

A. INSTRUCTIONS FOR COMPLETING YOUR LOGIC MODEL

B. INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD

IMPORTANT NOTES BEFORE PROCEEDING:

1. **SAVE THIS FILE!** IF YOU ARE AWARDED A GRANT, YOU WILL USE THE SAME ELOGIC MODEL® FOR REPORTING TO YOUR LOCAL HUD FIELD OFFICE.
2. IT IS RECOMMENDED THAT YOU PRINT THESE INSTRUCTIONS BEFORE CONTINUING.
3. **DO NOT MODIFY THE ELOGIC MODEL® TEMPLATE.**
4. **DO NOT CUT AND PASTE INTO THE ELOGIC MODEL® TEMPLATE.**

A. INSTRUCTIONS FOR COMPLETING YOUR LOGIC MODEL

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

ALWAYS START WITH THE COVERSHEET TAB.

Mandatory Fields

There are 11 "mandatory" fields in your eLogic Model® Coversheet Tab:

1. Applicant Legal Name
2. DUNS Number
3. City
4. State
5. Grantee Contact Name
6. Grantee Contact email
7. Logic Model Contact Name
8. Logic Model Contact email
9. Project Name
10. Project Location/City/County/Parish
11. Project Location State

You must enter the required data in these fields as they appear in the System for Award Management (www.SAM.gov) in order 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 14 separate Tabs located 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. Four Tabs are "Worksheets" which applicants will use to input information. The 14 Tabs are:

1. Instructions
2. Dropdown Guidance
3. How To Count
4. Coversheet (Worksheet)
5. Year 1 (Worksheet)
6. Year 2 (Worksheet)
7. Year 3 (Worksheet)
8. Totals (Automatically populates based on inputs for Years 1, 2, and 3)
9. Extension
10. Goals Priorities
11. Needs
12. Services
13. Outcomes
14. Tools

Instructions for Completing the Coversheet

NOTE: The "Fiscal Year" appears in the heading on the Coversheet and in each of the Year tabs. See description under, "**Instructions for Completing Year 1, Year 2 and Year 3 Worksheets/Tabs 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 www.SAM.gov which should also match 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 same information will automatically populate the other Tabs, including the Worksheet Tabs.

"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

"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 www.SAM.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 same information will automatically populate the other Tabs, including the Worksheet Tabs.
"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. Use cells F and H in Row 19 to enter the same zip+4 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, for 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. 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 submitted by the same grantee over multiple years and for differing projects.

Once you have entered your "Project Name" in the "Coversheet" the same information will automatically populate the other Tabs, including the Year 1, 2, and 3 Worksheet Tabs.

"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." Use cells F and H in Row 19 to enter the same zip+4 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 Year 1, Year 2 and Year 3 Worksheet 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 below the HUD logo in cell [L6] for all three years. Use the Year 1, Year 2, and Year 3 tabs to enter your data for the columns labeled:
Services/Activities (Column 3)
Measures (Columns 4)
Outcomes (Column 5)
Measures (Column 6)
Evaluation Tools (Column 7)

NOTE 1: When preparing your Logic Model for application purposes, fill in ONLY the "Projection" Columns. Do NOT fill the "Annual" column in at this time. "Annual" is ONLY used for reporting.

NOTE 2: The fields under HUD Goals, Policy Priority, Needs, Services/Activities and Outcomes are pre-populated and locked down. Please do not attempt to change any of the pre-populated fields.

Projection (Columns G and J): Enter your best estimate of what you hope to accomplish in the "Projection" column. Do NOT fill the "Annual" column in at this time. The "Reporting Period" in cell I4 for Years 1, 2 and 3 contains two choices: Projection and Annual. Select "Projection" when completing your Logic Model for the application. Do not enter anything on the Totals tab or Extension tab when preparing your Logic Model for your application.

Leave the "Reporting Start Date" and "Reporting End Date" fields **blank at the time of application**. They are completed only when submitting a report to HUD. See "INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD" later in these Instructions.

COMPLETING WORKSHEETS FOR YEAR 1, YEAR 2, and YEAR 3 - COLUMNS 1-7 IN THE eLogic Model®

NOTE: Prior to inputting your projections, please go to "Reporting Period" (COLUMN I4) to ensure that "Projection" is selected. If not, "click" on the cell and select "Projection." The corresponding projection columns, G and J will be highlighted in pink for Year 1. The procedures below are applicable for all three years of the grant application.

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**. A full description of the goals and policy priorities can be found by clicking the "Goals Priorities Tab" at the bottom of this Excel Worksheet. This page can be printed.

Column 2 – Needs – Planning

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

Column 3 – Services/Activities – Programming

Please Note: The FY2014 eLogic Model® uses **both** pre-selected (mandatory) and optional (available in the dropdown menu) Services/Activities. Pre-Selected Services and Activities: Under the "Programming" Column (3) 14 Services/Activities have been pre-selected for this program. These

Pre-Selected Services and Activities: Under the "Programming" Column (3), 14 Services/Activities have been pre-selected for this program. These Services/Activities are listed in alphabetical order. You must provide a projection for each of the 14 pre-selected Services/Activities on the tabs for all three years. If a particular Service/Activity is not applicable to your program, enter "0". The list of Services/Activities can be printed by going to the Services Tab at the bottom of the Worksheet. In the Services Tab, the mandatory Services/Activities are highlighted in green. All others Services/Activities are optional.

NOTE: Prior to inputting your projected numbers, please read the Tab "How to Count." This will help applicants have a common understanding of how to count accurately and will help HUD capture accurate data.

Dropdown Menu of Services/Activities: In the same column for all three years beginning at row 38 is a dropdown menu with additional Services/Activities for the ROSS-SC program. There are 15 Services/Activities in the dropdown menu.

To select Services/Activities from the dropdown, go to row 38 and "click" the cell populated with "Select Activity." A little dropdown arrow appears. Click the dropdown arrow and the list of 15 eligible Services/Activities appears. Select one of the Services/Activities in the list by clicking on it. Repeat this process by going to the next row to select any other Service/Activity that is applicable to your program. Given the limitations of Excel, if the complete statement does not display in the cell when clicked, please print the entire list from the Services Tab to view the entire statement.

When you select Services/Activities on the Year1 worksheet the same activity appears on the same row on Year 2 and Year 3. If you are in the second or third year of the grant and want to change any Services/Activities, you must go back to the Year 1 worksheet and make the changes which will carryover to the Year 2 and Year 3 worksheets. To associate the selected Services/Activities with Outcomes, use the same process for selecting Outcomes. You will have to make the match/association. Further instructions for matching Services/Activities with Outcomes are located in tab "Dropdown Guidance."

REMINDER: Please go to the "How To Count" Tab for definitions of each Service/Activity and Outcome and additional guidance.

Column 4 - Measures

Each of the 14 mandatory Services/Activities and each of the 15 optional Services/Activities in the dropdown menu in Column 3 has an associated unit of Measure in Column 4. These Units of Measure are prepopulated and are: Persons, Households or Providers. Immediately below the Unit of Measure are two blank cells for, "Projection" and "Annual." This layout is the same for all years (1, 2 and 3).

To prepare your eLOGIC MODEL®, decide which of the 14 Services/Activities you/your partners plan to offer and enter the projected number of Units in the Column labeled Projection. 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 14 Services/Activities should either have a projected number or a zero in the Projection column. Leave the Annual column blank.

Follow the same procedure for the optional services/activities you have selected. Enter the projected number of Units, Persons, Households or Providers in the Column labeled Projection. These are optional fields and it is your decision which if any of these Services/Outcomes will be identified for your program. If you are using these optional services, the services appear on each tab for all three years. Please enter a projected number of units you expect to accomplish on all three tabs, Year 1, Year 2, and Year3. For optional activities a projection of "0" is acceptable in any one or two years. **NOTE: If you enter an incorrect number in the projection column, simply delete or type over it.**

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.

Column 5 - Outcomes - Impact

Mandatory Outcomes: Under the "Impact" Column (5), there are 14 Outcomes that have been pre-selected for this program. They are in alphabetical order. Review all 14 mandatory Outcomes and their definitions in the "How to Count" tab prior to preparing your eLOGIC MODEL®. The Outcomes have a direct match with the mandatory Services/Activities in Column 3. The list of Outcomes can be printed by going to the Outcomes Tab at the bottom of the Worksheet. The mandatory Outcomes are highlighted in green.

Dropdown Menu of "Optional" Outcomes: Beginning at row 38 is a dropdown menu with additional Outcomes applicants can choose for their ROSS-SC program. There are 20 optional Outcomes in the dropdown menu. The list of dropdown Outcomes can be printed by going to the same Outcomes Tab. The optional Outcomes are listed below the green highlighted mandatory Outcomes.

To select additional Outcomes from the dropdown, go to row 38 and "click" the cell populated with "Select Activity." A little dropdown arrow appears. Click the dropdown arrow and a list of 20 Outcomes appears. Select one of the Outcomes in the list by clicking it. Repeat this process by going to the next row to select another Outcome. When you select Outcomes on the Year1 worksheet the same outcome appears on the same row on Year 2 and Year 3. If you are in the second or third year of the grant and want to change any Services/Activities, you must go back to the Year 1 worksheet and make the changes which will carryover to the Year 2 and Year 3 worksheets. To associate the selected Outcomes with Services/Activities, click the appropriate Outcome from the dropdown list. This is not pre-selected. You will have to make the match/association. Given the limitations of Excel, if the complete statement does not display in the cell when clicked, please print the entire list from the Outcomes Tab to view the entire statement. Further instructions for matching services/activities with Outcomes are located in tab "Dropdown Guidance."

Please go to the "How To Count" for definitions of each Service/Activity and Outcome and additional guidance.

Column 6 - Measures

Each of the 14 mandatory Outcomes and each of the 20 optional Outcomes in the dropdown menu in Column 5 has an associated Unit of Measure in Column 6. These Unit Measures are prepopulated and are Persons, Households or Providers. Immediately below the Measure are two blank cells for Year 1, Projection and Annual. It is the same for Years 2 and 3.

Projection for Mandatory Pre-Selected Outcomes: The applicant must provide a projection for each of the 14 mandatory Outcomes, even if that projection is zero (0). When preparing your grant application, if one or more of the pre-selected Services/Activities are not relevant to your program, enter a zero "0" in the associated Outcome. When completed, all 14 Outcomes should either have a projected number or a zero.

Follow the same procedure for the optional outcomes you have selected. Enter the projected number of Units, Persons, Households or Providers in the Column labeled Projection. These are optional fields and it is your decision which if any of these outcomes will be identified for your program. If you select optional outcomes, the outcomes appear on each tab for all three years. Please enter a projected number of units you expect to accomplish on all three tabs, Year 1, Year 2, and Year3. For optional activities or outcomes, a projection of "0" is acceptable in one or two years.

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 corresponding to the same Outcomes that were projected.

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**

Column 7 - Evaluation Tools/Accountability

Under the "Evaluation Tools/Accountability" Column (7), enter the tools and the process of collection and processing of data that your organization will

Under the Evaluation Tools/Accountability Column (7), enter the tools and the process of collection and processing of data that your organization will use to support all project management and reporting. 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. 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 actual Services/Activities or Outcomes that you accomplished and report in the eLogic Model®. At times, there could be multiple tools for measuring a given Service/Outcome. 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 [Is] Maintained. A record of where the data or a data tool resides must be maintained. It is not required that all tools and all data be 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 collect data at the time a service is rendered for example. Collect data at the time of the encounter. If this is not possible, collect the data 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 any time if the data is already collected. Another important aspect of this dimension is consistency. If some post tests are collected soon after a course is offered for example, but other post tests are not administered within the same timeframe, the data will not be consistent due to 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: ROSS_RochesterHousingAuthority.

Excel® 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., Rochester Housing Authority maybe written as RHA.

NOTE: 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 and you use special characters or spaces, or the file name exceeds 50 characters, grants.gov will reject your submission because JAVA code will treat your submission as containing a virus. When saving your eLogic Model®, save it in the Excel® format. Do not convert it into PDF.

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

You will "Attach" this file to your application. Please remember the name of the file that you are saving.

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

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.

SAVE THIS FILE!

REMEMBER - IF YOU ARE AWARDED A GRANT, YOU WILL USE THE SAME ELOGIC MODEL® FOR REPORTING TO YOUR LOCAL HUD FIELD OFFICE.

See the program NOFA for further instructions on the timing of reporting.

B. INSTRUCTIONS FOR REPORTING PERFORMANCE TO HUD

Note: Do not change your projections when you are reporting your actual accomplishment in the Annual column. The Projected numbers are in HUD's database and will be verified when reporting is done at the end of each reporting period.

Annual Reporting

Note: To begin Reporting, go to "Reporting Period" 14 for each of the three years of the grant. Click, "Annual" and the "Annual" column will then be highlighted in pink.

In Column 4 – Annual – Enter the actual number of Services/Activities alongside what was previously projected for each year.

In Column 6 – Annual – Enter the actual number of Outcomes alongside what was previously projected for each year.

Note: Where you had previously entered zero "0" in the Projection columns, 4 and 6, enter zero "0" in the Annual columns.

Totals Worksheet

The Totals worksheet will automatically populate data from Years 1, 2 and 3 as described below. **DO NOT ENTER OR CHANGE ANY NUMBERS ON THE TOTALS WORKSHEET.**

Totals: As you enter the numbers for each year, they will also populate on the Totals worksheet. For example, the Totals worksheet will populate the sum of each measure for Years 1,2, and 3 and display this on the Totals worksheet.

Please Note: If your agency is given an Extension, the projected and annual numbers in columns G, H, J and K will be added to the numbers on the Totals worksheet.

Extension Reporting

To report activities and outcomes during an Extension period, go to the Extension Tab.

Extension: IF (and only IF) you are granted an extension by HUD, you will report using the Extension worksheet. At that point, the Projection and Annual will already be completed. You will only report 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. Enter the dates of the Extension in the fields labeled "Reporting Start Date" and "Reporting End Date." The services and outcome numbers in the Extension Tab will automatically populate in the Totals Tab providing a full accounting of the grant activity.

Note: Where you had previously entered zero "0" in the Projection columns, 4 and 6, enter zero "0" in Extension columns.

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	Persons			Financial Literacy-Credit score improved
	Persons			Financial Literacy-IDA account established

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Policy Priority 2-Promote Economic Development-Participants referred to employers	Persons			Policy Priority 2-Promote Economic Development-Participants obtain part-time employment
Policy Priority 2-Promote Economic Development-Job training classes-Enrolled	Persons			Policy Priority 2-Promote Economic Development-Participants obtain full-time employment
	Persons			Policy Priority 2-Promote Economic Development-Earned income increases
	Persons			Policy Priority 2-Promote Economic Development-Job training classes-Completed
	Persons			Policy Priority 2-Promote Economic Development-Participants' job skills increase

			Policy Priority 2-Promote Economic Development-Earned income increases
	Persons		
			Policy Priority 2-Promote Economic Development-Job training classes-Completed
	Persons		
			Policy Priority 2-Promote Economic Development-Participants' job skills increase

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Guidance for Completing the 2014 ROSS Logic Model

General Guidance:

For all services/activities and outcomes that are measured in units of persons, count **only** the persons who have Individual Training Service Plans (referred to as “**participants**”) under the ROSS program, **except** for the following activities:

Service Coordination-Individuals served (unduplicated count);

Outreach-Outreach to elderly persons/persons with disabilities;

Outreach-Outreach to individuals (non-elderly/non-disabled);

Policy Priority 1-Target High-Need Clients-Most vulnerable residents identified; and

Policy Priority 1-Target High-Need Clients-Baseline needs identified for most vulnerable residents

NOTE: Please count all individuals in the above categories only once, including those individuals that do not have ITSPs.

Counting Services/Activities and Outcomes:

A person can be engaged in more than one activity. You should count the same person/household in **every** service/activity and outcome category that applies to that person/household. There are two examples below:

A person may be counted under both “Financial Literacy-Financial literacy/management classes-Enrolled” and “Financial Literacy-Individual Counseling – Enrolled” if both categories apply to that person during a reporting period (each reporting period is for a 12-month period).

A person may be counted under both “Financial Literacy-Credit score improved” and “Financial Literacy-IDA account established” if the outcomes apply to the same individual during a reporting period.

Within each service/activity and outcome, please count each person/household **only once** even if that person/household **engages** in a service/activity more than once during the reporting period, or **accomplishes** an outcome more than once during the reporting period. This will yield an unduplicated count of all the services/activities your program has offered.

For example, for the service/activity “Seniors/Disabled-Service Coordination-Referrals for senior/disability services” please count a person only once, even if that person received multiple referrals for services during the reporting period.

A **glossary of terms** follows on the next pages. The glossary will define each service/activity and outcome metric, and will provide a unit of measure associated with each service/activity and outcome.

Mandatory metrics. There are a group of mandatory services that correspond to mandatory outcomes. If a particular service or outcome that is mandatory does not apply to your program, please enter “0” in the projection column. (Grantees will enter “0” in the “annual” column). Mandatory services and outcomes will allow HUD to compare grantees on a uniform basis. For example, some applicants may only elect to serve non-elderly/non-disabled populations. In this case, any mandatory metric related to elderly/disabled will not be relevant and the applicant should enter “0” in the corresponding field.

Optional metrics. HUD has provided additional service and outcome metrics that applicants may choose to report on. Included in these are services/activities and outcomes that are considered Policy Priorities. Applicants that propose to address Policy Priorities in their application will be given a higher funding priority in their relevant funding category.

Please refer to the “**Instructions**” tab of the Logic Model for more details on the mechanics of completing the Logic Model Excel

worksneet.

GLOSSARY OF TERMS – SERVICES/ACTIVITES

SERVICES/ACTIVITIES	UNITS	HOW TO COUNT	EXAMPLES
Administration-Hire ROSS Service Coordinator	Persons	<p>Count the number of Service Coordinators you hired during the reporting period.</p> <p>Mandatory metric.</p>	
Child Care-Families referred to child care services	Households	<p>Count each household that is referred to a <u>new</u> child care arrangement during the reporting period.</p> <p>Do not count if a family is still engaged in a child care arrangement from a previous reporting period.</p> <p>Mandatory metric. If not applicable to your program enter “0.”</p>	
Education-Adult Basic Education/Literacy classes-Enrolled	Persons	<p>Count each participant who enrolls or continues during the reporting period.</p> <p>A person who enrolls or continues in formal (e.g. uses textbooks and handouts) classes or one-on-one adult basic education tutoring during the reporting period may be counted.</p> <p>Mandatory metric. If not applicable to your program enter “0.”</p>	<p>Examples of Adult Basic Education include: basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education classes (non-credit).</p>
Education-High School/GED program-Enrolled	Persons	<p>Count each participant who enrolls or continues during the reporting period.</p> <p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) high school classes or one-on-one GED tutoring during the reporting period may be counted.</p> <p>Mandatory metric. If not applicable to your program enter “0.”</p>	

		<p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) high school classes or one-on-one GED tutoring during the reporting period may be counted.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Education-Post-secondary classes-Enrolled	Persons	<p>Count each ROSS participant who enrolls or continues in post-high school courses during the reporting period.</p> <p>Optional metric.</p>	
Employment-Job skills assessment	Persons	<p>Count each skill assessment begun for participants during the reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Financial literacy/management classes-Enrolled	Persons	<p>Count each participant that enrolls or continues in a financial literacy or financial management course.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Individual Counseling-Enrolled	Persons	<p>Count each person who receives (starts or continues) individualized financial literacy/budget/credit counseling during the reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Banking, credit and IDA information provided	Persons	<p>Count each person who receives information related to opening or maintaining a bank or IDA account or credit.</p> <p>Optional metric.</p>	
Outreach-Outreach to seniors/persons with disabilities	Persons	<p>Count each person that the Service Coordinator provides information to about the ROSS program whether through telephone or in-person contact.</p> <p>Optional metric.</p>	
Outreach-Outreach to individuals (non-elderly/non-disabled) residents	Persons	<p>Count each individual that the Service Coordinator provides information to about the ROSS program whether through telephone or in-person contact.</p> <p>Optional metric.</p>	
Outreach-Service providers contacted	Providers	<p>Count the number of organizations/service providers the Service Coordinator</p>	

Outreach-Outreach to individuals (non-elderly/non-disabled) residents	Persons	Count each individual that the Service Coordinator provides information to about the ROSS program whether through telephone or in-person contact. Optional metric.	
Outreach-Service providers contacted	Providers	Count the number of organizations/service providers the Service Coordinator successfully made contact with during the reporting period to discuss the ROSS program and potential partnership opportunities. Mandatory metric. If not applicable to your program enter "0."	
Policy Priority 1-Health Care Assessment-Health insurance assessment conducted	Persons	Count the number of program participants whose health insurance status has been evaluated during the reporting period. Optional metric.	
Policy Priority 1-Health Care Assistance-Referral for health care services	Persons	Count the number of participants that have been referred to health care services (physical, mental, dental) during the reporting period. You may count a participant in each reporting period for which a referral was made. Optional metric.	Example 1: If Participant A was referred for mental health services in year 1 and again in year 2, Participant A should be counted one time for each year. Example 2: If Participant A is referred multiple times for mental health services in year 1, count the referral only once.
Policy Priority 1-Health Care Assistance-Target High-Need Clients -Most vulnerable residents identified	Persons	Count the number of <i>residents</i> the Service Coordinator has identified as high-risk for health-related problems. Optional metric.	
Policy Priority 1-Health Care Assistance-Target High-Need Clients -Baseline needs identified for most vulnerable residents	Persons	Count the number of high-risk (health-related) residents whose health needs have been assessed. Optional metric.	

Policy Priority 1-Partnership with Health Care Organization-Outreach to Health Care Providers	Providers	Count the number of health-related providers the Service Coordinator has successfully contacted during the reporting period. Optional metric.	Examples of health care providers: Federally Qualified Health Clinics, other local health clinics, hospitals, nurses' associations, etc.
Policy Priority 2-Promote Economic Development-Participants referred	Persons	Count the number of participants who have been referred to employers during the	

Policy Priority 1-Partnership with Health Care Organization-Outreach to Health Care Providers	Providers	Count the number of health-related providers the Service Coordinator has successfully contacted during the reporting period. Optional metric.	Examples of health care providers: Federally Qualified Health Clinics, other local health clinics, hospitals, nurses' associations, etc.
Policy Priority 2-Promote Economic Development-Participants referred to employers	Persons	Count the number of participants who have been referred to employers during the reporting period. Optional metric.	
Policy Priority 2-Promote Economic Development-Job training classes-Enrolled	Persons	Count the number of participants who have enrolled in job training classes during the reporting period. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period. Optional metric.	
Seniors/Disabled-Food and Nutrition-Congregate Meals coordinated	Persons	Count the number of participants who received congregate meals offered through partners during the reporting period. Optional metric.	
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Count the number of <i>participants</i> who have been referred to needed services during the reporting period. Do NOT count the <i>number</i> of referrals individual participants have been given. <u>NOTE:</u> This service/activity is listed three times in the LM as it relates to three different outcomes. Mandatory metric. If not applicable to your program enter "0."	

Service Coordination-Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun	Persons	Count all participants that enrolled and began completing a new ITSP during the reporting period. You may count participants as "new" that have been enrolled previously but dropped out. Do NOT count the participant if they continue to have an open ITSP (these participants are counted in the row below). Mandatory metric.	
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		<p>You may count participants as "new" that have been enrolled previously but dropped out.</p> <p>Do NOT count the participant if they continue to have an open ITSP (these participants are counted in the row below).</p> <p>Mandatory metric.</p>	
<p>Service Coordination-Participants with ITSPs continuing to receive services-Year 1</p> <p>Service Coordination-Participants with ITSPs continuing to receive services-Year 2</p> <p>Service Coordination-Participants with ITSPs continuing to receive services-Year 3</p>	Persons	<p>Count all individuals that were enrolled with an ITSP prior to this reporting period that continue to have an open ITSP at the beginning of the reporting period. This category may include participants who no longer have an open ITSP at the end of the reporting period (i.e. due to accomplishment of all goals in ITSP or services no longer needed).</p> <p>Mandatory metric.</p>	
<p>Service Coordination-Non-ITSP individuals seeking services (unduplicated count)</p>	Persons	<p>Count all INDIVIDUAL residents that are seeking services during the reporting period that do NOT have an ITSP, (e.g. other individuals or family members of participants with ITSPs who themselves do not have an ITSP, even if you did only a one-time referral or service connection.) Do not count the number of services, just the individuals.</p> <p>Count children/youth if services were sought for training/educational/teen employment/financial literacy, after school/enrichment services, health/mental health services etc. Do NOT count children</p>	
		<p>for child care (if a household was linked to child care – this is captured under the Child Care-Families referred to child care services).</p> <p>Note: “unduplicated count” refers to counting each individual only once in this category. Do not count individuals more than once <i>in this category</i>.</p> <p>Mandatory metric. If not applicable to your program enter “0.”</p>	
<p>Training-Parenting/Household Skills/Life skills classes-Enrolled</p>	Persons	<p>Count each participant that enrolls in a parenting/household skills/life skills course/training during the reporting period.</p>	<p>Examples of Parenting/Household Skills/Life Skills include: Good neighbor training, parenting classes,</p>

		counting each individual only once in this category. Do not count individuals more than once <i>in this category</i> . Mandatory metric. If not applicable to your program enter "0."	
Training-Parenting/Household Skills/Life skills classes-Enrolled	Persons	Count each participant that enrolls in a parenting/household skills/life skills course/training during the reporting period. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period. Optional metric.	Examples of Parenting/Household Skills/Life Skills include: Good neighbor training, parenting classes, household management, nutrition classes, civic engagement, navigating community resources, citizenship classes, driver's education, etc.
Transportation-Referrals to transportation services to enable service provision	Persons	Count each participant who receives (starts or continues) transportation assistance (to enable service provision) during the reporting period. Optional metric.	Examples of transportation services include: bus passes/tokens, rides in a grantee-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.
Transportation-Referrals to transportation services to enable employment	Persons	Count each participant who receives (starts or continues) transportation assistance (to enable employment) during the reporting period. Optional metric.	Examples of transportation services include: bus passes/tokens, rides in a grantee-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.

GLOSSARY OF TERMS-OUTCOMES

OUTCOMES	UNITS	HOW TO COUNT	EXAMPLES
Administration-ROSS Service Coordinator hired	Persons	Count the number of ROSS-Service Coordinators hired during the reporting period. Mandatory metric.	
Child Care-Families obtain child care services	Households	Count each household that successfully obtained new child care services as a result of the ROSS-SC's referral. Do not count if a family was referred during a prior reporting period. Mandatory metric. If this metric does not apply to your program, enter "0."	

Child Care-Families obtain child care services	Households	<p>Mandatory metric. Count each household that successfully obtained new child care services as a result of the ROSS-SC's referral.</p> <p>Do not count if a family was referred during a prior reporting period.</p> <p>Mandatory metric. If this metric does not apply to your program, enter "0."</p>	
Education-Adult Basic Education/Literacy classes-Completed	Persons	<p>Count each participant who successfully completes a class in this category/receives certificate of completion, even if the participant was referred during a prior reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	Examples of Adult Basic Education include: basic reading, writing, literacy, math skills, pre-admission college prep courses and other adult continuing education classes (non-credit).
Education-High school diploma/GED obtained	Persons	<p>Count each participant who receives a High School diploma/GED certificate or other high school equivalency certification during this reporting period. Count even if the participant was referred during a prior reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Education-Post secondary classes-Completed	Persons	<p>Count each ROSS participant who completes a post-high school course(s) during the reporting period. Count even if the participant was referred during a prior reporting period.</p> <p>Optional metric.</p>	
Employment-Job skills determined	Persons	<p>Count each participant for whom job skills assessments were completed during the reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Financial literacy/management class-Completed	Persons	<p>Count each participant who successfully completes a financial literacy or financial management course during the reporting period. Count even if the participant was referred during a prior reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Individual Counseling-Completed	Persons	<p>Count each participant who completes individualized financial literacy/budget/credit counseling during the reporting period. Count even if the participant was referred during a prior reporting period.</p>	

		<p>period. Count even if the participant was referred during a prior reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Individual Counseling-Completed	Persons	<p>Count each participant who completes individualized financial literacy/budget/credit counseling during the reporting period. Count even if the participant was referred during a prior reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Outreach-Providers make agreements with agency to provide services	Providers	<p>Count the number of organizations/service providers the Service Coordinator successfully entered into a partnership with to provide services to ROSS program participants. Count agreements made during the reporting period.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed	Persons	<p>Count all participants that completed an ITSP during the reporting period.</p> <p>You may count participants as having completed an ITSP even if they began their ITSP in a prior reporting period.</p> <p>Mandatory metric.</p>	

Service Coordination-Services no longer needed-ITSP goals achieved-Year 1	Persons	<p>Count all individuals that were enrolled with an ITSP who have completed their goals and no longer require services. The difference between the number of participants counted under the service "Service Coordination-Participants with ITSPs continuing to receive services" and this metric will tell HUD how many participants continue to need services during Year 1.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Service Coordination-Services no longer needed-ITSP goals achieved-Year 2	Persons	<p>Count all individuals that were enrolled with an ITSP who have completed their goals and no longer require services. The difference between the number of participants counted under the service "Service Coordination-Participants with ITSPs continuing to receive services" and this metric will tell HUD how many participants continue to need services during Year 2.</p>	

Service Coordination- Services no longer needed- ITSP goals achieved-Year 2	Persons	<p>Count all individuals that were enrolled with an ITSP who have completed their goals and no longer require services. The difference between the number of participants counted under the service "Service Coordination-Participants with ITSPs continuing to receive services" and this metric will tell HUD how many participants continue to need services during Year 2.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Service Coordination- Services no longer needed- ITSP goals achieved-Year 3	Persons	<p>Count all individuals that were enrolled with an ITSP who have completed their goals and no longer require services. The difference between the number of participants counted under the service "Service Coordination-Participants with ITSPs continuing to receive services" and this metric will tell HUD how many participants continue to need services during Year 3.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Service Coordination-Non ITSP individuals served (unduplicated count)	Persons	<p>Count all INDIVIDUALS who were connected to services during the reporting period that do NOT have an ITSP, (e.g. other individuals or family members of participants with ITSPs who themselves do not have an ITSP, even if you did only a one-time referral or service connection.)</p> <p>Count children/youth if they were connected to training/educational/teen employment/financial literacy, after school/enrichment services, health/mental health services etc. Do NOT count children for child care (if a household was linked to child care care – this is captured under the Child Care-Families referred to child care services).</p> <p>Note: "unduplicated count" refers to counting each individual only once in this category. Do not count individuals more than once <i>in this category</i>.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Seniors/Disabled-Service Coordination- Seniors/disabled obtain needed services	Persons	<p>Count the number of participants who have been successfully received services. Count each participant only once, even if the participant was referred to multiple services</p>	

		<p>Note: unduplicated count refers to counting each individual only once in this category. Do not count individuals more than once <i>in this category</i>.</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Seniors/Disabled-Service Coordination- Seniors/disabled obtain needed services	Persons	<p>Count the number of participants who have been successfully received services. Count each participant only once, even if the participant was referred to multiple services during the reporting period.</p> <p>Do NOT count the number of referrals individual participants have been given.</p> <p><u>NOTE:</u> This outcome is linked to the activity/service: "Seniors/Disabled-Service Coordination-Referrals for senior/disability services."</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Seniors/Disabled-Improved living conditions/quality of life	Persons	<p>Count the number of participants whose living conditions/quality of life has improved as a result of services received during the reporting period.</p> <p>Count each participant only once.</p> <p><u>NOTE:</u> This outcome is linked to the to the activity/service: "Seniors/Disabled-Service Coordination-Referrals for senior/disability services."</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons	<p>Count the number of participants whose living conditions/quality of life has improved as a result of services received during the reporting period.</p> <p>Count each participant only once.</p> <p><u>NOTE:</u> This outcome is linked to the to the activity/service: "Seniors/Disabled-Service Coordination-Referrals for senior/disability services."</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-	Persons	<p>Count each participant who opened a</p>	

		<p>NOTE: This outcome is linked to the to the activity/service: "Seniors/Disabled-Service Coordination-Referrals for senior/disability services."</p> <p>Mandatory metric. If not applicable to your program enter "0."</p>	
Financial Literacy-Checking/Savings account established	Persons	<p>Count each participant who opened a checking/savings account after receiving information from the ROSS-SC during the reporting period.</p> <p>NOTE: This outcome is related to service/activity: "Financial Literacy-Banking, credit and IDA information provided."</p> <p>Optional metric.</p>	
Financial Literacy-Credit score improved	Persons	<p>Count each participant whose credit score improved after receiving information from the ROSS-SC during the reporting period.</p> <p>NOTE: This outcome is related to service/activity: "Financial Literacy-Banking, credit and IDA information provided."</p> <p>Optional metric.</p>	
Financial Literacy-IDA account established	Persons	<p>Count each participant who established an IDA account after receiving information from the ROSS-SC during the reporting period.</p> <p>NOTE: This outcome is related to service/activity: "Financial Literacy-Banking, credit and IDA information provided."</p> <p>Optional metric.</p>	
Outreach-Eligible seniors/persons with disabilities enrolled in ROSS program	Persons	<p>Count each person that the Service Coordinator provides information to who enrolls in the ROSS-SC program.</p> <p>Optional metric.</p>	Add to Outcomes
Outreach-Eligible individuals (non-elderly/non-disabled) enrolled	Individuals	<p>Count each person that the Service Coordinator provides information to who enrolls in the ROSS-SC program.</p> <p>Optional metric.</p>	
Policy Priority 1-Health Care	Persons	Count the number of program participants	

seniors/persons with disabilities enrolled in ROSS program		Coordinator provides information to who enrolls in the ROSS-SC program. Optional metric.	
Outreach-Eligible individuals (non-elderly/non-disabled) enrolled	Individuals	Count each person that the Service Coordinator provides information to who enrolls in the ROSS-SC program. Optional metric.	
Policy Priority 1-Health Care Assessments-Residents obtain insurance	Persons	Count the number of program participants who have obtained health insurance after insurance assessment conducted during reporting period. Optional metric.	
Policy Priority 1-Health Care Assistance-Health care services obtained	Persons	Count the number of participants that have received health care services (physical, mental, dental) during the reporting period. Count each participant once even if multiple referrals were provided during a reporting period. Optional metric.	
Policy Priority 1-Target High-Need Clients-Most vulnerable residents linked to services addressing their baseline health needs	Persons	Count the number of vulnerable residents that were connected to services addressing their baseline needs during the reporting period. Count an individual once during a reporting period, even if that participant was referred to multiple times during the reporting period. Optional metric.	
Policy Priority 1-Partnerships with Health Care Organizations-Partnership established with health care providers	Providers	Count the number of health care organizations that have entered into an agreement/partnership arrangement with the ROSS-SC program. Optional metric.	Such a partnership would entail accepting direct referrals from the ROSS-SC.
Policy Priority 1-Partnership with Health Care Organizations-Medical home* established for residents	Persons	Count the number of participants for whom a medical home has been established. Optional metric.	

Policy Priority 1-Partnership with Health Care Organizations-Medical home* established for residents	Persons	Count the number of participants for whom a medical home has been established Optional metric.	
Policy Priority 2-Promote Economic Development-Participants obtain part-time employment	Persons	Count each participant who moves from a status of unemployed to part-time employed (including apprenticeship) during the reporting period. Count each participant only once even if they change status several times. Count part-time and seasonal employment as Do not count in this category if they maintain employment achieved in a previous reporting period. Optional metric.	
Policy Priority 2-Promote Economic Development-Participants obtain full-time employment	Persons	Count each participant who moves from a status of unemployed, or employed part-time to full-time employment during the reporting period. Count each participant only once even if they change status several times. Do not count in this category if they maintain employment achieved in a previous reporting period. Optional metric.	
Policy Priority 2-Promote Economic Development-Eamed income increases	Persons	Count the number of participants whose wages increased during the reporting period. Optional metric.	
Policy Priority 2-Promote Economic Development-Job training classes-Completed	Persons	Count the number of participants who were referred to job training courses at any point in the grant, who completed job training courses during the reporting period. Optional metric.	
Policy Priority 2-Promote Economic Development-Participants' job skills increase	Persons	Count the number of participants who completed job training courses and whose skills improved as a result during the reporting period. Optional metric.	
Seniors/Disabled-Food and Nutrition-Participants have adequate nutrition	Persons	Count the number of participants who were referred to and participated in a congregate meal program during the reporting period.	

Policy Priority 2-Promote Economic Development-Participants' job skills increase	Persons	Count the number of participants who completed job training courses and whose skills improved as a result during the reporting period. Optional metric.	
Seniors/Disabled-Food and Nutrition-Participants have adequate nutrition	Persons	Count the number of participants who were referred to and participated in a congregate meal program during the reporting period. Count each individual participant once. Optional metric.	
Training-Parenting/Household Skills/Life skills classes-Completed	Persons	Count each participant that completed a parenting/household skills/life skills course/training during the reporting period. You may count the completion even if the enrollment began in a prior enrollment period. Optional metric.	Examples of Parenting/Household Skills/Life Skills include: Good neighbor training, parenting classes, household management, nutrition classes, civic engagement, navigating community resources, citizenship classes, driver's education, etc.
Transportation-Service(s) obtained as a result of transportation	Persons	Count each participant who obtained a service as a result of transportation assistance obtained during the reporting period. Optional metric.	Examples of transportation services include: bus passes/tokens, rides in a grantee-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.
Transportation-Employment obtained as a result of transportation	Persons	Count each participant who obtains employment as a result of transportation assistance obtained during the reporting period. Optional metric.	Examples of transportation services include: bus passes/tokens, rides in a grantee-owned van, arranging car pools, connecting to city/county special transportation opportunities, assistance with personal auto repair, etc.

* A Medical Home is a patient centered practice providing comprehensive primary care that facilitates partnerships between individual patients, their personal providers; and when appropriate, the patient's family. The medical home team of care providers is responsible for a patient's physical and mental health including preventive, acute and chronic care. The provision of medical homes can allow better access to health care, increased satisfaction with care, and improved or maintenance of health.

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 **ROSS-SC**

Program CFDA # **14.870**

Grantee Information

Applicant Legal 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	
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FY 2014



Applicant Legal Name 0

HUD Program

ROSS SC

Reporting Period

Projection

Project Name

0

Reporting Start Date

Reporting End Date

DUNS No. 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures		Outcomes	Measures		Evaluation Tools
				Projection	Annual		Projection	Annual	
1	2	3	4	5	6	7			
Policy	Planning	Programming	Projection	Annual	Impact	Projection	Annual	Accountability	
3B 3C 3D	1a 1b 1c 2a	<p>There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place.</p> <p>There is a need for supportive services to assist youth, adults, and families connect to educational and professional services and training to help them achieve economic self-sufficiency.</p> <p>There is a need to assess residents' health insurance status.</p> <p>There is a need to connect residents to health resources.</p>	Administration-Hire ROSS Service Coordinator	Persons	Administration-ROSS Service Coordinator hired	Persons		A. Tools for Measurement	
			Child Care-Families referred to child care services	Households	Child Care-Families obtain child care services	Households			
			Education-Adult Basic Education/Literacy classes-Enrolled	Persons	Education-Adult Basic Education/Literacy class-Completed	Persons			
			Education-High school/GED program-Enrolled	Persons	Education-High school diploma/GED obtained	Persons		B. Where Data Maintained	
			Employment-Job skills assessment	Persons	Employment-Job skills determined	Persons			
			Financial Literacy-Financial literacy/management classes-Enrolled	Persons	Financial Literacy-Financial literacy/management class-Completed	Persons			
			Financial Literacy-Individual Counseling-Enrolled	Persons	Financial Literacy-Individual Counseling-Completed	Persons		C. Source of Data	
			Outreach-Service providers contacted	Providers	Outreach-Providers make agreements with agency to provide services	Providers			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Improved living conditions/quality of life	Persons			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons		D. Frequency of Collection	
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Service Coordination-Seniors/disabled obtain needed services	Persons			
			Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun.	Persons	Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed.	Persons			
			Service Coordination-Non-ITSP individuals seeking services (unduplicated count)	Households	Service Coordination-Non ITSP individuals served (unduplicated count)	Persons		E. Processing of Data	
			Service Coordination-Participants with ITSPs continuing to receive services-Year 1	Households	Service Coordination-Services no longer needed-ITSP goals achieved-Year 1	Persons			



FY 2014



Applicant Legal Name 0

HUD Program

ROSS SC

Reporting Period

Projection

Project Name

0

Reporting Start Date

Reporting End Date

DUNS No. 0

HUD Goals	Policy Priority	Needs	Services/Activities	Measures		Outcomes	Measures		Evaluation Tools
				Projection	Annual		Projection	Annual	
1	2	3	4	5	6	7			
Policy	Planning	Programming	Projection	Annual	Impact	Projection	Annual	Accountability	
3B 3C 3D	1a 1b 1c 2a	<p>There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place.</p> <p>There is a need for supportive services to assist youth, adults, and families connect to educational and professional services and training to help them achieve economic self-sufficiency.</p> <p>There is a need to assess residents' health insurance status.</p> <p>There is a need to connect residents to health resources.</p>	Administration-Hire ROSS Service Coordinator	Persons	Administration-ROSS Service Coordinator hired	Persons		A. Tools for Measurement	
			Child Care-Families referred to child care services	Households	Child Care-Families obtain child care services	Households			
			Education-Adult Basic Education/Literacy classes-Enrolled	Persons	Education-Adult Basic Education/Literacy class-Completed	Persons			
			Education-High school/GED program-Enrolled	Persons	Education-High school diploma/GED obtained	Persons		B. Where Data Maintained	
			Employment-Job skills assessment	Persons	Employment-Job skills determined	Persons			
			Financial Literacy-Financial literacy/management classes-Enrolled	Persons	Financial Literacy-Financial literacy/management class-Completed	Persons			
			Financial Literacy-Individual Counseling-Enrolled	Persons	Financial Literacy-Individual Counseling-Completed	Persons		C. Source of Data	
			Outreach-Service providers contacted	Providers	Outreach-Providers make agreements with agency to provide services	Providers			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Improved living conditions/quality of life	Persons			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons		D. Frequency of Collection	
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Service Coordination-Seniors/disabled obtain needed services	Persons			
			Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun.	Persons	Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed.	Persons			
			Service Coordination-Non-ITSP individuals seeking services (unduplicated count)	Households	Service Coordination-Non ITSP individuals served (unduplicated count)	Persons		E. Processing of Data	
			Service Coordination-Participants with ITSPs continuing to receive services-Year 2	Households	Service Coordination-Services no longer needed-ITSP goals achieved-Year 2	Persons			



FY 2014



Applicant Legal Name	0		
HUD Program	ROSS SC	Reporting Period	Projection
Project Name	0	Reporting Start Date	
		Reporting End Date	

DUNS No.

HUD Goals	Policy Priority	Needs	Services/Activities	Measures		Outcomes	Measures		Evaluation Tools
				Projection	Annual		Projection	Annual	
1	2	3	4	5	6	7			
Policy	Planning	Programming	Projection	Annual	Impact	Projection	Annual	Accountability	
3B 3C 3D	1a 1b 1c 2a	<p>There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place.</p> <p>There is a need for supportive services to assist youth, adults, and families connect to educational and professional services and training to help them achieve economic self-sufficiency.</p> <p>There is a need to assess residents' health insurance status.</p> <p>There is a need to connect residents to health resources.</p>	Administration-Hire ROSS Service Coordinator	Persons	Administration-ROSS Service Coordinator hired	Persons		A. Tools for Measurement	
			Child Care-Families referred to child care services	Households	Child Care-Families obtain child care services	Households			
			Education-Adult Basic Education/Literacy classes-Enrolled	Persons	Education-Adult Basic Education/Literacy class-Completed	Persons			
			Education-High school/GED program-Enrolled	Persons	Education-High school diploma/GED obtained	Persons			B. Where Data Maintained
			Employment-Job skills assessment	Persons	Employment-Job skills determined	Persons			
			Financial Literacy-Financial literacy/management classes-Enrolled	Persons	Financial Literacy-Financial literacy/management class-Completed	Persons			
			Financial Literacy-Individual Counseling-Enrolled	Persons	Financial Literacy-Individual Counseling-Completed	Persons			C. Source of Data
			Outreach-Service providers contacted	Providers	Outreach-Providers make agreements with agency to provide services	Providers			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Improved living conditions/quality of life	Persons			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons			D. Frequency of Collection
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Service Coordination-Seniors/disabled obtain needed services	Persons			
			Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun.	Persons	Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed.	Persons			
			Service Coordination-Non-ITSP individuals seeking services (unduplicated count)	Households	Service Coordination-Non ITSP individuals served (unduplicated count)	Persons			E. Processing of Data
			Service Coordination-Participants with ITSPs continuing to receive services-Year 3	Households	Service Coordination-Services no longer needed-ITSP goals achieved-Year 3	Persons			

Totals



FY 2014



Applicant Legal Name	0		
HUD Program	ROSS SC	Reporting Period	TOTALS
Project Name	0	Reporting Start Date	
		Reporting End Date	

DUNS No. 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	Impact	Projection	Annual	Accountability	
3B 3C 3D	1a 1b 1c 2a	<p>There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place.</p> <p>There is a need for supportive services to assist youth, adults, and families connect to educational and professional services and training to help them achieve economic self-sufficiency.</p> <p>There is a need to assess residents' health insurance status.</p> <p>There is a need to connect residents to health resources.</p>	Administration-Hire ROSS Service Coordinator	Persons	Administration-ROSS Service Coordinator hired	Persons	A. Tools for Measurement		
				0	0		0	0	
			Child Care-Families referred to child care services	Households	Child Care-Families obtain child care services	Households			
				0	0		0	0	
			Education-Adult Basic Education/Literacy classes-Enrolled	Persons	Education-Adult Basic Education/Literacy class-Completed	Persons			
				0	0		0	0	
			Education-High school/GED program-Enrolled	Persons	Education-High school diploma/GED obtained	Persons			B. Where Data Maintained
				0	0		0	0	
			Employment-Job skills assessment	Persons	Employment-Job skills determined	Persons			
				0	0		0	0	
			Financial Literacy-Financial literacy/management classes-Enrolled	Persons	Financial Literacy-Financial literacy/management class-Completed	Persons			
				0	0		0	0	
			Financial Literacy-Individual Counseling-Enrolled	Persons	Financial Literacy-Individual Counseling-Completed	Persons			C. Source of Data
				0	0		0	0	
			Outreach-Service providers contacted	Providers	Outreach-Providers make agreements with agency to provide services	Providers			
	0	0		0	0				
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Improved living conditions/quality of life	Persons						
	0	0		0	0				
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons			D. Frequency of Collection			
	0	0		0	0				
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Service Coordination-Seniors/disabled obtain needed services	Persons						
	0	0		0	0				
Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun.	Persons	Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed.	Persons						
	0	0		0	0				
Service Coordination-Non-ITSP individuals seeking services (unduplicated count)	Households	Service Coordination-Non ITSP individuals served (unduplicated count)	Persons			E. Processing of Data			
	0	0		0	0				
Service Coordination-Participants with ITSPs continuing to receive services-Year 1	Households	Service Coordination-Services no longer needed-ITSP goals achieved-Year 1	Persons						
	0	0		0	0				



FY 2014



Applicant Legal Name	0		
HUD Program	ROSS SC	Reporting Period	EXTENSION
Project Name	0	Reporting Start Date	
		Reporting End Date	

DUNS No.

HUD Goals	Policy Priority	Needs	Services/Activities	Measures		Outcomes	Measures		Evaluation Tools
1	2	3	4		5	6		7	
Policy	Planning	Programming	Projection	Annual	Impact	Projection	Annual	Accountability	
3B 3C 3D	1a 1b 1c 2a	<p>There is a need for supportive services to enable disabled and elderly residents to remain living independently and/or age in place.</p> <p>There is a need for supportive services to assist youth, adults, and families connect to educational and professional services and training to help them achieve economic self-sufficiency.</p> <p>There is a need to assess residents' health insurance status.</p> <p>There is a need to connect residents to health resources.</p>	Administration-Hire ROSS Service Coordinator	Persons	Administration-ROSS Service Coordinator hired	Persons		A. Tools for Measurement	
			Child Care-Families referred to child care services	Households	Child Care-Families obtain child care services	Households			
			Education-Adult Basic Education/Literacy classes-Enrolled	Persons	Education-Adult Basic Education/Literacy class-Completed	Persons			
			Education-High school/GED program-Enrolled	Persons	Education-High school diploma/GED obtained	Persons			
			Employment-Job skills assessment	Persons	Employment-Job skills determined	Persons			
			Financial Literacy-Financial literacy/management classes-Enrolled	Persons	Financial Literacy-Financial literacy/management class-Completed	Persons			
			Financial Literacy-Individual Counseling-Enrolled	Persons	Financial Literacy-Individual Counseling-Completed	Persons			
			Outreach-Service providers contacted	Providers	Outreach-Providers make agreements with agency to provide services	Providers			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Improved living conditions/quality of life	Persons			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons			
			Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons	Seniors/Disabled-Service Coordination-Seniors/disabled obtain needed services	Persons			
			Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun.	Persons	Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed.	Persons			
			Service Coordination-Non-ITSP individuals seeking services (unduplicated count)	Households	Service Coordination-Non ITSP individuals served (unduplicated count)	Persons			
			Service Coordination-Participants with ITSPs continuing to receive services-Year 1	Households	Service Coordination-Services no longer needed-ITSP goals achieved-Year 1	Persons			

HUD Goals		HUD Priorities	
3B	Utilize Housing as a Platform for Improving Quality of Life (3B) Utilize HUD assistance to improve health outcomes.	1a	Job Creation/Employment (1A) Improving access to job opportunities through information sharing, coordination with federal, state, and local entities, and other means.
3C	Utilize Housing as a Platform for Improving Quality of Life (3C) Utilize HUD assistance to increase economic security and self-sufficiency.	1b	Job Creation/Employment (1B) Increasing access to job training, career services, and work support through coordination with federal, state, and local entities.
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.	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.
		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.



CAMP eLogic Model®

Column 2

NEEDS

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

There is a need for supportive services to assist youth, adults, and families connect to educational and professional services and training to help them achieve economic self-sufficiency.

There is a need to assess residents' health insurance status.

There is a need to connect residents to health resources.



CAMP eLogic Model®

Column 3

ACTIVITIES/SERVICES/OUTPUTS	UNITS
Administration-Hire ROSS Service Coordinator	Persons
Child Care-Families referred to child care services	Households
Education-Adult Basic Education/Literacy classes-Enrolled	Persons
Education-High school/GED program-Enrolled	Persons
Employment-Job skills assessment	Persons
Financial Literacy-Financial literacy/management classes-Enrolled	Persons
Financial Literacy-Individual Counseling-Enrolled	Persons
Outreach-Service providers contacted	Providers
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons
Seniors/Disabled-Service Coordination-Referrals for senior/disability services	Persons
Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) begun	Persons
Service Coordination-Non-ITSP individuals seeking services (unduplicated count)	Persons
Service Coordination-Participants with ITSPs continuing to receive services-Year 1	Persons
Service Coordination-Participants with ITSPs continuing to receive services-Year 2	Persons
Service Coordination-Participants with ITSPs continuing to receive services-Year 3	Persons
Education-Post secondary classes-Enrolled	Persons
Financial Literacy-Banking, credit and IDA information provided	Persons
Outreach-Outreach to individuals (non-elderly/non-disabled residents)	Persons
Outreach-Outreach to seniors/persons with disabilities	Persons
Policy Priority 1-Health Care Assessment-Health insurance assessment conducted	Persons
Policy Priority 1-Health Care Assistance-Referral for health care services	Persons
Policy Priority 1-Partnership with Health Care Organization-Outreach to Health Care Providers	Providers
Policy Priority 1-Target High-Need Clients-Baseline needs identified for most vulnerable residents	Persons
Policy Priority 1-Target High-Need Clients-Most vulnerable residents identified	Persons
Policy Priority 2-Promote Economic Development-Job training classes-Enrolled	Persons
Policy Priority 2-Promote Economic Development-Participants referred to employers	Persons
Seniors/Disabled-Food and Nutrition-Congregate Meals coordinated	Persons
Training-Parenting/Household Skills/Life skills classes-Enrolled	Persons
Transportation-Referrals to transportation services to enable employment	Persons
Transportation-Referrals to transportation services to enable service provision	Persons



CAMP eLogic Model®

Column 5

OUTCOMES	UNITS
Administration-ROSS Service Coordinator hired	Persons
Child Care-Families obtain child care services	Households
Education-Adult Basic Education/Literacy class-Completed	Persons
Education-High school diploma/GED obtained	Persons
Employment-Job skills determined	Persons
Financial Literacy-Financial literacy/management class-Completed	Persons
Financial Literacy-Individual Counseling-Completed	Persons
Outreach-Providers make agreements with agency to provide services	Providers
Seniors/Disabled-Improved living conditions/quality of life	Persons
Seniors/Disabled-Live independently/age in place and avoid long term care placement	Persons
Seniors/Disabled-Service Coordination-Seniors/disabled obtain needed services	Persons
Service Coordination-New Participants Enrolled-Individual Training Service Plans (ITSPs) completed	Persons
Service Coordination-Non ITSP individuals served (unduplicated count)	Persons
Service Coordination-Services no longer needed-ITSP goals achieved-Year 1	Persons
Service Coordination-Services no longer needed-ITSP goals achieved-Year 2	Persons
Service Coordination-Services no longer needed-ITSP goals achieved-Year 3	Persons
Education-Post secondary classes-Completed	Persons
Financial Literacy-Checking/Savings account established	Persons
Financial Literacy-Credit score improved	Persons
Financial Literacy-IDA account established	Persons
Outreach-Eligible seniors/persons with disabilities enrolled in ROSS program	Persons
Outreach-Non-elderly/non-disabled residents enrolled	Persons
Policy Priority 1-Health Care Assessments-Residents obtain insurance	Persons
Policy Priority 1-Health Care Assistance-Health care services obtained	Persons
Policy Priority 1-Partnership with Health Care Organizations-Medical home* established for residents	Persons
Policy Priority 1-Partnerships with Health Care Organizations-Partnership established with health care providers	Providers
Policy Priority 1-Target High-Need Clients-Most vulnerable residents linked to services addressing their baseline health needs	Persons
Policy Priority 2-Promote Economic Development-Earned income increases	Persons
Policy Priority 2-Promote Economic Development-Job training classes-Completed	Persons
Policy Priority 2-Promote Economic Development-Participants obtain part-time employment	Persons
Policy Priority 2-Promote Economic Development-Participants obtain full-time employment	Persons
Policy Priority 2-Promote Economic Development-Participants' job skills increase	Persons
Seniors/Disabled-Food and Nutrition-Senior participants have adequate nutrition	Persons
Training-Parenting/Household Skills/Life skills classes-Completed	Persons
Transportation-Employment obtained as a result of transportation	Persons
Transportation-Service(s) obtained as a result of transportation	Persons



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