Start Date" and "Reporting End Date."

Using the Reporting Tab
The Reporting Tab contains 11 Management Questions. In addition, space is provided to explain any deviation (positive or negative) from the projections in your approved eLogic Model® . Report on these questions the same time you are reporting your actual numbers in the Annual or Extension Columns.

Note: Only enter numbers for the 11 management questions. Do not use words. For example, enter the number "6" not the word six.

Note: If you submit an Extension report, re-calculate the answers to the Management Questions on the Reporting Tab and provide updated numbers that reflect the entire length of your grant.

Narrative Description – Explanation of Any Deviations From the Approved
In addition to your submission of your eLogic Model® results, if there are deviations from what you projected, you then 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. HUD will also 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. When 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:

FSS_RochesterHousingAuthority2014annual

                              or

FSS_RochesterHousingAuthority2014extension

Reporting Requirements
As part of your required reports to HUD, you must also submit an eLogic Model® report in Excel® .

2014 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®. 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. Only complete the CCR Doing Business As Name 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. Enter the Grantee Contact Name and the Grantee email address in the fields provided. Enter the eLogic Model® Contact Name and their email address in the fields provided. When completing the Project Information Section, applicants except Indian Tribes must enter their Project Name, Project Location City/County/Parish, and State. 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

HUD Program	**FSS**
Program CFDA #	**14.896**

Grantee Information

Applicant Legal Name	
SAM.GOV Doing Business As Name	
DUNS Number	
City	
State	
Zip Code	
Grantee Contact Name	
Grantee Contact email	
Logic Model Contact Name	
Logic Model Contact email	

Project Information

Project Name	
Project Location City/County/Parish	
Project Location State	
Zip Code	

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

HUD Award Number	

Applicant Legal Name	0
CCR Doing Business As Name	0
HUD Program	FSS
Project Name	0

Reporting Period	**Projection**
Reporting Start Date	
Reporting End Date	

DUNS No. 0

FY 2014

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability
3c	1a 1b 1c 4c 5a 5c	There is a need to link new FSS program participants to services and economic opportunities that will lead to employment and economic self-sufficiency. There is a need to maintain on-going linkages to services and economic opportunities for existing FSS program participants in order to support their transition to employment and economic self-sufficiency.	Child Care-Families linked to Child Care Services		Households		Education-Associates degree obtained		Persons		**A. Tools for Measurement**
			Education-Participation in Adult Basic Education		Persons		Education-Bachelors degree obtained		Persons		
			Education-Participation in ESL classes		Persons		Education-Adult Basic Education-Completed		Persons		
			Education-Participation in High School/GED program		Persons		Education-Certification from technical school		Persons		**B. Where Data Maintained**
			Education-Participation in Post secondary classes		Persons		Education-ESL-Completed		Persons		
			Employment-Job retention activities		Persons		Education-GED/High School diploma obtained		Persons		
			Financial Literacy-Escrow accounts established		Persons		Employment-Employment obtained (including apprenticeship)		Persons		**C. Source of Data**
			Financial Literacy-Tax Preparation assistance provided		Persons		Employment-Employment increased from part-time to full-time (32+ hours)		Persons		
			Financial Literacy-IDA accounts (not escrow) established		Persons		Employment-Promotion/new job resulting in increased hourly wage		Persons		
			Financial Literacy-Individualized Counseling		Persons		Employment-Maintain employment greater than one year		Persons		**D. Frequency of Collection**
			Financial Literacy-Classroom Setting		Persons				Persons		

Worksheet

Applicant Legal Name	0
CCR Doing Business As Name	0
HUD Program	FSS
Project Name	0

Reporting Period	**Projection**
Reporting Start Date	
Reporting End Date	

DUNS No. 0

FY 2014

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1	2	3		4			5	6			7
Policy	Planning		Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability
			Financial Education (participation)				Employment-Employer-Provided health benefits obtained				
			Health-Referral for health care services (physical/dental)	Persons			Financial Literacy-EITC received	Households			
			Health-Referral for mental health services	Persons			Housing-Increased earned income results in no longer needing rental assistance	Households			E. Processing of Data
			Health-Referral for substance abuse services	Persons			Housing-Purchased home with HCV Homeownership Assistance	Households			
			Housing-Homeownership counseling	Persons			Housing-Purchased home without HCV Homeownership Assistance	Households			
			Service Coordination-New families enrolled (new CoPs)	Households							
			Service Coordination-Families continuing to receive service coordination	Households							
			Service Coordination-Families graduated	Households							
			Service Coordination-Individuals served (unduplicated count)	Persons							
			Training-Job Preparation/Counseling (soft skills)-Enrolled	Persons							

eLogic Model®

Worksheet

Applicant Legal Name	0	
CCR Doing Business As Name	0	
HUD Program	FSS	**Reporting Period**	**Projection**
		Reporting Start Date		**DUNS No.**	0
Project Name	0	**Reporting End Date**		**FY 2014**

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1	2	3		4			5	6			7
Policy	Planning		Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability
			Training-Job Preparation/Counseling (soft skills)-Completed	Persons							
			Training-Job Training (for specific job/type of job)-Enrolled	Persons							
			Training-Job Training (for specific job/type of job)-Completed	Persons							
			Training-Parenting/Household Skills/Life Skills (non-job training)-Enrolled	Persons							
			Training-Parenting/Household Skills/Life Skills (non-job training)-Completed	Persons							
			Transportation-Transportation services to enable service provision/employment	Persons							

Applicant Legal Name	0			
CCR Doing Business As Name	0			
HUD Program	FSS	**Reporting Period**	**Projection**	
		Reporting Start Date		**DUNS No.** 0
Project Name	0	**Reporting End Date**		**FY 2014**

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Worksheet

Applicant Legal Name	0
CCR Doing Business As Name	0
HUD Program	FSS
Project Name	0

Reporting Period	**Projection**
Reporting Start Date	
Reporting End Date	

DUNS No. 0

FY 2014

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

eLogic Model®   **Worksheet**

Applicant Legal Name	0			
CCR Doing Business As Name	0			
HUD Program	FSS	**Reporting Period**	**Projection**	
		Reporting Start Date		**DUNS No.** 0
Project Name	0	**Reporting End Date**		**FY 2014**

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Worksheet

Applicant Legal Name	0	
CCR Doing Business As Name	0	
HUD Program	FSS	Reporting Period — **Projection**
		Reporting Start Date
Project Name	0	Reporting End Date

DUNS No. 0

FY 2014

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Worksheet

Applicant Legal Name	0						
CCR Doing Business As Name	0						
HUD Program	FSS	**Reporting Period**	**Projection**				
		Reporting Start Date		**DUNS No.**	0		
Project Name	0	**Reporting End Date**				**FY 2014**	

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Worksheet

Applicant Legal Name	0		
CCR Doing Business As Name	0		
HUD Program	FSS	**Reporting Period**	**Projection**
		Reporting Start Date	
Project Name	0	**Reporting End Date**	

CAMP

DUNS No. 0

FY 2014

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Applicant Legal Name	0		
CCR Doing Business As Name	0		
HUD Program	FSS	**Reporting Period**	**Projection**
		Reporting Start Date	
Project Name	0	**Reporting End Date**	

DUNS No. 0

FY 2014

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Worksheet

Applicant Legal Name	0
CCR Doing Business As Name	0
HUD Program	FSS

Reporting Period	**Projection**
Reporting Start Date	
Reporting End Date	

DUNS No. 0

FY 2014

Project Name 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

Applicant Legal Name	0	
CCR Doing Business As Name	0	
HUD Program	FSS	**Reporting Period** **Projection**
		Reporting Start Date **DUNS No.** 0
Project Name	0	**Reporting End Date** **FY 2014**

HUD Goals	Policy Priority	Needs	Services/Activities	Measures			Outcomes	Measures			Evaluation Tools
1		2	3	4			5	6			7
Policy		Planning	Programming	Projection	Annual	Extension	Impact	Projection	Annual	Extension	Accountability

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:

Response to Management Questions

#	Question	Measure	Answer
1	How many households were under Contracts of Participation (unduplicated count)?	Households	
2	How many persons received services (unduplicated count)?	Persons	
3	How many partners are providing services (unduplicated count)?	Partners	
4	How many households successfully completed their Contract of Participation/Graduated?	Households	
5	What is the value of the dollars and services leveraged by this grant?	Dollars	$0.00
	Please work with your service partners to determine a dollar value for each service provided. For example, if the cost of a GED class is $300 and three FSS participants attend, the reported value would be $900. Repeat this for any services provided by your partners and add the total. If the grant was also used to leverage cash, please add this to the total. If you would like to provide any additional details on the value of leveraged services and funds, please use the blank text box below the field labeled, Explanation of Any Deviations from the Approved eLogic Model®		
6	How many persons receiving services are under the age of 6?	Persons	
7	How many persons receiving services are ages 6-17?	Persons	
8	How many persons receiving services are ages 18-30?	Persons	
9	How many persons receiving services are ages 31-50?	Persons	
10	How many persons receiving services are ages 51-61?	Persons	
11	How many persons receiving services are over 62 years of age?	Persons	
	(The total number of persons reported in questions 6-11 should equal the total number of unduplicated individuals reported in question 2 above).		

®Explanation of Any Deviations From the Approved eLogic Model

HUD Goals		HUD Priorities	
1A	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers** (1A) Stem the foreclosure crisis.	1a	**Job Creation/Employment** (1a) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means.
1B	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumer** (1B) Protect and educate consumers when they buy, refinance or rent a home.	1b	**Job Creation/Employment** (1b) Increasing access to job training, career services, and work, supports through coordination with federal, state, and local entities.
1C	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers** (1C) Create financially sustainable homeownership opportunities.	1c	**Job Creation/Employment** (1c) 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	**Strengthen the Nation's Housing Market to Bolster the Economy and Protect Consumers** (1D) Establish an accountable and sustainable housing finance system.	2a	**Sustainability** (2a) 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	**Meet the Need for Quality Affordable Rental Homes** (2A) End homelessness and substantially reduce the number of families and individuals with severe housing needs.	2b	**Sustainability** (2b) Give consumers more information about the true cost of living by incorporating both housing and transportation costs into measures of affordability.
2B	**Meet the Need for Quality Affordable Rental Homes** (2B) Expand the supply of affordable rental homes where most needed.	2c	**Sustainability** (2c) 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	**Meet the Need for Quality Affordable Rental Homes** (2C) Preserve the affordability and improve the quality of federally assisted and private unassisted affordable rental homes.	2d	**Sustainability** (2d) 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	**Meet the Need for Quality Affordable Rental Homes** (2D) Expand families' choices of affordable rental homes located in a broad range of communities.	2e	**Sustainability** (2e) Reduce energy consumption and incorporate green building practices in the design and operation of HUD-supported affordable housing.
3A	**Utilize Housing as a Platform for Improving Quality of Life** (3A) Utilize HUD assistance to improve educational outcomes and early learning and development.	2f	**Sustainability** (2f) Promote coordinated planning, integrating federal resources, and targeting technical assistance at the local, state, and regional levels for sustainable housing and communities.
3B	**Utilize Housing as a Platform for Improving Quality of Life** (3B) Utilize HUD assistance to improve health outcomes.	2g	**Sustainability** (2g) Promote the design and construction of buildings and communities that are accessible and visitable by people with disabilities.
3C	**Utilize Housing as a Platform for Improving Quality of Life** (3C) Utilize HUD assistance to increase economic security and self-sufficiency.	2h	**Sustainability** (2h) Promote the use of climate-resilient and disaster-resistant building design, construction and siting.
3D	**Utilize Housing as a Platform for Improving Quality of Life** (3D) 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	**Sustainability** (2i) Encourage metropolitan and regional focus in planning and community development.
3E	**Utilize Housing as a Platform for Improving Quality of Life** (3E) Utilize HUD assistance to improve public safety.	3a	**Affirmatively Furthering Fair Housing** (3a) Regional coordination of affirmatively furthering fair housing plans, including such activities as developing regional analyses of impediments.
4A	**Build Inclusive and Sustainable Communities Free from Discrimination** (4A) Catalyze economic development and job creation, while enhancing and preserving community assets.	3b	**Affirmatively Furthering Fair Housing** (3b) Regional strategies to reduce racially segregated living patterns and other effects of formely 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	**Build Inclusive and Sustainable Communities Free from Discrimination** (4B) Promote energy efficient buildings and location efficient communities that are healthy, affordable and diverse.	3c	**Affirmatively Furthering Fair Housing** (3c) Decreasing the concentration of poverty and racial segregation in neighborhoods and communities through strategic targeting of resources.
4C	**Build Inclusive and Sustainable Communities Free from Discrimination** (4C) Ensure open, diverse, and equitable communities.	3d	**Affirmatively Furthering Fair Housing** (3d) Promoting visitability for persons with disabilities in single-family housing.
4D	**Build Inclusive and Sustainable Communities Free from Discrimination** (4D) Facilitate disaster preparedness, recovery and resiliency.	4a	**Capacity Building and Knowledge Sharing** (4a) Develop, target and deliver technical assistance for increasing affordability in areas experiencing increased rental costs due to development.
4E	**Build Inclusive and Sustainable Communities Free from Discrimination** (4E) Build the capacity of local, state and regional public and private organizations.	4b	**Capacity Building and Knowledge Sharing** (4b) 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	**Transform the Way HUD Does Business** (5A) Build Capacity: Create a flexible and high performing learning organization with a motivated, skilled workforce.	4c	**Capacity Building and Knowledge Sharing** (4c) 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	**Transform the Way HUD Does Business** (5B) Focus on Results: Create an empowered organization that is customer-centered, place based, collaborative, and responsive to employee feedback and focused on results.	5a	**Using Housing as a Platform for Improving Other Outcomes** (5a) Increasing access to high quality early learning programs and services through coordination with local programs.
5C	**Transform the Way HUD Does Business** (5C) Bureaucracy Busting: Create flexible, modern rules and systems that promote responsiveness, openness and transparency.	5b	**Using Housing as a Platform for Improving Other Outcomes** (5b) Providing physical space to co-locate healthcare and wellness services with housing (e.g., on-site health clinics).
5D	**Transform the Way HUD Does Business** (5D) Culture Change: Create a healthy, open, flexible work environment that reflects the values of HUD's mission.	5c	**Using Housing as a Platform for Improving Other Outcomes** (5c) Increasing access to public benefits (such as Temporary Assistance to Needy Families and Supplemental Security Income) through outreach and other means.
		5d	**Using Housing as a Platform for Improving Other Outcomes** (5d) Maintaining or improving the physical environment and design of HUD-assisted residences, giving attention to physical safety and crime prevention.
		5e	**Using Housing as a Platform for Improving Other Outcomes** (5e) Providing mobility counseling to increase access to neighborhoods of opportunity.
		6a	**Expand Cross-Cutting Policy Knowledge (6a)** 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 need to link new FSS program participants to services and economic opportunities that will lead to employment and economic self-sufficiency.
There is a need to maintain on-going linkages to services and economic opportunities for existing FSS program participants in order to support their transition to employment and economic self-sufficiency.

Column 3

SERVICES/ACTIVITIES
Child Care-Families linked to Child Care Services
Education-Participation in Adult Basic Education
Education-Participation in ESL classes
Education-Participation in High School/GED program
Education-Participation in Post secondary classes
Employment-Job retention activities
Financial Literacy-Escrow accounts established
Financial Literacy-Tax Preparation assistance provided
Financial Literacy-IDA accounts (not escrow) established
Financial Literacy-Individualized Counseling
Financial Literacy-Classroom Setting Financial Education (participation)
Health-Referral for health care services (physical/dental)
Health-Referral for mental health services
Health-Referral for substance abuse services
Housing-Homeownership counseling
Service Coordination-New families enrolled (new CoPs)
Service Coordination-Families continuing to receive service coordination
Service Coordination-Families graduated
Service Coordination-Individuals served (unduplicated count)
Training-Job Preparation/Counseling (soft skills)-Enrolled
Training-Job Preparation/Counseling (soft skills)-Completed
Training-Job Training (for specific job/type of job)-Enrolled
Training-Job Training (for specific job/type of job)-Completed
Training-Parenting/Household Skills/Life Skills (non-job training)-Enrolled
Training-Parenting/Household Skills/Life Skills (non-job training)-Completed
Transportation-Transportation services to enable service provision/employment

UNITS
Households
Persons
Persons
Persons
Persons
Persons
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CAMP eLogic Model®	
Column 5	
OUTCOMES	**UNITS**
Education-Associates degree obtained	Persons
Education-Bachelors degree obtained	Persons
Education-Adult Basic Education-Completed	Persons
Education-Certification from technical school	Persons
Education-ESL-Completed	Persons
Education-GED/High School diploma obtained	Persons
Employment-Employment obtained (including apprenticeship)	Persons
Employment-Employment increased from part-time to full-time (32+ hours)	Persons
Employment-Promotion/new job resulting in increased hourly wage	Persons
Employment-Maintain employment greater than one year	Persons
Employment-Employer-Provided health benefits obtained	Persons
Financial Literacy-EITC received	Persons
Housing-Increased earned income results in no longer needing rental assistance	Households
Housing-Purchased home with HCV Homeownership Assistance	Households
Housing-Purchased home without HCV Homeownership Assistance	Households

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