

Guidance for FY 2013 HCV and PH FSS Logic Models As of January, 2014

Please note the following for every service/activity and outcome:

- For all services/activities and outcomes that are measured in units of persons, count **only** the persons who have ITSPs under the FSS program, **except for** the service/activity “Service Coordination – Individuals served (unduplicated count).”
 - For the “Service Coordination - Individuals Served (unduplicated count)” please count all individuals once, including those that do not have ITSPs.

- For all services/activities and outcomes, you may count the same person/household in **every** service/activity and outcome that applies to that person/household.
 - For example, a person may be counted under both “Employment – Promotion/new job resulting in increased hourly wage” and “Employment – Maintain employment greater than one year” if both categories apply to that person.
 - As an additional example, a person may be counted under both “Training – Job Preparation/Counseling (soft skills) – Enrolled” and “Training – Job Training (for specific job/type of job) – Enrolled” if the person enrolled in one program that consisted of both soft skills and job-specific skills.

- 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. For example, for the service/activity “Health – Referral for health care services (physical/dental)” please count a person only once, even if that person received multiple referrals for physical/dental services during the reporting period.

Please refer to the “Instructions” page of the Logic Model for more details on completing the worksheet and reporting tabs.

SERVICES/ACTIVITIES	UNITS	HOW TO COUNT	EXAMPLES
Child Care-Families linked to Child Care Services	Households	<p>Count each household that is linked to a new 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>	
Education-Participation in Adult Basic Education	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p> <p>A person who participates (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>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-Participation in ESL classes	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p> <p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) classes or one-on-one ESL tutoring during the reporting period may be counted.</p>	
Education-Participation in High School/GED program	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p> <p>A person who participates (enrolls or continues) in formal (e.g. uses textbooks and handouts) classes or one-on-one GED tutoring during the reporting period may be counted.</p>	
Education-Participation in Post-secondary classes	Persons	<p>Count each person who participates (enrolls or continues) during the reporting period.</p>	

Employment-Job retention activities	Persons	Count each person who receives (starts or continues) assistance with job retention during the reporting period	Examples of job retention activities include: once a participant obtains employment, a job coach works with participant on managing challenges in the workplace or works with employer to create a remediation plan for employee, etc. This does not include employer-sponsored “in-service training” or certifications needed to maintain employment. This is intended to address challenges an FSS participant might have to maintaining employment in general.
Financial Literacy-Escrow accounts established	Persons	Count each person that establishes an FSS escrow account during the reporting period. Do NOT count FSS escrow accounts that were established prior to the reporting period.	
Financial Literacy-Tax Preparation assistance provided	Persons	Count each person who receives (starts or continues) tax prep assistance during the reporting period, pursuant to any tax year.	Examples of tax preparation assistance include: an IRS Volunteer Income Tax Assistance (VITA) center or a reputable (not refund-anticipation loan-type) private service. This does not include the use of tax software by individuals unless facilitated by the PHA or a partner.

Financial Literacy-IDA accounts (not escrow) established	Persons	<p>Count each person that establishes a new IDA account during the reporting period.</p> <p>This is not an FSS escrow account, but a separate matched-savings account such as through an Assets for Independence Program, an alternative EID program at the HA or another IDA through a partner.</p> <p>Do not count IDA accounts that were established prior to the reporting period.</p>	
Financial Literacy-Individualized Counseling	Persons	Count each person who receives (starts or continues) individualized financial literacy/budget/credit counseling during the reporting period.	These two categories are tracked separately to investigate the difference in outcomes between families who receive classroom financial literacy services vs. individualized financial coaching/counseling. You may count a person in both categories if both services have been received during the reporting year.
Financial Literacy-Classroom Setting Financial Education (participation)	Persons	Count each person who participates (enrolls or continues) in a financial literacy class, in a classroom (not individual) setting during the reporting period.	
Health-Referral for health care services (physical/dental)	Persons	<p>Count each person that is referred for health care (physical or dental health) during the reporting period.</p> <p>You may count them this reporting period even if you referred for the same or different medical need in prior reporting periods.</p>	
Health-Referral for mental health services	Persons	<p>Count each person that is referred for mental health services during the reporting period.</p> <p>You may count the person this reporting period even if you referred for the same or different mental health need in prior reporting periods.</p>	

Health-Referral for substance abuse services	Persons	<p>Count each person that is referred for substance abuse services during the reporting period.</p> <p>You may count the person this reporting period even if you referred for the same or different substance abuse need in prior reporting periods.</p> <p>Substance abuse services referrals may be to inpatient, outpatient or 12-step programs or similar.</p>	
Housing-Homeownership counseling	Persons	<p>Count each person that receives (starts or continues) homeownership counseling during the reporting period.</p> <p>This could be one-on-one or in a classroom/program. Does not need to result in the purchase of a home.</p>	<p>This does not include bank-sponsored mortgage seminars open to the general public, or simply going to a bank and being guided through the process. Families purchasing homes facilitated by PHA or partners' homeownership counseling have fared well in the foreclosure crisis due to the fact that they were guided to strong mortgage products they could afford. We want to encourage this in the future. Sweat-equity programs such as Habitat for Humanity that offer homeownership counseling as part of their required program should be counted.</p>
Service Coordination-New families enrolled (new CoPs)	Households	<p>Count all households that are enrolled with a new CoP during the reporting period.</p> <p>You may count households as "new" that have been enrolled previously and dropped out or</p>	

		<p>graduated and are signing a new CoP (if your FSS Action Plan allows for those situations.)</p> <p>Do NOT count the household if they continue to have an open CoP (these households are counted in the row below).</p>	
Service Coordination-Families continuing to receive service coordination	Households	Count all households that were enrolled with a CoP prior to this reporting period that continue to have an open CoP at the beginning of the reporting period. This category will include households that no longer have an open CoP at the end of the reporting period (i.e., due to graduation or termination from the FSS program).	
Service Coordination-Families graduated	Households	Count all households that successfully graduate from FSS during the reporting period.	
Service Coordination-Individuals served (unduplicated count)	Persons	<p>Count all INDIVIDUALS that are served with any service or referral during the reporting period (including other family members with ITSPs as well as family members that do not have an ITSP, even if you did 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); count that as a service to the parent(s).</p> <p>Note: “unduplicated count” refers to counting each individual only once in this category. Do not count individuals more than once <i>in</i></p>	

		<i>this category.</i>	
Training-Job Preparation/Counseling (soft skills)-Enrolled	Persons	Count each person that enrolls in a job prep/counseling program during the reporting period. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period.	Examples of soft skills include: time management, how to present oneself, problem solving or conflict management skills, work ethic/attitude, job search, resume writing, interview prep, etc.
Training-Job Preparation/Counseling (soft skills)-Completed	Persons	Count each person that completes a job prep/counseling program during the reporting period. Count even if the enrollment was in a prior reporting period.	
Training-Job Training (for specific job/type of job)-Enrolled	Persons	Count each person that enrolls in a training for a specific job or type of job during the reporting period. This could be for a new job, for advancement in a current field, or for employment in a new/different field. This could be training provided by an employer. Do NOT count the person if they are continuing a program in which they enrolled during a prior reporting period.	Examples of job training (for specific job/type of job) include: construction training, training as a cashier, CNA certification, etc.

Training-Job Training (for specific job/type of job)-Completed	Persons	Count each person that completes a training for a specific job or job type during the reporting period. Count even if the enrollment was in a prior reporting period.	
Training-Parenting/Household Skills/Life Skills (non-job training)-Enrolled	Persons	Count each person 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.	Examples of Parenting/Household Skills/Life Skills (non-job training) include: Good Neighbor trainings, parenting classes, household management, food prep, civic engagement, navigating community resources, citizenship classes, driver's education, etc.
Training-Parenting/Household Skills/Life Skills (non-job training)-Completed	Persons	Count each person that completes a course/training during the reporting period. Count even if the enrollment was in a prior reporting period.	
Transportation-Transportation services to enable service provision/employment	Persons	Count each person who receives (starts or continues) transportation assistance (to enable service provision or employment) during the reporting period.	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.

OUTCOMES	UNITS	HOW TO COUNT	EXAMPLES
Education-Associates degree obtained	Persons	Count each person who graduates with an Associate's degree during the reporting period.	
Education-Bachelor's degree obtained	Persons	Count each person who graduates with a bachelor's degree during the reporting period.	
Education-Adult Basic Education-Completed	Persons	<p>Count each person who completes an Adult Basic Education course during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period.</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-Certification from technical school	Persons	<p>Count each person who receives a certification from a technical school during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period.</p>	<p>Examples include: certification as a mechanic, hairdresser/barber, etc.</p>
Education-ESL-Completed	Persons	<p>Count each person who completes an English as a Second Language course during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period. .</p>	
Education-GED/High School diploma obtained	Persons	<p>Count each person who receives a High School diploma or GED during the reporting period.</p> <p>Count even if the enrollment was in a prior reporting period. .</p>	

<p>Employment-Employment obtained (including apprenticeship)</p>	<p>Persons</p>	<p>Count each person who moves from a status of unemployed to employed (including apprenticeship) during the reporting period.</p> <p>Count each person only once even if they change status several times.</p> <p>Count part-time and seasonal employment as well as full-time employment. Do not count second or third jobs.</p> <p>Do not count in this category if they maintain employment achieved in a previous reporting period.</p>	<p>Volunteer opportunities, even those for which the participant receives a stipend, should not be counted as employment for these purposes.</p>
<p>Employment-Employment increased from part-time to full-time (32+ hours)</p>	<p>Persons</p>	<p>Count each person that moves from a part-time, temporary or seasonal status to a full-time status either in the same job or in a new job during the reporting period.</p> <p>Do not count more than one part-time job as a full-time job.</p> <p>Count even if the original part-time employment was obtained in a prior reporting period.</p> <p>Count each person only once even if they change status several times.</p>	<p>Please note, in previous guidance (issued September 2013), full-time had been set at 35 hours. It has been changed to 32 hours to be in keeping with 50058 definitions.</p>
<p>Employment-Promotion/new job resulting in increased hourly wage</p>	<p>Persons</p>	<p>Count each person that receives a promotion or a new job resulting in an increased hourly wage (in part-time or full-time position) during the reporting period.</p> <p>Count each person only once even if they have changed status several times.</p>	<p>Cost-of-living adjustments (COLA), or other across-the-board wage increases may also be counted here.</p>

		Count even if the original job was obtained in a prior reporting period.	
Employment-Maintain employment greater than one year.	Persons	Count each person that reaches 12 months of continuous employment (part-time or full-time) during the reporting period. This does not have to be with the same employer, but must be continuous (allowing for reasonable leave time between jobs). Count even if the 12 month period started in a prior grant reporting period. ALSO count if the person had maintained 12 continuous months of employment in a prior reporting period and CONTINUES to be employed during this grant reporting period.	
Employment-Employer-Provided health benefits obtained	Persons	Count each person that is/becomes eligible for Employer-Provided health benefits and either obtains them for the first time in the reporting period or maintains them from a previous reporting period. Count if the person is/becomes eligible, but does not receive the health benefits because the person is already receiving them through another source, such as a spouse/partner.	
Financial Literacy-EITC received	Persons	Count each person who receives the Earned Income Tax Credit during the reporting period. This could be pursuant to any tax year. If a couple files jointly, count that as ONE person.	

<p>Housing-Increased earned income results in no longer needing rental assistance</p>	<p>Households</p>	<p>Count each household who leaves the rental assistance program (PH or HCV) for other rental housing during the reporting period due to an increase in earned income, unless the household exits the FSS program more than 12 months before the reporting period. For example, if the participant exits the FSS program prior to the reporting period and subsequently (12 months after exit) leaves the rental assistance program during the reporting period due to an increase in earned income then count.</p> <p>Count the household whether or not they successfully graduate. Count if the family moves to tax credit housing or other stable non HUD-subsidized housing. Count if the family chooses to leave rental assistance to move to other stable housing even if technically they could still qualify for rental assistance under the PH or HCV program.</p> <p>DO NOT count if family is evicted or chooses to leave for an unstable housing situation. DO NOT count if family moves to other housing subsidized by HUD (PH, HCV, privately-owned HUD-Assisted Multi-Family properties, 202, 811, etc.) DO NOT count if the family is at \$0 HAP until they actually exit the HCV program for stable housing. DO NOT count if family moves to homeownership (with or without HCV) - if moving to homeownership, count in relevant category below.</p>	<p>Do not count Public Housing residents at ceiling rent unless ceiling rent is the same as FMR and the PHA is not receiving any Op Fund for that unit.</p>
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Housing-Purchased home with HCV Homeownership Assistance	Households	Count each household that purchases a home WITH an HCV homeownership voucher during the reporting period, unless the household exits the FSS program more than 12 months before the reporting period. Count the closing date as purchase date.	
Housing-Purchased home without HCV Homeownership Assistance	Households	Count each household that purchases a home WITHOUT an HCV homeownership voucher during the reporting period, unless the household exits the FSS program more than 12 months before the reporting period. Count the closing date as purchase date.	

<u>Response to Management Questions</u>		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).			

Instructions on How to Complete the Management Questions:

1. The response to Question 1 should be the cumulative number of “Service Coordination-New families enrolled (new CoPs)” + “Service Coordination-Families continuing to receive service coordination” entered in the “Annual” column under the Worksheet tab for these services/activities, which should result in a total count of the households you served in the reporting period.
2. The response to Question 2 should be the same as the number reported in the “Annual” column under the Worksheet tab for “Service Coordination-Individuals served (unduplicated count)”

3. The response to Question 3 is a count of the number of partners that have provided services to your participants over the reporting period. You may count partners that provide on-going services, in addition to one-time or ad hoc services (these may be more unconventional). Do not count businesses that donate food for convenings or individually count volunteers; however, you may want to note those in the narrative. HUD recommends that you have an MOU or other documentation from each partner, but this is not required.
4. The response to Question 4 should be the same as the number reported in the “Annual” column under the Worksheet tab for “Service Coordination-Families graduated”
5. For Question 5, please see the note in green box. A straightforward way to collect this information is to codify the “cost” of each service in your MOU and to request monthly/quarterly/annual reports from your partners. This information is useful for showing the worth of your program to your Executive Management, your Board, and other potential funders.
6. Questions 6-11 are just for statistical purposes. Generally, use the age each individual was at the mid-point of your reporting period. However, if it’s easier because of the way you keep your records, feel free to use the age at the beginning or end of the reporting period. We’re looking for a general distribution. As noted, the total of 6 to 11 should equal your response to Management Question 2. See the “How to Count” instructions under “Service Coordination-Individuals served (unduplicated count)” for instructions on what to count as a service to a child versus a service to the child’s parent.

Note: if you submit an extension report (if given an extension by HUD), re-calculate the answers to the Management Questions and provide updated numbers that reflect the entire length of your grant. For example, if you submitted an annual report where you reported under Management Question 1 that 75 households were under Contracts of Participation, and your agency is granted an extension by HUD during which time another 10 families enroll in the program, re-calculate the numbers submitted in your annual report to reflect the new number of households under Contract of Participation (85) in your extension report.

Please note that this instruction is only applicable to reporting on the *Management Questions*. When reporting in the “Extension” column of the *Worksheet tab*, do not add numbers already reported in the “Annual” column.