

Chapter 4: Measuring the Outcome of Housing Activities

This chapter discusses the performance measures that are associated with housing activities. The chapter begins by describing the variety of housing activities that can be funded with CDBG, HOME, and HOPWA funds. It identifies the likely combinations of outcomes and objectives for typical housing activities and describes the individual outcome indicators required for each housing activity.

Types of Housing Activities Funded with CDBG, HOME, and HOPWA

There are a wide variety of housing activities that can be funded with CDBG, HOME, and HOPWA funds. These include:

- Rental housing development;
- Homebuyer assistance, including downpayment assistance to homebuyers, and development of units for homebuyers;
- Homeowner rehabilitation; and
- Tenant-based rental assistance.

In determining whether or not an activity should be reported as a housing activity, consider the following guidance for each HUD program:

- Emergency shelter activities and short-term (transitional) housing activities to support homeless persons are not generally considered permanent housing for the purpose of performance measurement. Therefore, the measures discussed in this chapter do not apply to activities funded with **ESG**.
- For the **HOPWA** program, only facility-based housing development; facility-based housing operations; tenant-based rental assistance; and short-term rent, mortgage, and utility assistance activities are reported using the measures in this chapter. All HOPWA activities, both housing and non-housing activities such as case management and supportive services, are described more fully in Chapter 7.
- All **HOME** funded activities are considered housing activities, with the exception of administrative costs (AD), CHDO operating support (CO), CHDO capacity building (CC), and CHDO loans that do not produce housing (CL). These activities are not covered in the performance measurement system. CHDO loans that produce housing units are covered in the performance measurement system.

- ❑ Most housing related activities funded with **CDBG** are reported using the measures in this chapter. However, as noted above, the construction or rehabilitation of emergency shelters for the homeless are discussed in Chapter 6. When CDBG funds are used for administration, grantees do not report performance measures for these funds when they are used for the administration of CDBG-funded activities (e.g., CDBG-funded rehabilitation). However, when CDBG funds are used to cover administrative costs for the delivery of activities carried out with funds from other sources, such as state-financed rehabilitation activities, then grantees do report performance measures for those housing units so that those accomplishments are captured.
- ❑ Currently, CDBG grantees may continue reporting on CDBG-assisted housing activities in the same manner they have been using. However, CDBG grantees should be aware of a change that will be part of Phase I of the re-engineered IDIS, tentatively scheduled for release in the first quarter of FY 2007. In Phase I, grantees will be required to enter an address or, in the case of states, an address or census tract, for all housing units assisted.

HUD CPD Objectives and Outcomes

For each activity, the grantee is required to select both an objective and an outcome in the performance measurement system. The objectives that can be selected are: create suitable living environments, provide decent housing, and create economic opportunities. The outcomes that can be used are: availability/accessibility, affordability, and sustainability/promote livable or viable communities.

Exhibit 4-1 provides some suggestions for objectives and outcomes for a variety of typical housing activities. The table provides suggestions only. The program intent alone should drive the grantee's selection of the outcome and objective of an activity. In making the selection, grantees should:

- ❑ Ask **why** they are funding an activity. The purpose should help to select an appropriate outcome and objective.
 - For example, if the primary purpose of a housing rehabilitation program is to improve housing stock conditions, then the *availability/accessibility* outcome or the *decent housing* objective might be appropriate. In contrast, if the rehabilitation program is designed to make housing affordable, the *affordability* outcome might be most appropriate.
- ❑ Pick the one outcome and objective that seem to fit best, even though some activities may seem to have more than one objective and/or outcome. Grantees should make their best estimate; this is not always an exact science.

Exhibit 4-1
Suggestions for Choosing an Outcome and Objective: Housing Activities

Outcome →	Availability/Accessibility	Affordability	Sustainability
Objective ↓			
Suitable Living Environment			<p>Housing activities funded to address problem properties in a neighborhood.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties in combination with streetscape improvements and public services.</i></p>
Decent Housing	<p>Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability).</p> <p><i>Examples: Homeowner rehabilitation, emergency repair programs, accessibility upgrades, lead abatement, .community residence for persons with advanced stage HIV infection.</i></p>	<p>Housing activities focused primarily on the affordability of the units.</p> <p><i>Examples: Downpayment assistance, construction/rehabilitation of homebuyer or rental housing, tenant-based rental assistance, energy efficiency upgrades; or rehabilitation of rental housing.</i></p>	<p>Housing activities funded as part of a neighborhood revitalization effort where only housing activities are undertaken.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties.</i></p>
Creating Economic Opportunities	<p>Housing activities supporting “Live near work” initiatives that increase the supply of housing, or access to housing.</p>		<p>Housing activities supporting “Live near work” initiatives targeted in a specific geographic area, or “Officer Next Door” Programs.</p> <p>Housing activities supporting employer assisted housing.</p>

Reporting on Homebuyer Activities

The reporting requirements for homeownership activities fall into two categories:

- (1) Activities that involve **direct financial assistance** to homebuyers (such as downpayment or closing cost assistance, or direct loans), or
- (2) Activities that involve the **development** of homebuyer units (such as the purchase and rehabilitation of existing units for resale to homebuyers, or new construction of for-sale housing).

For purposes of this guidebook, these two types of activities are labeled “direct homebuyer assistance” and “homeownership development,” respectively.

Note that short-term mortgage assistance for homeowners provided through the HOPWA program is reported using measures similar to TBRA assistance and is explained later in this chapter.

Data Required

The data that grantees need to collect will depend on which type of homebuyer housing activity is undertaken: direct homebuyer assistance or homebuyer development. Please note that a single HOME-assisted homebuyer activity may involve a combination of the two. In such instances, information on both categories will be required. This is not a change; it is currently done this way in IDIS.

Direct Homebuyer Assistance

Direct homebuyer assistance is defined as assistance that is provided directly to a homebuyer to help purchase a unit, as opposed to assistance that is given to developers of homebuyer units. It includes downpayment and closing cost assistance, gap financing, interest rate buy-downs, and other similar forms of assistance.

For activities that involve direct homebuyer assistance, grantees are required to report the following information:

- The number of homebuyer households receiving assistance.
- The number of those served who are first-time buyers. A “first-time homebuyer” is an individual and his or her spouse who have not owned a home during the three-year period prior to the purchase of a home with applicable Federal assistance. It includes displaced homemakers and single parents, who, while married, owned a home with their spouse or resided in a home owned by the spouse. It further includes individuals who own or owned a home as a principal residence during the 3-year period, and the dwelling unit’s structure is or was not in standard condition, or is or was not permanently affixed to a permanent foundation.¹

¹See Title I of the National Affordable Housing Act, at 42 USC 12704(14).

- Of those households that are first-time buyers, the number of households receiving housing counseling.
- ❑ For HOME, the number of households coming from public housing or that received rental assistance, either project-based or tenant-based (e.g., Section 8 Housing Choice Vouchers), from a Federal, state, or local program immediately preceding their becoming homeowners. The ADDI Program requires outreach to this population.
- ❑ The number of households receiving downpayment assistance and/or closing cost assistance.
- ❑ The affordability period for the property established by the grantee. Grantees need to enter this affordability period if it is longer than the period required by statute, or if there is no minimum affordability period under the funding program (e.g., CDBG). IDIS automatically calculates and enters affordability periods that are required by statute, such as is the case for HOME.

Sample IDIS Screens

The IDIS system uses the same terminology for both HOME and CDBG; however, the screens are slightly different for each possible funding source, HOME or CDBG, based on each program's applicable requirements.

The screen CDBG25 captures performance data for direct homebuyer assistance activities funded with CDBG.

```

05/03/06  14:20  DIRECT FINANCIAL ASSISTANCE TO HOMEBUYERS  CDBG25

Grantee Activity ID          IDIS Activity ID 538
Activity Name      DOWNPAYMENT ASSISTANCE PROGRAM      Natl/Obj LMH

                          Year to Insert: 2005 :          0

Of the total, specify the following:

First-time homebuyer:          _____
  Of those, number receiving housing counseling:      _____

Downpayment Assistance/Closing Costs:                _____

Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
      F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT

```

For HOME-funded direct homebuyer assistance activities, screen HB03-A is used to report on unit affordability and screen HB07 is used to report beneficiary data. Sample screens are provided below.

```

                COMPLETE HOMEBUYER ACTIVITY: UNITS                                HB03-A

Grantee Activity ID                                IDIS Activity ID    539
Activity Name      DPA: JOE SMITH
Activity Address   123 MAIN STREET ANYTOWN IL 60490

COMPLETED UNITS      Total    1    HOME-Assisted    1

OF THE UNITS COMPLETED, THE NUMBER:                                HOME-
                                                                    TOTAL ASSISTED

                Meeting Energy Star standards:  0      0

                Section 504 accessible:  0

PERIOD OF AFFORDABILITY   If you are imposing a period of affordability that is
                           longer than the regulatory minimum, enter the total
                           years (HOME minimum + additional) of affordability.

                           PJ-imposed period of affordability:  __ years

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

```

                COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                        HB07

Grantee Activity ID                                IDIS Activity ID    539
Activity Name      DPA: JOE SMITH
Activity Address   123 MAIN STREET ANYTOWN IL 60490

Unit#    # of    Occu-    -----HOUSEHOLD-----
         Bdrms  pant    %Med  Hisp?  Race  Size  Type
-----  -      -      -      -      -      -      -
         -      2      -      -      -      -      -
         -      -      -      -      -      -      -
         -      -      -      -      -      -      -
         -      -      -      -      -      -      -

HOMEBUYER  First-time homebuyer(Y/N)?  _
           Coming from subsidized housing(Y/N)?  _
           Receiving:  _
                   1 No counseling      3 Post-counseling
                   2 Pre-counseling     4 Both

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Homebuyer Development Activities

Homebuyer development activities include the new construction of homebuyer units or the rehabilitation of existing units for resale to homebuyers. Unlike the direct homebuyer assistance activities described above, the financial assistance in homeownership development activities is typically provided to a developer, rather than directly to the homebuyer. Some purchase/rehabilitation programs provide assistance directly to the homebuyer who then administers the rehabilitation him or herself. Purchase/rehabilitation programs are classified as homeownership development for purposes of performance reporting.

The following data is required for homebuyer development activities:

- The total number of housing units completed in the project, including both units designated as affordable and unrestricted units. Under HOME, “affordable” homeownership housing is as defined in 24 CFR 92.254 of the HOME regulations. The CDBG program does not define affordable homeownership housing.
- The number of units that are available for purchase only by households below 80 percent of area median income.
- For the units that are subject to an affordability restriction, the number of years that affordability restrictions apply.
 - In the HOME Program, homebuyer units are subject to a minimum affordability period based on the level of assistance provided (5, 10, or 15 years). This number is calculated automatically by IDIS. However, some participating jurisdictions establish affordability periods that are longer than the minimum time periods required in the HOME regulations. For purposes of performance reporting, PJs should enter the actual number of years that units are restricted if the period is longer than the regulatory minimums.
 - Although the CDBG program does not mandate an affordability period, grantees that require one should report the number of years that units are restricted.
- The number of units (both affordable and unrestricted) meeting Energy Star standards.
 - Energy Star is a whole-house building and inspection standard for new construction and gut rehabilitation intended to achieve significant energy savings for the owner over time. See Appendix 1 for more information about this standard.
- The number of units made fully accessible under Section 504 accessibility standards.

Note: Section 504 accessibility is not a program requirement for Homebuyer Development activities.

- ❑ The number of units occupied by households previously living in subsidized housing. This applies to households who are coming from public housing or that received rental assistance, either project-based or tenant-based (e.g., Section 8 Housing Choice Vouchers), from a Federal, state, or local program immediately prior to becoming a homeowner. The ADDI Program specifically requires extensive outreach to this population.

There are several additional measures for homes developed as affordable units.

- ❑ Grantees must report the number of units occupied by elderly households. This measure applies across all funding programs. Use the definition of elderly household established in the Consolidated Plan regulations, which is a household where either the head of household, or spouse/co-head is age 62 or older. Beneficiary data must be collected for all assisted households regardless of program.

Definition of Elderly Household

A household where either the head of household, or spouse/co-head is age 62 or older.

Additional measures for affordable units that apply only to homebuyer development activities assisted with **CDBG funds** are listed below. Grantee need to report on these measures for CDBG-funded homebuyer development activities, unless the grantee determines there is a risk that reporting this information could compromise the privacy of the occupants of these units.

- ❑ The number of units designated for persons with HIV/AIDS, including units receiving assistance for operations.
 - Of the units designated for persons with HIV/AIDS, grantees should report the number specifically designated for the chronically homeless.
- ❑ The number of units of *permanent* housing designated for homeless persons and families, including units receiving assistance for operations.
 - Of the number of permanent housing units, the number specifically designated for the chronically homeless. Note that this measure applies only to permanent housing. Remember, overnight shelters or other short-term housing activities are not reported as housing activities.

Note: HOME requires that all information be entered into each field on the HOME Program screens except in a few instances. For example, on the beneficiary screens, all data must be provided. In another example, the type of household (e.g., elderly) is required for every HOME activity. If the information is not provided, the PJ will be unable to fund the activity and complete a drawdown.

Sample IDIS Screens

The IDIS reporting screens are slightly different for each funding source, HOME or CDBG, depending on the program's requirements.

The sample screens CDBG 22 and CDBG23 capture measurement data for homebuyer development projects funded with CDBG.

```
05/03/06 13:57 ACQUISITION/CONSTRUCTION NEW HOMEOWNER CDBG22
Grantee Activity ID IDIS Activity ID 538
Activity Name STONEGATE DEVELOPMENT Natl/Obj LMH
Year to Insert: ____ : 0
Of the total Owner Units, the number:
Affordable units: _____
Years of affordability guaranteed: ____
Units qualified as Energy Star: _____
Section 504 accessible: _____
Households previously living in subsidized housing: _____
Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT
```

```
05/03/06 13:59 ACQUISITION/CONSTRUCTION NEW HOMEOWNER - PART 2 CDBG23
Grantee Activity ID IDIS Activity ID 538
Activity Name STONEGATE DEVELOPMENT Natl/Obj LMH
Total Owner Units for program year 2005 : 1
Of the number of Affordable Units, the number:
Occupied by elderly: _____
Units specifically designated for persons with HIV/AIDS: _____
Of those, the # specifically for chronically homeless: _____
Units specifically designated for homeless: _____
Of those, the # specifically for chronically homeless: _____
Insert/Delete program year(I/D)? _
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE
```

Screen HB03-A for homebuyer development projects funded with HOME dollars captures unit data for homebuyer units; screen HB07 captures beneficiary data. Sample screens are shown below.

```

                COMPLETE HOMEBUYER ACTIVITY: UNITS                                HB03-A

Grantee Activity ID                                IDIS Activity ID    539
Activity Name      DPA: JOE SMITH
Activity Address    123 MAIN STREET ANYTOWN IL 60490

COMPLETED UNITS      Total      1      HOME-Assisted      1

OF THE UNITS COMPLETED, THE NUMBER:                                HOME-
                                                                    TOTAL ASSISTED

                Meeting Energy Star standards:  0      0

                Section 504 accessible:  0

PERIOD OF AFFORDABILITY      If you are imposing a period of affordability that is
                              longer than the regulatory minimum, enter the total
                              years (HOME minimum + additional) of affordability.

                              PJ-imposed period of affordability:  __ years

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

```

                COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                        HB07

Grantee Activity ID                                IDIS Activity ID    539
Activity Name      DPA: JOE SMITH
Activity Address    123 MAIN STREET ANYTOWN IL 60490

Unit#      # of Bdrms      Occu-  -----HOUSEHOLD-----
           Bdrms      pant      %Med  Hisp?  Race  Size  Type
-----
           -      2      -      -      -      -      -
           -      -      -      -      -      -      -
           -      -      -      -      -      -      -
           -      -      -      -      -      -      -

HOMEBUYER      First-time homebuyer(Y/N)?  _
                Coming from subsidized housing(Y/N)?  _
                Receiving:  _
                    1 No counseling      3 Post-counseling
                    2 Pre-counseling     4 Both

For vacant units: Enter Unit# and # of Bdrms. Change Occupant to 9.
F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Key Issues in Data Collection

Grantees must address two key issues in the data collection process:

- Identifying whether or not they need to collect any new data, and incorporating any new data collection tools into their current program administration processes, if needed; and
- Securing necessary data from others.

For some activities, grantees may need to collect information that has not been collected in the past. For example, HOME PJs have already been reporting on whether buyers are first-time buyers. However, CDBG grantees have not been reporting this and may need to add an item to their application asking about first-time status.

Some data collection issues will also depend on *the source of the information* and *when it is available*.

- Much of the data that applies to the unit can be found in the funding agreement. For instance, the funding agreement should identify number of affordable units, years of affordability, and the number of accessible units.
- Some of the data that applies to the unit can be obtained from the developer, if it is not specified in the written agreement (such as the number of units that meet the Energy Star standard). This information can usually be identified at project start-up or upon inspection by the grantee.
- Data that applies to the beneficiary is available only once the unit is occupied. The project sponsor must provide this data to the grantee at the time of occupancy.

For data that must be collected from the developer or project sponsor, grantees should make sure that the contracts, loan documents, or other written agreements with their project sponsors specify the applicable reporting requirements: what information is required and at what times it is to be provided (e.g., upon issuance of a certificate of occupancy, upon sale of unit, etc.). These documents should also specify what consequences apply in the event the reporting requirements are not met.

Reporting on Rental Housing Activities

Rental housing activities include the acquisition of existing units for rent, the new construction of rental units, the rehabilitation of existing rental units, and the conversion of nonresidential structures into rental units. Regardless of the type of rental activity, most of the performance measures are the same. Some data must be collected on all units in a rental activity; some data applies only to the affordable/assisted units, and some data elements apply to rental rehabilitation or conversion activities.

Data Required

All rental housing activities are required to report the following information:

- The **total** number of units in the activity.
- The number of **affordable** units. Affordable units are those with occupancy restrictions for households as defined by the regulations of the applicable program. For HOME-funded activities, count the number of HOME-assisted units. For CDBG-funded activities, count all of the units that are occupied by LMI households and any others designated as affordable under any other program. So, for example, if a project has 100 units and 51 of these are LMI occupied and counted toward the CDBG LMI housing national objective, these units are counted as affordable. If an additional 10 units are designated as affordable under LIHTC, those units would be counted too. Grantees should be sure to not count the same units twice (for example a unit that is both counted toward the LMI national objective and has tax credits).
- The **total** number of units meeting Energy Star standards.
 - Energy Star is a whole-house building and inspection standard for new construction and gut rehabilitation intended to achieve significant energy savings for the owner and/or tenant over time. See Appendix 1 for more information about this standard.
- The **total** number of units meeting Section 504 accessibility standards.

The following additional measures apply only to those units designated as affordable:

- The number of years that affordability restrictions apply.
 - In the HOME Program, rental units are subject to an affordability period based on the level of assistance provided (5, 10, 15, or 20 years). This number is calculated automatically by IDIS. However, some participating jurisdictions establish affordability periods that are longer than the minimum time periods required in the HOME regulations.
 - For purposes of performance reporting, PJs should enter the number of years that units are restricted, possibly due to Low-Income Housing Tax Credit requirements, if the period is longer than the HOME regulatory minimums.
 - While the CDBG program does not mandate an affordability period, grantees that require one should report the number of years that units are restricted.
- The number of assisted units that are occupied by elderly households.
- The number of units subsidized with project-based rental assistance through a Federal, state or local program. Note that this applies only to rental assistance that is project-based—if rental assistance is portable (i.e., a Section 8 voucher or HOME tenant-based rental assistance) then that assistance should not be reported here.

- ❑ The number of units designated for persons with HIV/AIDS, including units receiving assistance for operations.
 - Of the units designated for persons with HIV/AIDS, grantees should report the number specifically designated for the chronically homeless.

- ❑ The number of units of *permanent* housing designated for homeless persons and families, including units receiving assistance for operations.
 - Of the number of permanent housing units, the number specifically designated for the chronically homeless. Note that this measure applies only to permanent housing. Remember, overnight shelters or other short-term housing activities are not reported as housing activities.

HUD Homeless Definitions

HUD defines a homeless person as someone who is sleeping in an emergency shelter or a place not meant for human habitation (e.g., on the streets, in a car, in an abandoned building). HUD's definition of homeless does not include doubled-up or overcrowded situations.

HUD defines a chronically homeless person as an unaccompanied homeless individual with a disabling condition who has either (1) been continuously homeless for a year or more; or (2) has had at least four episodes of homelessness in the past three years.

- ✓ A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

The following additional measures apply to rental rehabilitation and to the conversion of non-residential buildings to residential buildings:

- ❑ The number of units created through conversion of nonresidential buildings to residential buildings. For HOME, non-residential to residential activities are reported on a separate HOME screen in set-up.

- ❑ The number of units brought from substandard to standard condition meaning either HQS or local code, whichever is applicable. Note, all HOME-assisted units must meet applicable code requirements at completion by regulation.

- ❑ The number of units made lead safe (24 CFR Part 35). Units are counted as meeting the lead safe standard only when rehabilitation or repairs have been performed on a unit to control known or assumed lead-based paint hazards. So this measure only applies to pre-1978 housing units where the rehabilitation work exceeds the \$5000 threshold. Do not count housing units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint in the property), or housing units where the rehabilitation work does not address all surfaces that could pose a hazard (e.g., rehabilitation work less than \$5,000 per unit).

Sample IDIS Screens

The IDIS reporting screens are slightly different for each possible funding source: CDBG, HOME, or HOPWA, based on each program's applicable requirements. See Chapter 7 for information on HOPWA reporting requirements.

Screens CDBG18 and CDBG19 are used for new construction rental projects funded with CDBG dollars. Sample screens are shown below.

```

05/03/06 15:13      CONSTRUCTION OF RENTAL UNITS - PART 1      CDBG18

Grantee Activity ID      IDIS Activity ID 538
Activity Name      HARGROVE APARTMENTS      Natl/Obj LMH

Year to Insert: ____ :      0

Of the total Rental Units, the number:

Affordable units:      _____
Section 504 accessible units:      _____
Units qualified as Energy Star Standards:      _____

Of the total number of affordable units:

Units occupied by elderly:      _____
Years of affordability: __
Units subsidized with project-based rental assistance
by another Federal, state or local Program:      _____

Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
F4=MAIN MENU      F5=PROJ INFO      F7=PREV      F8=NEXT

```

```

05/03/06 15:14      CONSTRUCTION OF RENTAL UNITS - PART 2      CDBG19

Grantee Activity ID      IDIS Activity ID 538
Activity Name      HARGROVE APARTMENTS      Natl/Obj LMH

Total Rental Units for program year 2005 : 10

Of the total Rental Units, the number:

Units designated for persons with HIV/AIDS including
units receiving assistance for operations: _____
Of those, the number for the chronically homeless: _____

Permanent housing units designated for homeless persons and families,
including units receiving assistance for operations: _____
Of those, the number for the chronically homeless: _____

Insert/Delete program year(I/D)? _

F3=VALDT      F4=MAIN MENU      F5=PROJ INFO      F7=PREV      F8=NEXT      F9=SAVE

```

The screens for CDBG-rental rehabilitation projects look exactly the same as the above but also collect information on the number of units brought into compliance with lead safety rules and the number of units created through conversion of non-residential buildings.

Screen HR03-A and HR03-B are used for HOME-funded rental projects. Sample screens are shown below.

```

                COMPLETE RENTAL ACTIVITY: UNITS                                HR03-A

Grantee Activity ID          IDIS Activity ID          539
Activity Name                STONEGATE APARTMENTS
Activity Address             123 MAIN STREET ANYTOWN IL 60490

COMPLETED UNITS           Total    10    HOME-Assisted    10

OF THE UNITS COMPLETED, THE NUMBER:                                TOTAL    HOME-
                                                                    ASSISTED

                Meeting Energy Star standards:  ___    ___
                Section 504 accessible:         ___

                Designated for persons with HIV/AIDS: ___    ___
Of those, the number for the chronically homeless: ___    ___

                Designated for the homeless:    ___    ___
Of those, the number for the chronically homeless: ___    ___

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

```

                COMPLETE RENTAL ACTIVITY: PERIOD OF AFFORDABILITY            HR03-B

Grantee Activity ID          IDIS Activity ID          539
Activity Name                STONEGATE APARTMENTS
Activity Address             123 MAIN STREET ANYTOWN IL 60490

PERIOD OF AFFORDABILITY    If you are imposing a period of affordability that is
                           longer than the regulatory minimum, enter the total
                           years (HOME minimum + additional) of affordability.

                           PJ-imposed period of affordability:  __ years

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
    
```

Key Issues in Data Collection

As with homebuyer housing, data collection issues will depend on *the source of the information and when it is available*.

- ❑ Information about the unit may be available either at the time the funding agreement is signed or after the completed units are inspected:
 - At the time the funding agreement is signed, grantees should know: the number of units, the number of affordable units, the number of accessible units, the number of years of affordability, the number of units designated for persons with HIV/AIDS, and the number of units designated for homeless persons or families. In addition, grantees should know the number of units receiving project-based assistance, although project-based commitments may come later in the development timeline. The data reporting function here involves extracting this information from the written agreement and entering it into IDIS.
 - The number of units meeting Energy Star standards and the number brought from substandard to standard condition can be verified through the construction inspection process. The data reporting function here involves the inspector(s) reporting this information at the time of final inspections, and such information being conveyed to the grantee so it may be entered in IDIS.
- ❑ Grantees need to collect, from project sponsors, all required beneficiary data, as required by the program, for all covered units (i.e., assisted units for HOME, or all units for CDBG to establish compliance with a national objective). This information can only be reported once the units are leased.

Reporting on Homeowner Rehabilitation Activities

Homeowner rehabilitation activities include all programs designed to make improvements to owner-occupied units. The performance measures for homeowner rehabilitation apply to **all** homeowner rehabilitation programs, including full rehabilitation projects (bringing owner-occupied units up to applicable codes and standards) and emergency, accessibility, energy efficiency, and other targeted improvement programs.

Data Required

The following information is required for all owner-occupied rehabilitation activities:

- ❑ The number of units occupied by elderly households.
- ❑ The number of units brought from substandard to standard condition, meaning either Housing Quality Standards (HQS) or local code, whichever is applicable. Note, all HOME-assisted units must meet applicable code at completion by regulation.
- ❑ The number of units meeting Energy Star standards.

- Energy Star is a whole-house building and inspection standard for new construction and gut rehabilitation intended to achieve significant energy savings for the owner and/or tenant over time. See Appendix 1 for more information about this standard.
 - ❑ The number of units made lead safe (24 CFR Part 35). Units are counted as meeting the lead safe standard only when rehabilitation or repairs have been performed on a unit to control known or assumed lead-based paint hazards. So this measure only applies to pre-1978 housing units where the rehabilitation work exceeds the \$5000 threshold. Do not count housing units that are free of lead-based paint (e.g., built in 1978 or later, a lead-based paint inspection report shows no lead paint in the property), or housing units where the rehabilitation work does not address all surfaces that could pose a hazard (e.g., rehabilitation work less than \$5,000 per unit).
 - ❑ The number of units that the grantee chose to make accessible for the occupant under Section 504 accessibility standards. The unit does not need to be made fully accessible under Section 504 standards (i.e., meet full UFAS standards) to be counted for this indicator.
- Note: Section 504 accessibility is not a program requirement for these activities.

Sample IDIS Screens

The IDIS reporting screens are slightly different for each possible funding source: CDBG, HOME, or HOPWA. See Chapter 7 for information on HOPWA reporting requirements.

The sample screen for CDBG-funded homeowner rehabilitation, CDBG24, is shown below.

```

05/03/06  14:15                HOMEOWNER REHAB UNITS                CDBG24

Grantee Activity ID              IDIS Activity ID 538
Activity Name                     HOMEOWNER REHAB PROGRAM              Natl/Obj LMH

                                Year to Insert: ____ :                0

Of the total Owner Units, the number:

Occupied by elderly:              _____
Units moved from substandard to standard (HQS or local code): _____

Units qualified as Energy Star:   _____
Units made accessible:            _____

Brought into compliance with lead safety rules (24 CFR Part 35): _____

Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
                                F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT

```

The sample screen for HOME-funded homeowner rehabilitation, HO03-A, is shown below.

```

                COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS                HO03-A

Grantee Activity ID                IDIS Activity ID                539
Activity Name                      JOE SMITH REHAB
Activity Address                   123 MAIN STREET ANYTOWN IL 60490

COMPLETED UNITS      Total      1      HOME-Assisted      1

OF THE UNITS COMPLETED, THE NUMBER:                TOTAL      HOME-
                                                    ASSISTED

                Meeting Energy Star standards:      0      0

                Units made accessible:              0

F1=HELP  F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE

```

Key Issues in Data Collection

All of the above performance information should be available to the grantee at the time the written agreement is signed with the homeowner with the possible exception of the Energy Star standards, which may be known only after the rehabilitation is complete. In cases where the rehabilitation program is administered by a subrecipient, the grantee's agreement or contract with the subrecipient should specify what data must be reported to the grantee. These data elements should also be added to subrecipient reporting forms, if used. HOME set-up and completion forms will be available through the updated IDIS manual.

Reporting on Tenant-Based Rental and Short-Term Housing Assistance Activities

Tenant-based rental assistance (TBRA) activities include all direct rental assistance to tenants, including security deposit programs, short-term assistance programs, and direct rental payments that operate like the Section 8 Voucher program.

Data Required

The following information is required for all TBRA activities:

- The total number of households receiving assistance.

- ❑ The number of households receiving short-term rental assistance (less than 12 months), including security deposit programs.
- ❑ The number of homeless households receiving assistance, and
 - Of the homeless households receiving assistance, the number of chronically homeless households.

Sample IDIS Screens

The IDIS reporting screens are slightly different for each possible funding source: CDBG, HOME, or HOPWA. See Chapter 7 for information on HOPWA reporting requirements.

Sample screen CDBG30 for CDBG-funded TBRA activities is shown below.

```

05/03/06  14:34                                     CDBG30

Grantee Activity ID                               IDIS Activity ID 538
Activity Name      HELPING HANDS RENTAL ASSISTANCE      Natl/Obj LMH

                                Year to Insert: ____ :           0

Of the total Households assisted, the number:

Short-term rental assistance (not more than 3 months): _____

# of households assisted previously homeless: _____
Of those, the # of chronically homeless households: _____

Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
      F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT

```

The sample screen TBRA-2 for HOME-funded TBRA activities is shown below.

TBRA: UNITS		TBRA-2	
Grantee Activity ID		IDIS Activity ID	539
Activity Name	TBRA PROGRAM 2006		
NUMBER OF TBRA UNITS:	100		
	Designated for the homeless:		_____
Of those, the number	for the chronically homeless:		_____
FAITH-BASED ORGANIZATION: Was this activity carried out by a faith-based organization (Y/N)? _			
F1=HELP F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE			

Key Issues in Data Collection

TBRA performance data is specific to the beneficiary. Therefore, required data can only be obtained as assistance contracts are offered to individual households. Beneficiary information must be periodically updated in IDIS, as new households are added to TBRA caseloads. Since many TBRA programs are operated by Housing Authorities or nonprofit organizations on behalf of grantees, grantees should make sure that the written agreement or contract with the subrecipient or housing authority clearly specifies the reporting requirements. It should also clearly state how the reporting requirements will be enforced (i.e., the consequences for failure to report). The required data should be incorporated into any reporting formats that are used to make sure that the required information is collected. In IDIS, TBRA is generally set up as one activity for the agency that is funded.