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# CPD Outcome Measurement System

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U. S. Department of  
Housing and Urban  
Development

Office of Community  
Planning and Development



# Welcome



## ■ Training Sponsored by:

- HUD Office of Block Grant Assistance (CDBG)
- HUD Office of Affordable Housing Programs (HOME)
- HUD Office of Special Needs Assistance Programs
- HUD Office of HIV/AIDS Housing

## ■ Today's Trainers & HUD Program Experts

## ■ Who's Here?

- Type of grantee
- Types of HUD-CPD funding sources
- Amount of funding
- Types of activities

# Course Introduction

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## ■ Purpose of Training:

- Assist grantees in preparing to use the CPD Outcome Performance Measurement (PM) System

## ■ Course Objectives

At the end of this training, you will know:

- Key steps in preparing to use PM system
- Acceptable ways to address PM in your Con Plan and CAPER submissions
- How to enter PM data into IDIS

# Course Overview



## Day 1:

- **Welcome and Introduction**
- **Overview of the Framework**
- **Implementing the Framework in Your Programs**
- **Break-Out Sessions – Round #1**
  - Housing Session
  - Economic and Community Development Session
  - HOPWA Session
  - IDIS Session (HOME & CDBG)
- **Break-Out Sessions – Round #2**
  - Homeless Session instead of HOPWA Session
  - Same ED and Housing Sessions
  - IDIS Session (ESG & HOPWA)

# Course Overview

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## Day 2:

### ■ Break-Out Sessions – Round #3

- Housing Session
- Economic and Community Development Session
- Homeless Session
- IDIS Session (repeat of HOME & CDBG topics)

### ■ Closing Plenary

- Reporting on Results
- Next Steps

# Additional Resources

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- **CPD Performance Measurement Website**

[www.hud.gov/offices/cpd/about/performance/index.cfm](http://www.hud.gov/offices/cpd/about/performance/index.cfm)

- **HUD Performance Measurement Notice  
(March 7, 2006)**

- **Performance Measurement FAQs**

- **IDIS Screen Captures**

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# **Role of Performance Measurement in CPD Programs**

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# What is Performance Measurement?



- Performance measurement is a program management tool
- It is .....
  - an organized process for gathering information to determine how well programs and activities are meeting established needs and goals.

# Why is Performance Measurement Important?

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## ■ Federal Agencies

- Now a requirement for federal programs
- Performance is a key consideration in program funding decisions
- Demonstrating program results to decision-makers & public

# Why is Performance Measurement Important?

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## ■ State and Local Grantees

- Enables HUD and grantees capture program accomplishments
- Helps enhance program capacity and results
- Builds public confidence/support in programs

# Development of CPD's System

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- HUD needed a tool to capture data on program outcomes from grantees
- Working Group formed that included:
  - A diverse group of grantees
  - Community development organizations
  - HUD
  - Office of Management & Budget (OMB)
- Goals:
  - Collect data on program outcomes that can be reported nationally
  - Minimize the reporting burden on grantees

# Benefits of the System

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- Meets Federal requirements
- Reports program outcomes at a national level
- Provides grantees with performance information about their programs
- Informs grantee decisions about program design and implementation

# Using The System



## ■ HUD's Role

- Use data to summarize “program outcomes” nationally
- Combine with other data to track national trends
- Prepare national reports on program performance
- Use data to respond to Congressional and other inquiries about the programs

## ■ Role of Grantees

- Classify activities using the framework
- Report outcome data to HUD

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# **Overview of CPD Outcome Performance Measurement System**

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# Highlights of the System

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- Common performance measures that apply to all four programs
- Outcome measures are driven by local intent
- Indicators that use data commonly collected by grantees
- Data collected will enable HUD to “roll up” results to national level

# Key Terms

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- Objectives
- Outcomes
- Outcome statements
- Indicators

# Using the System – Key Actions

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- For each activity that a grantee plans and funds:
  1. Determine the goal of the activity based on local intent
  2. Identify one objective and one outcome for each activity in Con Plan submissions (e.g., next Annual Action Plan)
  3. Indicate the objective and outcome in IDIS when setting up an activity
  4. Report on applicable indicators in IDIS/CAPER/PER

# Objectives



- **Three Objectives:**
  - **Creating Suitable Living Environments**
  - **Providing Decent Affordable Housing**
  - **Creating Economic Opportunities**
  
- **Reflect the statutory purposes of the four programs**
  
- **Tie directly to HUD's 3 to 5 Year Plan**

# Outcomes



## ■ Three Outcomes:

- Availability/Accessibility
- Affordability
- Sustainability

## ■ To determine the most appropriate outcome for an activity, ask:

**“What type of change or result am I seeking?”**

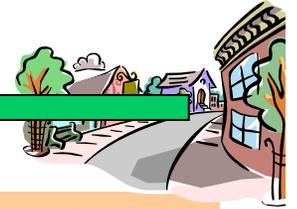
# Outcome Statements



- Used to present national results
- Objective + Outcome = Outcome Statement
- Example: *Affordability for purpose of creating suitable living environments*

In FY \_\_\_\_, the HOME Program assisted over 150,000 households by providing downpayment and closing cost assistance for the purpose of making homeownership affordable to these families

# Linking Objectives & Outcomes - Outcome Statements



**Outcome 1:  
Availability/Accessibility**

**Outcome 2:  
Affordability**

**Outcome 3:  
Sustainability**

**Objective #1  
Suitable Living  
Environment**

**Accessibility for the  
purpose of creating  
Suitable Living  
Environments**

**Affordability  
for the purpose of  
creating Suitable  
Living Environments**

**Sustainability  
for the purpose of  
creating Suitable  
Living Environments**

**Objective #2  
Decent  
Housing**

**Accessibility for the  
purpose of providing  
Decent Housing**

**Affordability  
for the purpose of  
providing Decent  
Housing**

**Sustainability for the  
purpose of providing  
Decent Housing**

**Objective #3  
Economic  
Opportunity**

**Accessibility for the  
purpose of creating  
Economic  
Opportunities**

**Affordability  
for the purpose of  
creating Economic  
Opportunities**

**Sustainability for the  
purpose of creating  
Economic  
Opportunities**

**Outcome Statements**

# Indicators



## ■ Common Indicators (4)

- Generally apply to all activities
- Grantees only report data items that are currently required

## ■ Specific Indicators

- 18 indicators, many with several data items
- Applicable indicators determined by type of activity
- Only report on data items relevant to the specific activity performed

# Common Indicators

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- Amount of money leveraged
- Number of persons, households, businesses, units or beds assisted
- Income levels of persons or households
  - 30, 50, 60, or 80 percent of AMI  
(only levels currently required)
- Race, ethnicity, and disability data for activities that currently report these data

# Specific Indicators



- **Indicators sorted by type of activity:**
  - Public facility or infrastructure
  - Public service
  - Targeted revitalization
  - Commercial façade treatments or business building rehabilitation
  - Brownfields remediated
  - Rental units constructed
  - Rental units rehabilitated
  - Homeownership units constructed or acquired with rehabilitation

# Specific Indicators

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- Owner occupied units rehabilitated
- Direct financial assistance to homebuyers
- TBRA
- Homeless shelters
- Emergency housing
- Homeless prevention
- Jobs created
- Jobs retained
- Business assistance
- Businesses providing goods or services

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# **Implementing Performance Measures**

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# Implication for Grantees

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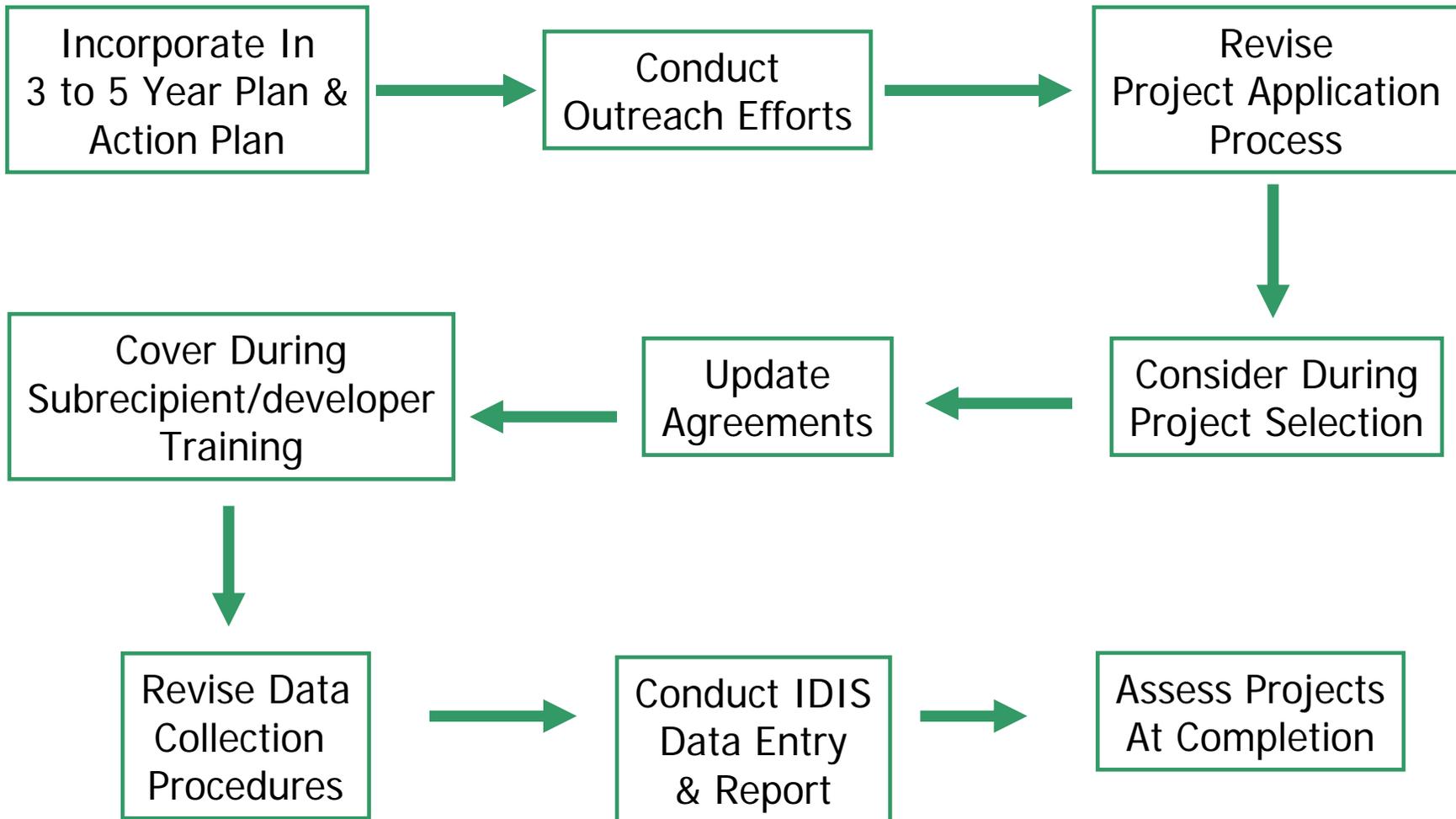
- **System is likely to affect grantee:**
  - Activity/project selection process
  - Project data collection
  - IDIS data entry
  
- **System may also affect:**
  - Program planning
  - Program design

# Timeline



- **Current IDIS with outcome fields**
  - Data entry now encouraged
  
- **Required implementation for all activities**
  - October 1, 2006
  - Any open activity not just new

# Key Grantee Implementation Steps



# Updating the Con Plan

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- **New Con Plan regulation published on 2/9/06**
  - Effective 3/13/06
- **New regulation added key sections to Three to Five Year Plan plus Action Plan on range of topics, including:**
  - Rationale for funding allocation priorities
  - Indicating planned accomplishments and outcomes by objective
  - Incorporating annual outcome measures

# Consolidated Plan & Annual Action Plan -- Timing

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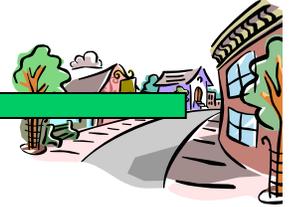


## ■ FY06

- All plans (3 to 5 Year Plan or Action Plan) submitted after March 13, 2006 must include outcome category for activities
- If missing, have 90 days to amend plan to include outcome categories
  - Does not constitute “substantial amendment” unless new activities are added or other major affect on programs

# Consolidated Plan & Annual Action Plan -- Timing

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## ■ FY07

- Must include outcome measures in all action plans
- Must include outcomes in any new 3 to 5 year plan
- If existing 3 to 5 year plan, must amend plan to include outcome measures
  - Does not constitute “substantial amendment” unless new activities are added or other major affect on programs

## ■ FY08 and forward

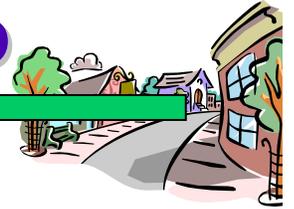
- Must include outcome measures in action plans and 3 to 5 Year Plans

# Con Plan Due Dates

<b>Program Year Start Date</b>	<b>Consolidated Plan Due Date</b>	<b>Plans include framework</b>	<b>CAPER/PER due date</b>	<b>CAPERs with framework</b>
<b>July 1, 2005</b>	<b>May 15, 2005</b>	<b>NO</b>	<b>September 28, 2006</b>	<b>NO</b>
<b>January 1, 2006 February 1, 2006 March 1, 2006 April 1, 2006</b>	<b>November 15, 2005 December 15, 2005 January 15, 2006 February 15, 2006</b>	<b>NO</b>	<b>April 1, 2007 May 1, 2007 May 29, 2007 June 29, 2007</b>	<b>YES</b>
<b>May 1, 2006 June 1, 2006 July 1, 2006 August 1, 2006 Sept. 1, 2006 Oct.1, 2006</b>	<b>March 15, 2006 April 15, 2006 May 15, 2006 June 15, 2006 July 15, 2006 August 15, 2006</b>	<b>YES  Amendments to any to existing 3-5 Year ConPlans must be done in FY 2007</b>	<b>July 29, 2007 August 29, 2007 Sept, 28, 2007 Oct. 29, 2007 Nov. 29, 2007 Dec. 29, 2007</b>	<b>YES</b>
<b>All plans for FY2007</b>		<b>YES</b>		<b>YES</b>

# Options for Incorporating Outcome Measures in FY06

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- **Need to amend existing plans if submitted after 3/13/06**
  - Grantee has 90 days
  - Not a substantial amendment
  
- **Two possible approaches:**
  - Incorporate into narrative and/or existing tables

OR

  - Redo tables using new HUD templates

# Amending Existing Narrative & Tables

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- Can incorporate outcome measures in grantee's existing text or tables
- Three to Five Year Plan = narrative plus:
  - Table 1C
  - Table 2C
- Action Plan = narrative plus:
  - Table 3A
  - Table 3C or description of projects

# Amended Existing Table 1C

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	Expected Number	Actual Number
	<b>Homeless Objectives</b>				
	<b>Special Needs Objectives</b>				
	<b>Other Objectives</b>				

# Outcome and Objective Codes



- Used throughout Con Plan to indicate outcome and objective

	<b>Availability/Accessibility</b>	<b>Affordability</b>	<b>Sustainability</b>
<b>Decent Housing</b>	DH-1	DH-2	DH-3
<b>Suitable Living Environment</b>	SL-1	SL-2	SL-3
<b>Economic Opportunity</b>	EO-1	EO-2	EO-3

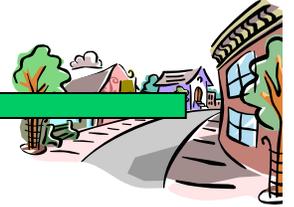
# The New Con Plan Instructions and Forms

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- **HUD has published new Con Plan guidance**
  - Separate guidance for states and localities
- **Available on the HUD website at:**
  - <http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/guidance/>
- **Instructions and tables differ for states and local grantees**

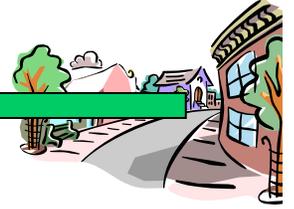
# Revised Local Instructions and Forms



- Grantee must continue to submit 3 to 5 Year Plan plus annual Action Plan
- Information is a combination of narrative and tables
  - Some specific narrative topics are required
  - Most tables are optional, although the information needs to be provided
  - Tables 1A and 2A are required
- Some submission items vary by CPD Program
- Certain additional topics are suggested but not required

# Revised Local 3 to 5 Year Plan Instructions and Forms

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## ■ Homeless Programs

- Table 1A, Summary of Homeless Needs
  - Table is required
  - Summary of existing facilities and services
  - Summary of priority homeless needs
  - Summary Continuum of Care (optional)
- Table 1C Summary of Specific Objectives
  - Suggest using the framework to establish program objectives

# Revised Local 3 to 5 Year Plan Instructions and Forms

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## ■ Special Needs Programs

- Table 1B
  - Needs
  - Priorities
- Specific objectives on Table 1C

# Table 1C

Specific Obj. #	Outcome/Objective Specific Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>DH-1 Availability/Accessibility of Decent Housing</b>							
DH-1.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							
<b>DH-2 Affordability of Decent Housing</b>							
DH-2.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							
<b>DH-3 Sustainability of Decent Housing</b>							
DH-3.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							

# Revised Local 3 to 5 Year Plan Instructions and Forms

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## ■ Housing Programs

- Table 2A, Summary of Housing Needs
  - Summary of priority housing needs and activities
  - Table is required
- Specific Housing Objectives
  - Table 2C Summary of Specific Objectives
  - Suggest using the PM framework to select specific objectives

# Revised Local 3 to 5 Year Plan Instructions and Forms

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## ■ Community Development Programs

- Table 2B, Summary of Non-Housing Needs
  - Summary of priority non-housing needs
- Table 2C Summary of Specific Objectives
  - Suggest using the framework to establish objectives

# Table 2C Example

Specific Obj. #	Outcome/Objective Specific Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>DH-2 Affordability of Decent Housing</b>							
DH-2.1	Address the need for affordable decent housing by offering rehabilitation assistance to very low income elderly households	CDBG	<ul style="list-style-type: none"> <li>■ Number of units occupied by very-low income elderly</li> <li>■ Number brought to standard</li> <li>■ Number qualified as Energy Star</li> <li>■ Number of units made accessible</li> </ul>	2005	10		
				2006	20		
		HOME		2007	30		
				2008	30		
				2009	30		
		<b>MULTI-YEAR GOAL</b>					<b>120</b>
DH-2.2	Address the need for affordable decent housing by offering downpayment assistance to low income households	HOME	<ul style="list-style-type: none"> <li>■ Number of low-income households assisted</li> <li>■ Number of first time homebuyers</li> <li>■ Number receiving counseling</li> <li>■ Number receiving downpayment/closing costs</li> </ul>	2005	10		
				2006	50		
				2007	50		
				2008	50		
				2009	10		
		<b>MULTI-YEAR GOAL</b>					<b>170</b>
<b>SL-3 Sustainability of Suitable Living Environment</b>							
SL-3.1	Improve the sustainability of the suitable living environment by reducing gang-related crime through counseling programs	CDBG	<ul style="list-style-type: none"> <li>■ Number of households assisted</li> <li>■ Number of persons with new access to a service</li> </ul>	2005	10		
				2006	100		
				2007	100		
				2008	100		
				2009	100		
		<b>MULTI-YEAR GOAL</b>					<b>410</b>

# Revised Local Action Plan Instructions and Forms

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## ■ Key sections include:

- Statement of Specific Annual Objectives
  - Can use Table 3A
- Annual Affordable Housing Goals
  - Can use Table 3B
- Description of Activities
  - Can use Table 3C
- Outcome Measures
  - Can incorporate within Table 3A & 3C

# Table 3A Example

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>DH-2 Affordability of Decent Housing</b>							
DH-2.1	Address the need for affordable decent housing by offering rehabilitation assistance to very low income elderly households	CDBG	<ul style="list-style-type: none"> <li>■ Number of units occupied by very low income elderly</li> <li>■ Number brought to standard</li> <li>■ Number qualified as Energy Star</li> <li>■ Number of units made accessible</li> </ul>	2005			
				2006			
		HOME		2007	30		
		2008					
		2009					
		GOAL		30			
DH-2.2	Address the need for affordable decent housing by offering downpayment assistance to low income households	HOME	<ul style="list-style-type: none"> <li>■ Number of households low-income households assisted</li> <li>■ Number of first time homebuyers</li> <li>■ Number receiving counseling</li> <li>■ Number receiving downpayment/closing costs</li> </ul>	2005			
				2006			
		HOME		2007	50		
		2008					
		2009					
		GOAL		50			
<b>SL-3 Sustainability of Suitable Living Environment</b>							
SL-3.1	Improve the sustainability of the suitable living environment by reducing gang-related crime through counseling programs	CDBG	<ul style="list-style-type: none"> <li>■ Number of households assisted</li> <li>■ Number of persons with new access to a service</li> </ul>	2005			
				2006			
		HOME		2007	100		
		2008					
		2009					
		GOAL		100			

# Table 3C

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**Table 3C**  
**Consolidated Plan Listing of Projects**

**Jurisdiction's Name**

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**Priority Need**

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**Project Title**

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**Description**

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**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

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# Table 3C (cont'd)

## Location/Target Area

Objective Number	Project ID
HUD Matrix Code	CDBG Citation
Type of Recipient	CDBG National Objective
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Performance Indicator	Annual Units
Local ID	Units Upon Completion

### Funding Sources:

CDBG

ESG

HOME

HOPWA

Total Formula

Prior Year Funds

Assisted Housing

PHA

Other Funding

Total

The primary purpose of the project is to help:  the Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

# Revised State Instructions and Forms



- **State grantee must continue to submit 3 to 5 Year Plan plus Annual Action Plan**
  - Action plan approach differs from localities – State Con Plan uses method of distribution
  - Tables 1A – 1C have been combined into Table 1
  - There is no Table 2B
  
- **State information is a combination of narrative and tables**
  - Some specific narrative topics are required
  - Most tables are optional, although the information needs to be provided
  - Tables 1 and 2A are required

# State Table 2C

Specific Obj. #	Outcome/Objective Specific Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>DH-1 Availability/Accessibility of Decent Housing</b>							
DH-1.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							
<b>DH-2 Affordability of Decent Housing</b>							
DH-2.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							
<b>DH-3 Sustainability of Decent Housing</b>							
DH-3.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							

# State Table 3A

## Summary of Specific Annual Objectives

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>SL-1 Availability/Accessibility of Suitable Living Environment</b>							
SL-1.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							
<b>SL-2 Affordability of Suitable Living Environment</b>							
SL-2.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							
<b>SL-3 Sustainability of Suitable Living Environment</b>							
SL-3.1				2005			
				2006			
				2007			
				2008			
				2009			
<b>MULTI-YEAR GOAL</b>							

# State Table 3C

<b>Table 3C (Optional)</b>			
<b>Annual Action Plan Planned Project Results</b>			
<b>Outcomes and Objectives</b>	<b>Performance Indicators</b>	<b>Expected Number</b>	<b>Activity Description</b>

# The CPMP Tool



- **CPMP is an optional tool designed to assist with preparation of the Con Plan**
- **Covers:**
  - 3 to 5 Year Plan
  - Action Plan
  - CAPER
- **Now incorporates outcome measures**
  - Tables now include places to indicate planned outcomes
  - Tables also indicate actual results
  - Actual performance not required to be reported at time of Action Plan but rather in CAPER

# Using CPMP – 3 to 5 Year Plan

**1. Create the Strategic Plan Document.** Click on the narratives link that corresponds to the category for the Strategic Plan. You will be forwarded directly to the relevant questions in the Strategic Plan document.

**2. Complete the Needs Worksheets.** Complete the information in the Needs Workbook for the Strategic Plan. Click on the appropriate buttons below to open the indicated Worksheet:

CATEGORY	3-5 Year Strategic Plan			
GENERAL	<a href="#">Go to Narratives</a>			
HOUSING	<a href="#">Go to Narratives</a>		Housing Market Analysis	Priority Housing Needs Worksheet
HOMELESS	<a href="#">Go to Narratives</a>		Homeless Needs Worksheet	
COMMUNITY DEVELOPMENT	<a href="#">Go to Narratives</a>		Community Development Worksheet	
NON-HOMELESS SPECIAL NEEDS	<a href="#">Go to Narratives</a>		Non-homeless Needs Worksheet	



# Using CPMP – Action Plan

**1. Create the Action Plan Document.** Click on the narratives link that corresponds to the category and year for the Action Plan you are working on. You will be forwarded directly to the relevant questions in the specific Action Plan document.

Category	Year 1 Action Plan	Year 2 Action Plan	Year 3 Action Plan	Year 4 Action Plan	Year 5 Action Plan
SF 424	<a href="#">Go to 424</a>				
GENERAL	<a href="#">Go to Narratives</a>				
HOUSING	<a href="#">Go to Narratives</a>				
HOMELESS	<a href="#">Go to Narratives</a>				
COMMUNITY DEVELOPMENT	<a href="#">Go to Narratives</a>				
NON-HOMELESS SPECIAL NEEDS	<a href="#">Go to Narratives</a>				

**2. Update the Needs Worksheets.** Complete the information in the Needs Workbook for each year's Action Plan. Click on the appropriate buttons below to open the indicated Worksheet:

Priority Housing Needs Worksheet
Homeless Needs Worksheet
Community Development Worksheet
HOPWA Worksheet
Non-homeless Needs Worksheet

CPMP Main Worksheet / ConPlan Cover / Grantee Info /

Ready NUM

start 2 Internet... CPMP Tool... Microsoft Ex... Microsoft Po... 1:21 PM

# Using CPMP – Project Sheet

Microsoft Excel

File Edit View Insert Format

Verdana 10 B I U

Block/Formu Capital Assets Comp Grants Credit R-D Regulatory Add\_Measure

C:\Documents and Settings\H09881\Local Settings\Temp\Projects...

Y6 =

**New Project** CPMP Version 2.0 Grantee Name: **Jurisdiction**

**Project Name:**

<b>Location:</b> Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.	<b>Priority Need Category</b>
	Select one: <input type="text" value="Priority Need Category"/>
<b>Expected Completion Date:</b> (mm/dd/yyyy)	<b>Explanation:</b>
<input type="radio"/> Objective Category <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	
<b>Outcome Categories</b>	<b>Specific Objectives</b>
<input type="checkbox"/> Availability/Accessibility	1 <input type="text"/>
<input type="checkbox"/> Affordability	2 <input type="text"/>
<input type="checkbox"/> Sustainability	3 <input type="text"/>

Ready NUM

start 2 Window... Microsoft P... WinZip - CP... Microsoft Ex... 10:46 AM

# Using CPMP – Project Sheet

Microsoft Excel - Projects

File Edit View Insert Format Tools

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\\HLANNFP019\H09881\CPMP Tool Blank\Projects.xls

E3 = Address

**New Project** CPMP Version 1.3 Grantee Name: **Jurisdiction**

Project Name: \_\_\_\_\_

<b>Project-level Accomplishments</b>	Accompl. Type: <input type="button" value="v"/>	<b>Proposed</b>			Accompl. Type: <input type="button" value="v"/>	<b>Proposed</b>	
		<b>Underway</b>				<b>Underway</b>	
		<b>Complete</b>				<b>Complete</b>	
	Accompl. Type: <input type="button" value="v"/>	<b>Proposed</b>			Accompl. Type: <input type="button" value="v"/>	<b>Proposed</b>	
		<b>Underway</b>				<b>Underway</b>	
		<b>Complete</b>				<b>Complete</b>	
	Accompl. Type: <input type="button" value="v"/>	<b>Proposed</b>			Accompl. Type: <input type="button" value="v"/>	<b>Proposed</b>	
		<b>Underway</b>				<b>Underway</b>	
		<b>Complete</b>				<b>Complete</b>	

<b>Proposed Outcome</b>	<b>Performance Measure</b>	<b>Actual Outcome</b>

Matrix Codes  Matrix Codes

Matrix Codes  Matrix Codes

Section108Projects Project (1) /

Ready NUM

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# Using CPMP – Project Sheet

Microsoft Excel - Projects

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E3 =

**New Project** CPMP Version 1.3 Grantee Name: **Jurisdiction**

Project Name: \_\_\_\_\_

Program Year 1	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
			Actual Amount			Actual Amount
Fund Source:		Proposed Amt.			Proposed Amt.	
			Actual Amount			Actual Amount
Accompl. Type:		Proposed Units			Proposed Units	
			Actual Units			Actual Units
Accompl. Type:		Proposed Units			Proposed Units	
			Actual Units			Actual Units
Program Year 2	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.	
			Actual Amount			Actual Amount
Fund Source:		Proposed Amt.			Proposed Amt.	
			Actual Amount			Actual Amount
Accompl. Type:		Proposed Units			Proposed Units	
			Actual Units			Actual Units
Accompl. Type:		Proposed Units			Proposed Units	
			Actual Units			Actual Units

Section108Projects Project (1) /

Ready NUM

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# Using CPMP – Objectives Worksheet

Microsoft Excel

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E1 =

Jurisdiction

CPMP Version 2.0

**New Specific Objective**

**Summary of Specific Annual Objectives**

Specific Obj. #	Outcome/Objective Specific Annual Objectives	Sources of Funds	Performance Indicators	Year	Expected Number	Actual Number	Percent Completed
<b>DH-1 Availability/Accessibility of Decent Housing</b>							
<b>DH-1 (1)</b>	Specific Objective	Source of Funds #1	Performance Indicator #1	2005			#DIV/0!
				2006			#DIV/0!
		Source of Funds #2		2007			#DIV/0!
		Source of Funds #3	2008			#DIV/0!	
			2009			#DIV/0!	
		<b>MULTI-YEAR GOAL</b>					<b>0</b>
	Source of Funds #1	Performance Indicator #2	2005			#DIV/0!	
			2006			#DIV/0!	
	Source of Funds #2		2007			#DIV/0!	
	Specific Annual Objective	Source of Funds #3	2008			#DIV/0!	
			2009			#DIV/0!	
		<b>MULTI-YEAR GOAL</b>					<b>0</b>
Source of Funds #1	Performance Indicator #3	2005			#DIV/0!		
		2006			#DIV/0!		
Source of Funds #2		2007			#DIV/0!		

Ready

NUM

start

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# Outreach



- **Grantees have expressed concern about “buy-in”**
  - Grantee staff
  - Political leaders
  - State recipients, subrecipients, developers, COGs/planning districts, other partners
- **Develop an approach to sharing info**
  - Outreach materials
  - Briefing sessions
  - Staff training

# Application Process

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- **Need to amend application or RFP**
- **Collect information on:**
  - Type of project
  - Intended result of project
  - Likely data related to outcome indicators
    - i.e. units meeting energy star or jobs with health insurance
- **Who will decide the outcome?**

# Project Selection



- **Can revise selection process**
  - Process for reviewing applications given outcome framework
  - Incorporate in written selection procedures
- **Will outcomes affect selection criteria?**
  - More points for more outcome?
  - Points for specific types of outcomes?
- **Not required to change criteria or program focus**

# Agreements

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- Need to update standard agreements with subrecipients/developers/CHDOs to require collection and reporting of performance data
- Be certain to specify:
  - Type of data to be reported
  - Timeframe for submission
  - Files to be kept

# Implementation Training

---



- Many grantees conduct implementation workshops for subrecipients
- In next workshop, include module on outcome measurement
  - Why performance measurement
  - Definitions of outcomes, indicators
  - Tips for collecting difficult data items
  - Sample forms or checklists
  - Changes in agreement and reporting responsibilities

# Data Collection

---



- **Develop sample tools to assist with local data collection**
- **IDIS will sort by activity and national objective**
  - Suggest forms that track performance by funded activity types
- **Some data may be collected at application**
  - Some is dependent on household

# Mixed Financing and Reporting



- **Mixed CPD and non-CPD financing projects:**
  - Enter outcome data for entire activity not just portion or units funded with CPD \$\$
  - Not done as pro-rata calculation
    - Example: CDBG ½ of the cost of a counseling program
      - Count all counseled persons
  - Outcome framework also applies even if CPD only in one phase
    - Example: HOPWA funds for land acquisition and private funds for construction of units
      - Count all units

# Mixed Financing and HOME

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- **HOME continues to report all units and HOME units**
  - Count of total units in projects
  - Details and demographic data on HOME-assisted units
  - Framework indicator data on HOME-assisted units

# IDIS & Data Reporting

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- **Need to determine who/how/when IDIS data entered**
  - Some activities at set-up
  - Some activities at completion
  - Some activities incrementally until completion
- **Develop IDIS data entry approach to ensure accuracy of data entry**
  - Develop recordkeeping system to track & document project status
- **Grantees still required to submit CAPER/PER**
  - Will need to report on accomplishments as well as all other required information

# Completion



## ■ At completion:

- Data should be entered in IDIS before/at completion
- Since tied to national objective and other essential compliance data collection, outcome system should not extend completion timeframe

## ■ Use outcome data to evaluate effectiveness of projects

- Should this performance data be used as a criteria in future application processes?

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# Housing Activities

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# Overview of Session

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- **This session will cover housing activities:**
  - Types of activities undertaken
  - Selecting objectives & outcomes
  - Indicators & reporting
  - IDIS screens

# Types of Activities



- **Eligible housing activities include:**
  - Homebuyer assistance
  - Rental housing development
  - Homeowner rehabilitation
  - Tenant based rental & short-term assistance
  
- **Housing activities covered in this section are funded by CDBG, HOME, & HOPWA**
  - ESG activities are not generally considered permanent housing for the purposes of performance measurement

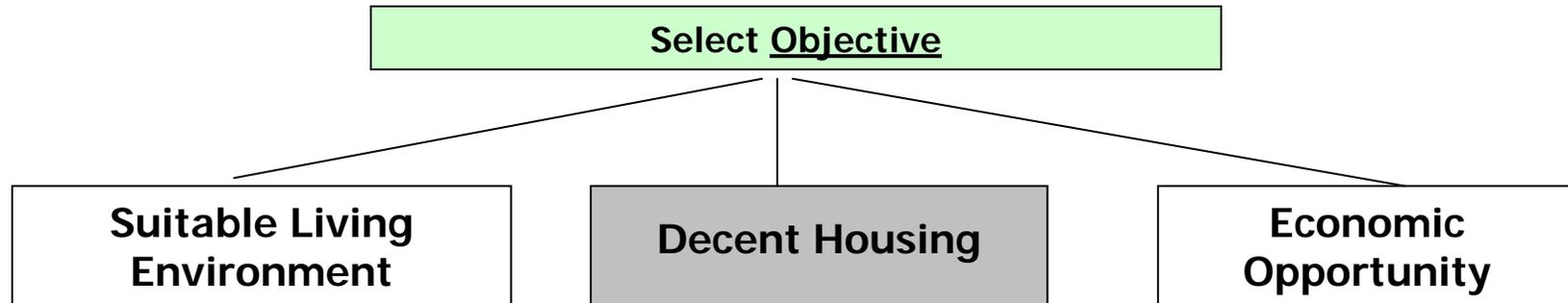
# Outcomes & Objectives

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- When setting up a housing activity, first identify the purpose/intent of the activity
- Then..
  - Select the appropriate *objective*
  - AND
  - Select the appropriate *outcome*

# Selecting an Objective



- **Choose one objective based on:**
  - Type of activity
  - Funding source
  - Local program intent

# Objectives

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## ■ Suitable living environment

- Possible for housing activities that improve living environment in a geographic area
  - Acquisition & rehab of eyesore properties in combination with street improvements and public services

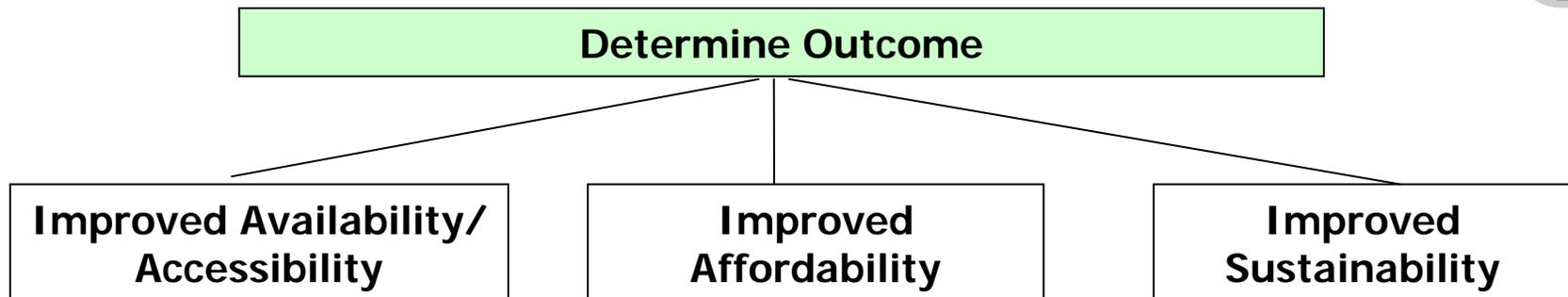
## ■ Decent housing

- Most likely objective used for housing
  - Homeowner rehab, downpayment assistance, accessibility & energy efficiency upgrades, transitional housing, etc.

## ■ Creating economic opportunities

- Probably rare to select this objective for housing activities

# Selecting an Outcome



- **Choose an outcome based on:**
  - Purpose for the activity - *Why did the grantee fund this activity?*
- **Select one outcome for the activity**

# Outcomes

---



## ■ Availability/accessibility

- Activities that improve availability/accessibility of housing

## ■ Affordability

- Activities that make housing affordable to low/mod individuals or households

## ■ Sustainability

- Housing activities that increase sustainability of a geographic area

# Reporting on Homebuyer Activities

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- **Grantees must report certain data on homebuyer housing activities**
  - Activities that involve direct financial assistance to homebuyers
  - Activities that involve the development of homebuyer units
- **Short-term mortgage assistance for homeowners provided through HOPWA is reported using measures similar to TBRA**

# Direct Homebuyer Assistance Activities

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- **Direct homebuyer assistance:**  
Assistance that is provided directly to a homebuyer to help purchase a unit
  
- **Direct homebuyer assistance includes:**
  - Downpayment & closing costs
  - Gap financing
  - Interest rate buy-downs
  - And other similar forms of assistance

# Direct Homebuyer Assistance Reporting (cont)

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- Grantees are required to report on the following information:
  - Number of homebuyer households receiving assistance
  - Number of those served who are first-time homebuyers
    - Of first-time homebuyers, the number of households receiving housing counseling
  - For HOME, the number of households coming from public housing or received rental assistance
  - Number of households receiving downpayment assistance and/or closing cost assistance

# Direct Homebuyer Assistance – IDIS Screens (CDBG)



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

Grantee Activity ID  Activity ID 538
Activity Name      DOWNPAYMENT ASSISTANCE PROGRAM  LMH
                  Year to Insert: 2005 : Natl/Obj 0
                  IDIS

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
```

# Direct Homebuyer Assistance – IDIS Screens (HOME)



```

COMPLETE HOMEBUYER ACTIVITY: UNITS                                HB03-A

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

COMPLETED UNITS          1      HOME-Assisted      1

                                Total          IDIS Ac          HOME-
OF THE UNITS COMPLETED, THE NUMBER:                          STED

                                                                TOTAL ASSI
                                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                                F5=PROJ INFO    F7=PREV                                F9=SAVE
    
```

F4=MAIN MENU

F8=NEXT

# Direct Homebuyer Assistance – IDIS Screens (HOME)



```

COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                                HB07

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

Unit#      # of      Occu-      -----HOUSEHOLD-----      Asst      Total
            Bdrms    pant      %Med Hisp? Race Size Type      Type      Monthly Rent
            _____
            -        2          -          -      -      -      4          _____
            -        -          -          -      -      -      -          _____
            -        -          -          -      -      -      -          _____
            -        -          -          -      -      -      -          _____

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:**
  - New construction of homebuyer units
  - Rehabilitation of existing units for resale to homebuyers
- **Purchase/rehab programs are classified as homeownership development for purposes of performance reporting**

# Homebuyer Development Reporting



- **Grantees are required to report on the following information:**
  - Total number of housing units completed in the project
  - Number of units that are available for purchase only by households below 80% of AMI
  - Number of years that affordability restrictions apply (if applicable)
  - Number of units meeting Energy Star standards
  - Number of units meeting Section 504 accessibility standards
  - Number of units occupied by households previously living in subsidized housing

# Homebuyer Development Reporting (cont)

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- Additional measures apply to units designated as affordable:
  - Number of occupied by elderly households

# Homebuyer Development – IDIS Screens (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

# Homebuyer Development – IDIS Screens (CDBG)



05/03/06 13:59 ACQUISITION/CONSTRUCTION NEW HOMEOWNER - PART 2 CDBG23

Grantee Activity ID

Activity Name STONEGATE DEVELOPMENT

ID 538  
LMH

Total Owner Units for program year 2005 : 1 IDIS Activity

Of the number of Affordable Units, the number: Natl/Obj  
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

F9=SAVE

F8=NEXT

# Homebuyer Development – IDIS Screens (HOME)



```

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                               1
                                HOME-Assisted
OF THE UNITS COMPLETED, THE NUMBER:
                                HOME-
                                Meeting Energy Star standards:  0      0
                                TOTAL ASSISTED
                                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
    
```

# Homebuyer Development – IDIS Screens (HOME)



```

COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                                HB07

Grantee Activity ID                                Activity ID
Activity Name                                OE SMITH                                539
Activity Address    DPA: J    IN STREET ANYTOWN MA 60490
                    123 MA

Unit#    # of    u-    -----HOUSEHOLD-----
         Bdrms  pant  %Med  Race  Size  Type
         _ Occ
-----  -
-----  -
-----  -
-----  2
-----  -

HOMEBUYER    First-time homebuyer(Y/N)? _
              Coming from subsidized housing(Y/N)? _
              Receiving: _
                1 No counseling          t-counseling
                2 Pre-counseling_3_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
    
```

# Data Collection – Homebuyer Activities

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- Identify whether new data needs to be collected
- Incorporate new data collection tools into current program administration processes
- Secure necessary data from others

# Rental Housing Activities

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- **Rental housing activities include:**
  - Acquisition of existing units for rent
  - New construction of rental units
  - Rehabilitation of existing rental units
  - Conversion of nonresidential structures into rental units
  
- **Regardless of the activity, most performance measures are the same**

# Rental Housing Reporting

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- **For all rental housing activities:**
  - Total number of units in the activity
  - Number of affordable units
  - Total number of units meeting Energy Star standards
  - Total number of units meeting Section 504 accessibility standards

# Rental Housing Reporting (cont)

---



- **For rental units designated as affordable:**
  - Number of years that affordability restrictions apply
  - Number of assisted units occupied by elderly households
  - Number of units subsidized with project-based rental assistance
  - Number of units designated for persons with HIV/AIDS
  - Number of units of permanent housing designated for homeless persons and families

# Rental Housing Reporting (cont)

---



- **For rental rehabilitation and conversion of non-residential buildings:**
  - Number of units created through conversion of non-residential buildings to residential buildings
  - Number of units brought from substandard condition to standard condition
  - Number of units made lead safe

# Rental Housing – IDIS Screens (CDBG)



```
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
```

# Rental Housing – IDIS Screens (CDBG)



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

# Rental Housing – IDIS Screens (HOME)



COMPLETE RENTAL ACTIVITY: UNITS		HR03-A	
Grantee Activity ID		ID	539
Activity Name	STONEGATE APARTMENTS		
Activity Address	123 MAIN STREET ANYTOWNNDIS 60490city		
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			



# Data Collection – Rental Activities

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- Information about the unit may be available either at the time the funding agreement is signed or after the completed units are inspected
- Grantees need to collect, from all project sponsors, all required beneficiary data, as required by the program, for all covered units
  - This can only be reported once the units are leased

# Homeowner Rehabilitation Activities

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- Homeowner rehabilitation activities include all programs designed to make improvements to owner-occupied units
- Performance measures for homeowner rehabilitation apply to all homeowner rehabilitation programs

# Homeowner Rehabilitation Reporting

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- Grantees are required to report on the following information:
  - Number of units occupied by elderly households
  - Number of units brought from substandard to standard condition
  - Number of units meeting Energy Star standards
  - Number of units made lead safe

# Homeowner Rehabilitation – IDIS Screens (CDBG)



05/03/06 14:15

B UNITS

CDBG24

Grantee Activity ID

Activity ID 538

Activity Name

HOMEOWNER REHAB PROGRAM  
HOMEOWNER REHA

LMH

Natl/Obj

Year to Insert: \_\_\_\_ :  
IDIS

Of the total Owner Units, the number:

0

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

# Homeowner Rehabilitation – IDIS Screens (HOME)



```

COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS                                H003-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:                                HOME-
                                                                    TOTAL  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
    
```

# Data Collection – Homeowner Rehab Activities

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- All performance information should be available to the grantee at the time the written agreement is signed
  - Exception: Energy Star standards (may be known only after rehab is complete)
- Agreements & contracts with subrecipients should specify what data must be reported to the grantee
- Add reporting requirements to subrecipient reporting forms

# Tenant-Based Rental & Short Term Assistance

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- **Relevant activities include all direct rental assistance to tenants (TBRA) & short term assistance (STA) to households**
  - Security deposit programs
  - Short-term assistance programs
  - Direct rental payments (operate like the Section 8 Voucher program)
- **HOPWA assistance funded under the facility-based housing operations activity also uses these measures**

# TBRA/STA Reporting

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- Grantees are required to report the following information:
  - Total number of households receiving assistance
  - Number of households receiving short-term rental assistance (less than 12 months)
  - Number of homeless households receiving assistance
    - Of those, the number of chronically homeless households

# TBRA/STA – IDIS Screens (CDBG)



05/03/06 14:34

Grantee Activity ID

IS Activity ID 538

Activity Name

ASSISTANCE

CDBG30  
LMH

HELPING HANDS RENTAL

Year to Insert: \_\_\_\_ :

Natl/Obj  
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

# TBRA/STA – IDIS Screens (HOME)



TBRA: UNITS		TBRA-2
Grantee Activity ID		
Activity Name	TBRA PROGRAM 2006	IDIS Activity ID
		539
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		

# Data Collection – TBRA/STA Activities

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- TBRA performance data is specific to the beneficiary
- Required data can only be obtained as assistance contracts are offered to individual households
- Agreements & contracts with subrecipients and housing authorities should specify reporting requirements and state how requirements will be enforced
- Reporting requirements should be incorporated into all reporting forms

# Practice Exercise



- For each scenario answer the following questions:
  - What is the most appropriate PM objective for this project?
  - What is the most appropriate outcome?
  - List the PM indicator data that will need to be collected
  - What, if any, collection tools/forms will be used to collect the indicator data?
  - When should this PM data be entered into IDIS given the timing of the project?
  - Is there any additional local performance measurement data that would be helpful to collect?

# Practice Exercise

---



## ■ Scenario #1:

- CDBG assistance to acquire the land for a rental project will be provided in 2005
- HOME funding for the construction of 10 rental units in a 100 unit building will be provided in 2006. LIHTC and private funding used for the remaining units
- Units will be rented at an average of 25 units per month in September – December 2007. All units will be leased and the project will be completed by January 1, 2008

# Practice Exercise

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## ■ Scenario #2:

- CDBG assistance to a nonprofit subrecipient which will run a mortgage loan program for low income buyers
- The purpose of the program is to lend to households who have no/bad credit history and who therefore cannot get a loan from traditional lending sources
- The program will be targeted at the East Falls neighborhood, an NRSA area
- The grantee estimates that the program will run for two years and will assist up to 5 buyers per month

# Practice Exercise

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## ■ Scenario #3:

- HOME assistance for a homeowner rehabilitation program
- The program is targeted at making units standard and more accessible and energy efficient for low income elderly homeowners
- Program is open only to the residents of the Westside neighborhood. The overall purpose of the program is to revitalize this neighborhood
- The grantee has run this program since 2002 and plans to continue funding it at 10 units per month

# Practice Exercise

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## ■ Scenario #4:

- HOPWA funding for a TBRA program for low income families
- The purpose of the program is to help the family to afford their rent
- The program will be run by the city's health department, who will couple the assistance with counseling and medical care offered through an HHS grant. The health dept plans to count all of these units toward its HHS-mandated outcome goals
- It will assist up to 20 families monthly

# Implementing Housing Measures



## ■ Challenges:

- Need to collect new data items
  - For some programs, can involve getting more information from households, subrecipients, CHDOs, CBDOs etc.
- Need to collect data over time:
  - Likely will not know demographic data until the household is assisted
  - Will need a way to periodically collect, report, aggregate and enter the data into IDIS
  - May especially be an issue when programs run by subrecipients or state recipients

# Implementing Housing Measures

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- **Next steps when get home:**
  - Determine if data collection forms need to be edited or created
    - Household intake forms
    - Subrecipient/ CHDO/state recipient reporting forms
  - Edit the subrecipient/state recipient grant agreement as needed to require housing data collection

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# **Community Development Activities**

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# Overview of Session

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- **This session will cover economic development activities:**
  - Types of activities undertaken
  - Selecting objectives & outcomes
  - Indicators & reporting
  - IDIS screens

**EDI, BEDI & Section 108 activities are NOT covered by performance measurement reporting requirements**

# Overview of Session, cont.

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## ■ This session covers:

- Economic development activities (Chapter 5)
- Public service activities (Chapter 8)
- Public facility and infrastructure activities (Chapter 9)
- Geographic-based activities (Chapter 10)

# Types of Activities

---



- E.D. activities covered by performance measurement requirements are funded only by CDBG
- Eligible CDBG E.D. activities include:
  - Commercial or industrial rehabilitation
  - Micro enterprise assistance
    - Business with 5 or fewer employees, incl. the owner(s)
    - Financial assistance or other types of support

# Activities (cont)



- Infrastructure for purpose of E.D.
  - Streets, water, sewer, drainage improvements, utilities and parking to attract 1 or more businesses
- Special economic development
  - Commercial or industrial improvements
  - Financial assistance to private, for-profit businesses
  - E.D. services in connection with E.D. activities: outreach, underwriting, job training

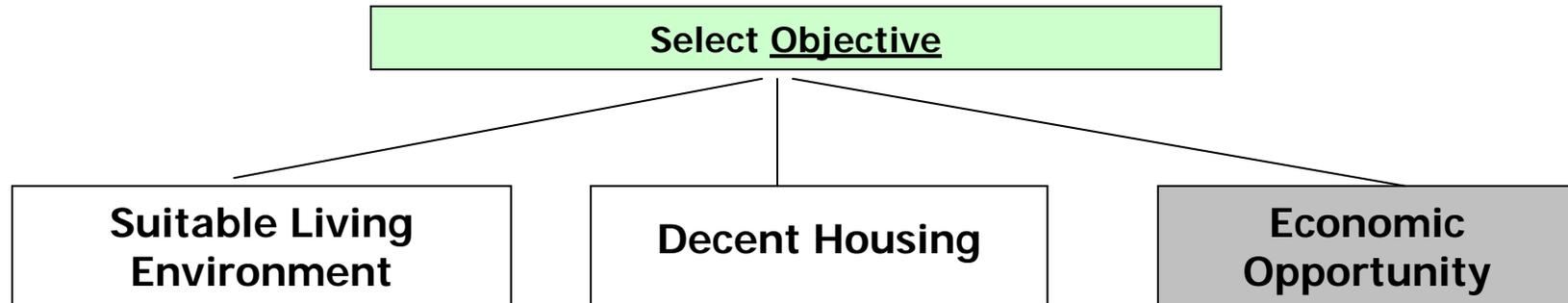
# Outcomes & Objectives

---



- When setting up an E.D. activity, first identify the purpose/intent of the activity
- Then..
  - Select the appropriate *objective*
  - AND
  - Select the appropriate *outcome*

# Selecting an Objective



- **Choose one objective based on:**
  - Type of activity
  - Funding source
  - Local program intent

# Objectives

---



## ■ Suitable living environment

- Possible for E.D. activities that improve living environment in a geographic area
  - Commercial revitalization in blighted business district

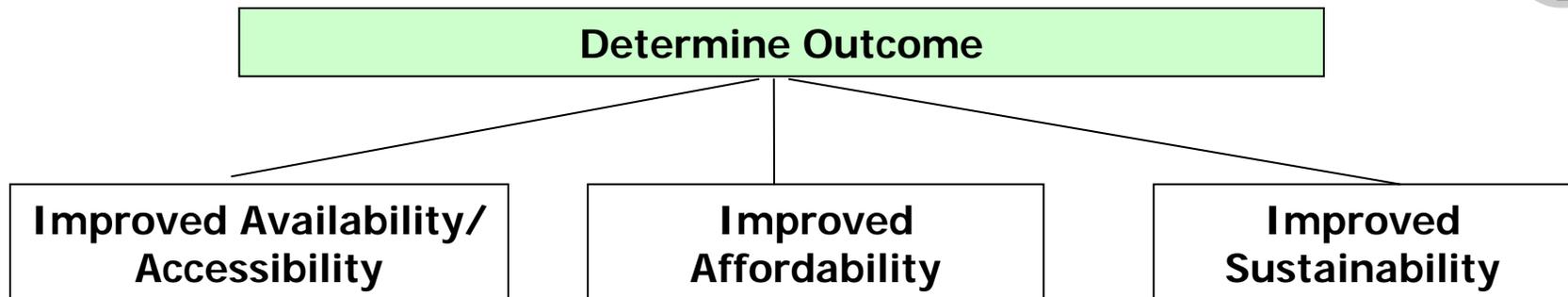
## ■ Decent affordable housing

- Unlikely for E.D. activities

## ■ Creating economic opportunities

- Most likely objective used for E.D.
  - Job creation/retention, increased economic activity/opportunities

# Selecting an Outcome



- Choose an outcome based on:
  - Purpose for the activity - *Why did the grantee fund this activity?*
- Select one outcome for an activity

# Outcomes

---



## ■ Availability/accessibility

- E.D. activities that improve availability/accessibility of goods/services or jobs

## ■ Affordability

- May be possible for activities make capital affordable to businesses

## ■ Sustainability

- E.D. activities that increase sustainability of neighborhood or community

# Indicators & Reporting

---



- Grantees must report certain data on E.D. activities
- Reporting not necessarily tied to objective & outcome chosen
- Instead, based on:
  - Use of *Job Creation/Retention National Objective* and
  - Whether *businesses assisted* under certain IDIS Matrix Codes

# Jobs Reporting



- E.D. activities that use the LMI jobs national objective must report on:
  - For job creation:
    - Total number of jobs created in the program year
    - Number of jobs with employer sponsored health care
    - Number of persons who were unemployed prior to taking job created
    - Number of jobs by EDA job classifications

# Job Reporting (cont)

---



- For job retention:
  - Total number of jobs retained in the program year
  - Number of jobs with employer sponsored health care
  - Number of jobs by EDA job classifications

# EDA Job Categories

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- Officials and managers
- Professional
- Technicians
- Sales
- Office and clerical
- Craft worker
- Operatives
- Laborers
- Service workers

Refer to Attachment 5-1 in the Guidebook for detailed descriptions of each category

# Jobs Data Collection

---



- Grantees have been reporting on number of jobs created or retained
- Grantees have NOT been collecting information on:
  - Jobs with employer sponsored health care
  - Jobs filled by previously unemployed persons
  - Jobs by EDA categories

# Jobs Data Collection

---



- **To obtain needed data, Grantees should:**
  - Provide guidance to businesses, subrecipients & involved parties on the new reporting requirements incl. possible revisions to:
    - Application packages
    - Program descriptions and/or marketing brochures
    - Policies, procedures documents
  - Revise data collection/reporting forms used by subrecipients and/or businesses to include new data elements
  - Share detailed definitions of EDA job categories

# Businesses Assisted Reporting



- **Applies to the following E.D. activities:**
  - Commercial or industrial improvements by a grantee or nonprofit (IDIS Matrix Codes 17A-D)
  - Rehab of a publicly- or privately-owned commercial or industrial buildings (IDIS Matrix Code 14E)
  - Direct E.D. assistance to private, for-profit companies incl. micros (IDIS Matrix Codes 18A-C)

# Businesses Assisted Reporting

---



- Total number of businesses assisted
- Number. of new businesses assisted
- Number of existing businesses assisted including:
  - Number of businesses expanding
  - Number of business relocations
- Number of businesses with commercial façade or business building rehab

# Businesses Assisted Reporting

---



## ■ Data collection (cont):

- Number of businesses that provide goods/services to meet needs of a service area/neighborhood/ community
- DUNS number for each business assisted

# Data Collection

---



- **Some new information required to be entered but all is readily available to grantee**
  - If subrecipient carrying out activities, grantee may need to create form for subrecipient to collect and report information to grantee

# Timing of Reporting



- **Timing will depend upon when data available to grantee**
  - Data for jobs indicators will need to be completed:
    - Annually for overall program reporting
    - When planned no. of jobs to be created/retained has been achieved
  - Data for businesses indicators may be entered at activity set-up or as information is made available to the grantee

# IDIS Screens



```

05/03/06  14:08                                CREATION/RETENTION                                CDBG11

Grantee Activity ID      CDBG JOB                                S Activity ID 538
Activity Name            ECONOMIC DEVELOPMENT LOANS                                j LMJ

Estimates
TOTAL JOB COUNT      TOTAL WEEKLY HRS Natl/Ob
  F/T      F/T-LM      P/T IDI      LOW/MOD JOB S
Expect to Create:    _____
Expect to Retain:    _____
Year to Insert:    ____ MM  DD _____ 0.00%
TOTAL JOB COUNT      TOTAL WEEKLY HRS
  F/T      F/T-LM      P/T      PERCENT JOB S
Actually Created:    _____
Actually Retained:    _____
Actua0.00%      0 FTE Jobs
0.00%

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

Type year to be inserted and press <ENTER> to confirm.
      F4=MAIN MENU      INFO      F7=PREV      F8=NEXT
      F5=PROJ
  
```

# IDIS Screens (cont)



```
05/03/06  14:23                OB CREATION                CDBG26
Grantee Activity ID                S Activity ID 538
Activity Name      ECONOMIC DEVELOPMENT LOANS                j LMJ

Total Jobs Created for program year 2005 : 1
Jobs Created:                J                IDI                Natl/Ob
Number of jobs with employer sponsored health care benefits: _____
Number unemployed prior to taking jobs created under this activity: _____

Type of Jobs Created:
  Officials and Managers                _____
  Professional                _____
  Technicians                # Jobs _____
  Sales                _____
  Office and Clerical                _____
  Craft Workers (skilled) _____
  Operatives(semi-skilled) _____
  Laborers (unskilled)                _____
  Service Workers                _____

Insert/Delete program year(I/D)? _____
Enter data for new year.
F3=VALDT      F4=MAIN MEN      U      F5=PROJ INFO      F7=PREV      F8=NEXT      F9=SAVE
```

# IDIS Screens (cont)



```
05/03/06 14:10          ASS  INSTANCE TO BUSINESSES          CDBG28
Grantee Activity ID          IDI  S Activity ID 538
Activity Name          CONOMIC DEVELOPMENT LOANS          Nat 1/Obj LMJ
Year to Insert:  E _____
Businesses assisted:
  New:          _____
  Existing:          _____
  Total:          _____
                                     0
Of the EXISTING Businesses assisted:
  Number expanding:          _____
  Number relocating:          _____
# of businesses assisted with commercial facade treatment/
                                     business building rehab: _____
# of businesses assisted that provide goods or services to meet the
                                     needs of a service area, neighborhood, or community: _____
Insert/Delete program year(I/D)? _
Type year to be inserted and press <ENTER> to confirm.
      F4=MAIN MENU      F5= PROJ INFO      F7=PREV      =NEXT
                                     F8
```



# Types of Public Facilities Activities

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- Construction or installation of infrastructure improvements such as street, water, sewer, drainage improvements
- Neighborhood facilities such as libraries, police stations, recreational facilities, parks & playgrounds
- Facilities for persons with special needs such as:
  - Battered spouses
  - Nursing homes
  - Group homes for the disabled
  - Transitional housing for the homeless

# Objectives & Outcomes

---



- Grantees should select the objective that most closely reflects why the activity was funded
- Grantees must select one of the three outcomes for each public facility & improvement activity
- See Table 9-1 for suggestions on which objectives & outcomes you might choose

# Reporting on Public Facility & Improvement Activities

---



## ■ Data Required

- Number of persons assisted with new access to a facility or infrastructure benefit
- Number of persons assisted with improved access to a facility or infrastructure benefit
- Where the public facility or infrastructure activity will meet a quality standard or will measurably improve quality, report on the number of persons that no longer only have access to a substandard facility or infrastructure

# Reporting on Public Facility & Improvement Activities, cont

---



## ■ Data Collection Issues

- Counting people served by public facilities and infrastructure
  - Same as process for qualifying under low-mod area benefit
- When public facilities and infrastructure activities are carried out by subrecipients, grantees need to make sure their partners report the needed data to them

# Data Entry

---



- Grantees must report on public facility & improvement beneficiaries annually (even when the activity is not yet completed)
- Grantees are encouraged to require subrecipients and service providers to report more frequently and then enter data on a regular basis throughout the year

# Public Facility IDIS Screens

---



- Objective & Outcome Screen
- Public Service/Public Facility and Improvements Screen

# IDIS Screens, cont.



```
05/03/06 13:23                CTIVE AND OUTCOME                CDBG

Grantee Activity ID                vity ID 538
Activity Name                BOYS & GIRLS CLUB                IDIS Acti                atl/Obj LMC
                                OBJE

Objective                N
    1 Create suitable living environments
    - 2 Provide decent affordable housing
    3 Create economic opportunities

Outcome
    1 Availability/accessibility
    - 2 Affordability
    3 Sustainability

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

# IDIS Screens, cont.



```
05/03/06 13:42   Public Services/Public Facilities and Improvements   CDBG17
Grantee Activity ID                               IDIS Activity ID 538
Activity Name   BOYS & GIRLS CLUB                               Natl/Obj LMC

                Year to Insert: ____ :                0
Of the persons assisted, enter the number that:
Now have new access (continuing) to this service or benefit: _____
Now have improved access to this service or benefit:           _____
Now receive a service or benefit that is no longer substandard: _____
                                                                Total:                0

Now have new access (continuing) to this type of public facility
or infrastructure improvement: _____
Now have improved access to this type of public facility or
infrastructure improvement: _____
That are served by public facility or infrastructure that is no
longer substandard: _____
                                                                Total:                0

# of beds created in overnight shelter or other emergency 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
```

# Types of Public Service Activities

---



- Employment services (e.g., job training)
- Crime prevention
- Child care
- Health services
- Drug abuse services (e.g., counseling and treatment)

# Types of Public Service Activities, cont.

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- Fair housing counseling
- Energy conservation
- Welfare (excluding the provision of income payments)
- Homebuyer downpayment assistance
- Recreational needs

# Framework Objectives

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- **Suitable Living Environment (Ex: After-school program for high school kids to prevent/reduce crime)**
- **Decent Housing (Ex: Housing counseling activities that assist low/mod income individuals resolve tenant/landlord disputes)**
- **Creating Economic Opportunities (Ex: Offering job training & placement for persons with disabilities)**

# Framework Outcomes

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- **Availability/Accessibility** (Ex: Opening of a day care center for students in a neighborhood high school so that educational opportunities remain available and accessible to young mothers)
- **Affordability** (Ex: Providing free housing counseling to LMI families to enable them to obtain such assistance without charge)
- **Sustainability** (Ex: Establishing programs in a local community center to provide neighborhood children with structured activities after school)

# Reporting on Public Service Activities

---



## ■ Data Required

- Number of persons assisted with new access to a service (or continued if refunding)
- Number of persons assisted with improved access to a service (or continued if refunding)
- Where the public service activity will meet a quality standard or will measurably improve quality, report on the number of persons that no longer only have access to a substandard service
- Number of beds created in overnight/emergency shelter

# Reporting on Public Service Activities, cont.

---



## ■ Data Collection Issues

- Grantees need to ensure subrecipients and partners understand the new reporting requirements and that the data is collected accurately
- Grantees may need to revise program documents and forms
- Grantees may need to revise agreements with subrecipients and other partners to reflect the new reporting requirements

# Data Entry

---



- Grantees must report on public service beneficiaries annually (even when the activity is not yet completed)
- Grantees are encouraged to require subrecipients and service providers to report more frequently and then enter data on a regular basis throughout the year

# IDIS Screens



- Objective & Outcome Screen
- Public Service/Public Facility and Improvements Screen

# IDIS Screens



```
05/03/06 13:23                CTIVE AND OUTCOME                CDBG

Grantee Activity ID                vity ID 538
Activity Name                BOYS & GIRLS CLUB                IDIS Acti                atl/Obj LMC
                                OBJE

Objective                N
    1 Create suitable living environments
    - 2 Provide decent affordable housing
    3 Create economic opportunities

Outcome
    1 Availability/accessibility
    - 2 Affordability
    3 Sustainability

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

# IDIS Screens, cont.



```
05/03/06 13:42   Public Services/Public Facilities and Improvements   CDBG17
Grantee Activity ID                               IDIS Activity ID 538
Activity Name   BOYS & GIRLS CLUB                               Natl/Obj LMC

                Year to Insert: ____ :                0
Of the persons assisted, enter the number that:
Now have new access (continuing) to this service or benefit: _____
Now have improved access to this service or benefit:           _____
Now receive a service or benefit that is no longer substandard: _____
                                                                Total:                0

Now have new access (continuing) to this type of public facility
or infrastructure improvement: _____
Now have improved access to this type of public facility or
infrastructure improvement: _____
That are served by public facility or infrastructure that is no
longer substandard: _____
                                                                Total:                0

# of beds created in overnight shelter or other emergency 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
```

# Geographic Concentration

---



- Grantees may concentrate resources in a specific geographic area for the purpose of revitalizing the area and/or demonstrating results
  - May be comprehensive in nature with variety of activities
  - May involve variety of sources of funds

# PM Reporting



- When setting up an activity, indicate if the activity is part of an effort in an identified geographic area:
  - CDBG Strategy Area (HUD approved)
    - NRSA for entitlements
    - CRSA for states
  - Local Target Area (locally designated)
  - Community Development Financial Institution (CDFI) Target Area (*CDBG only*)
  - Presidentially-Declared Major Disaster Area
  - Historic Preservation Area
  - Brownfield Redevelopment Area (*CDBG only*)
  - Colonia

# Strategy Area Reporting

---



- **For CDBG Strategy Areas (HUD-approved NRSAs, CRSAs), report on:**
  - Name of the strategy area
  - Date of which HUD approved the creation of the strategy area
- **Note that for CRSAs, HUD approves the strategy, not the actual area**

# Local Target Area Reporting

---



- For locally-designated target areas, report on:
  - Name of the target area
  - Whether the focus of strategy area is:
    - Comprehensive revitalization
    - Commercial revitalization
    - Housing revitalization
    - Other type of revitalization

# CDFI Area Reporting



- For activities in areas that are designated as CDFI target areas, report on:
  - Name of the CDFI
  - Percentage of LMI households in the area
  - Whether the focus of strategy area is:
    - Comprehensive revitalization
    - Commercial revitalization
    - Housing revitalization
    - Other type of revitalization

# Brownfield Area Reporting

---



- CDBG grantees that use CDBG fund to remediate a brownfield redevelopment area must report on:
  - The number of acres remediated

# IDIS Screens



```

05/03/06  14:12                BG ACTIVITY INFORMATION                CDBG06
Grantee Activity ID
Activity Name      BOYS & GIRLS CLUB                IDIS Activity ID 538
Enter "X" by all that apply:
  One-for-One Replacement:  _                Special Assessment:  _
  Displacement:            _                Nat g Fund:        _
  Float Funded:            _                tivity:            _
  Colonia:                  _                ld Activity:        _
Historic preservation area:  _  Presidentially Declared Disaster Area:  _
For Float Funded activities, indicate the following:
Funds to be Received:  __ / __ / ___  Float Principal Balance:  _____
For Brownfield activities, indicate the # of acres remediated:  _____
Activity includes Multi-Unit Housing (2+ units/structure) (Y/N):  N
Activity involves Rental Housing (Y/N):  N
Indicate if activity is located in a Strategy, CDFI, or
Local Target Area (S/C/L):  L                Area Identifier:  01
Presumed Benefit? (Y/N):  N                tion? (Y/N):  N
F1=HELP  F3=VALDT  F4=MAIN MENU  Specify  F5=PROG/LEA  F7=PREV  F8=NEXT  F9=SAVE

```

# IDIS Screens (cont)



05/03/06 14:37

AREAS

CDBG-H4

STRATEGY NAME: \_\_\_\_\_

HUD APPROVAL DATE: \_\_STRATEGY\_\_

Place an "X" to indicate general type of revitalization effort:

- Comprehensive
- Commercial
- Housing
- Other Specify: \_\_\_\_\_

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

# IDIS Screens (cont)



05/03/06 13:30

CAL TARGET AREAS

CDBG-H12

Local Target Area Name:  
LO

---

Place an "X" to indicate general type of revitalization effort:

- Comprehensive
- Commercial
- Housing
- Other      Specify:

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

# IDIS Screens (cont)



05/03/06 14:38

REAS

CDBG-H2

CDFI NAME: \_\_\_\_\_

PERCENTAGE OF LOW/MOD CDFI AREA: \_\_\_\_\_ %

Place an "X" to indicate general type of revitalization effort:

- Comprehensive
- Commercial
- Housing
- Other Specify: \_\_\_\_\_  
\_\_\_\_\_

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

# IDIS Screens (cont)



SET UP ACTIVITY: SPECIAL CHARACTERISTICS

HM01-B

Grantee Activity ID

y ID 539

Activity Name STONEGATE APARTMENTS

ACTIVITY

Type 'Y' next to any that apply:

LOCATION

IDIS Activit

- CDBG strategy area
- Local target area
- Presidentially declared major disaster area
- Historic preservation area
- Brownfield redevelopment area
- Conversion from non-residential to residential use
- Colonia

FAITH-BASED ORGANIZATION

Will this activity be 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

# Geographic Area PM Reporting

---



- You will be able to generate a report that shows the outcome indicators associated with the activities indicated as part of a geographic area effort:
  - No. of businesses assisted or retained or provided with façade/rehab assistance
  - No. of jobs created or retained
  - No. of LMI persons or households assisted
  - Slum/blight demolition
  - No. of persons with new/improved access to public facilities/improvements
  - Amount of money leveraged

# Optional Outcome Indicators

---



- There will also be optional outcome indicators that grantees may use to further track results in these geographic areas, including:
  - Changes in crime rate
  - Changes in property values
  - Changes in numbers of housing code violations
  - Changes in business occupancy, homeownership or employment rates
  - Others that the grantee selects

# Practice Exercise



- For each scenario answer the following questions:
  - What is the most appropriate PM objective for this project?
  - What is the most appropriate outcome?
  - List the PM indicator data that will need to be collected
  - What, if any, collection tools/forms will be used to collect the indicator data?
  - When should this PM data be entered into IDIS given the timing of the project?
  - Is there any additional local performance measurement data that would be helpful to collect?

# Practice Exercise

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## ■ Scenario #1:

- CDBG funding for the water and sewer leading to a new industrial park
- Eligible activity is economic development (public ED activity to assist business)
- National objective is LMI job creation
- Project will be funded in 2006. Businesses will move into the park between 2007 and 2008 and jobs will be created between 2007 and 2009
- Businesses in the park will be light manufacturing

# Practice Exercise

---



## ■ Scenario #2:

- CDBG funding to a for-profit business to build a grocery store located in a low income neighborhood
- Eligible activity is special economic development
- National objective is LMI Area
- Project will be funded in 2006 and construction will be complete in 2007
- Project will also include SBA and state ED money

# Practice Exercise

---



## ■ Scenario #3:

- CDBG funding for a housing counseling program run through a nonprofit subrecipient
- Eligible activity is public service
- National objective is LMI Limited Clientele
- Nonprofit will be first funded in 2006 and the counseling will continue for at least two years on this grant. The nonprofit estimates that it will counsel 10 households per month

# Practice Exercise

---



## ■ Scenario #4:

- CDBG funding for rehabilitating a dilapidated building into a community center
- Located in a distressed neighborhood that is a NRSA
- Eligible activity is public facility
- National objective is Slum/Blight area
- Center will be up and running by the end of 2006
- Center will receive operating assistance from state and HHS funds

# Implementing ED/CD Measures



## ■ Challenges:

- Need to collect new job and business data items – some businesses may resist
- Need to collect data over time:
  - Many ED activities
  - Most public services
  - Some facilities
- Often these projects are managed through subrecipients
  - Need to ensure accountability and completeness

# Implementing ED/CD Measures

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## ■ Next steps when get home:

- Determine if data collection forms need to be edited or created
- Update data collection/review policies and procedures
- Edit the subrecipient/state recipient grant agreement as needed

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# **Homeless Housing and Support Activities**

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# Session Overview

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- **This session will cover homeless housing and support activities:**
  - Types of activities undertaken
  - Selecting objectives & outcomes
  - Indicators
  - Data collection & reporting

# Homeless Assistance & the CPD Programs

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## ■ Emergency Shelter Grants

- One of four HUD homeless assistance programs, but the only homeless program that is formula-funded.
- Other homeless programs are the Supportive Housing Program (SHP), Shelter Plus Care (S+C), & the Single Room Occupancy Mod Rehab (SRO) program.
  - Funded competitively through the Continuum of Care process.
- Four programs collectively referred to as the McKinney-Vento programs.

# CPD Programs & HUD Homeless Assistance

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- **HOME & CDBG - Flexibility of these programs allows communities to:**
  - Supplement the housing and services provided through McKinney-Vento programs.
  - Address service gaps in their community.
    - For example: Households in doubled-up or overcrowded situations do not meet HUD's definition of homeless and therefore cannot be served under the McKinney-Vento programs.

# CPD Programs & HUD Homeless Assistance

---



- **HOPWA: Only Federal program that is specifically designed to provide housing assistance to low-income persons with HIV/AIDS.**
  - Significant overlap between homeless population and low-income persons with HIV/AIDS.
  - Program can be used to target homeless persons with HIV/AIDS, but homelessness is not a requirement for assistance.
  - HOPWA-funded activities discussed in separate break-out session.

# What is a Continuum of Care (CoC)?

---



- Comprehensive public-private coalition composed of homeless assistance funders, service providers, and other stakeholders.
- Entity to which HUD has given the responsibility and authority to:
  - Create comprehensive, 3 to 5 Year Plans for reducing homelessness within the community.\*\*
  - Submit an annual application for HUD McKinney-Vento competitive grant funds.
- Each CoC can identify its own “geography.”

# What is a Continuum of Care (CoC)?

---



- HUD has identified five fundamental components of a comprehensive CoC system:
  - Homeless prevention
  - Outreach, intake, & assessment
  - Emergency shelter
  - Transitional housing
  - Permanent housing/permanent supportive housing

# CPD Performance Measurement Framework

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## ■ Objectives

- Suitable Living Environment
- Decent Housing
- Creating Economic Opportunities

## ■ Outcomes

- Availability/Accessibility
- Affordability
- Sustainability

# Types of Homeless Assistance

---



- **Homeless Prevention (ESG, CDBG, HOPWA)**
  - Emergency financial assistance (e.g., rental assistance to prevent eviction, utility assistance)
  - Homeless prevention services (e.g., landlord/tenant mediation, legal services)
  
- **Emergency/Transitional Shelter (ESG, CDBG, HOPWA)**
  - Under ESG, emergency shelter includes facility-based shelter, hotel/motel vouchers, transitional shelter/housing, drop-in centers, and street outreach.
  - Under CDBG, emergency shelter and transitional housing are eligible as public facilities.

# Types of Homeless Assistance

---



## ■ Permanent Housing (HOME, CDBG, HOPWA)

- The most common types of “homeless” housing activities include:
  - Rental unit construction
  - Rental unit acquisition and rehabilitation
  - TBRA

## ■ Essential Services (ESG, CDBG, HOPWA)

- Examples include case management, housing search assistance, substance abuse treatment, job placement, nutrition assistance, etc.

# Choosing an Objective & Outcome



Outcomes →	Availability/Accessibility	Affordability	Sustainability
Objectives ↓			
<b>Suitable Living Environment</b>	<ul style="list-style-type: none"> <li>- Emergency shelter</li> <li>- Transitional housing program</li> <li>- Essential services</li> </ul>		
<b>Decent Housing</b>	<ul style="list-style-type: none"> <li>- Construction or rehabilitation of units earmarked for persons with serious mental illness.</li> </ul>	<ul style="list-style-type: none"> <li>- Homeless prevention</li> <li>- Rental rehabilitation</li> <li>- TBRA</li> </ul>	
<b>Creating Economic Opportunities</b>			

# ESG Reporting - Key Changes

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- Under IDIS 10.0, the ESG data elements are largely the same. However, grantees will be required to report actual counts instead of percentages and averages.
- Phase I of the re-engineered IDIS, due for release in fall 2006, will include some additional data elements for ESG.

# ESG-Funded Emergency Shelter

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- Grantees providing emergency shelter are required to report the total number of adults and children served.
  - Should be an actual unduplicated count, not an estimate or point-in-time count.

# ESG-Funded Emergency Shelter

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## ■ Grantees must also report:

- The number of households served by household type.
- The number of persons served by special need category.
- The number of persons served by facility type.
- The number of persons served by race and ethnicity.

# ESG-Funded Homeless Prevention

---



- Grantees providing homeless prevention services must report:
  - The total number of adults and children served on an annual basis (reported under Non-Residential Services)
  - The number of persons served by race and ethnicity.

# ESG-Funded Essential Services

---



- Grantees providing essential services to homeless persons not residing in a shelter are required to report:

- The total number of adults and children served on an annual basis (reported under Non-Residential Services)
- The number of persons served by race and ethnicity.

# CDBG-Funded Shelter



- Under CDBG, emergency shelter is considered a public facility.
- Grantees using funds for shelter development must report:
  - The number of beds created.
  - The number of persons assisted, broken down by:
    - Number of persons with new access.
    - Number of persons with improved access.
    - Number of persons served by a facility that is no longer substandard.

# CDBG-Funded Public Services

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- Under CDBG, emergency shelter operations is reported as a public service.
- CDBG-funded supportive services are reported under public services. Examples:
  - Case Management
  - Job Training and Placement
  - Transportation
  - Childcare
- Homeless prevention activities are also reported as a public service.

# CDBG-Funded Public Services

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- **Grantees providing public services must report the total number of persons assisted, broken down by:**
  - Number of persons who have new access to the service or benefit.
  - Number of persons who have improved access to the service or benefit.
  - Number of persons that receive a service or benefit that is no longer substandard.

# CDBG-Funded Prevention

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- With regard to CDBG-funded homeless prevention activities, grantees must also report the number of persons assisted for the year, broken down by:
  - The number receiving emergency financial assistance; and
  - The number receiving emergency legal assistance.

# Reporting on Homeless Housing Activities

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- Permanent housing activities for homeless persons are eligible for HOME and CDBG funding.
- Reporting on these activities are not covered in this breakout session because they are covered in the separate “Housing Activities” breakout session.

# Data Collection Considerations

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- **Data collection challenging because of high volume and daily turnover.**
- **Key data collection tool = HMIS**
  - How many of your recipients participate in their local HMIS?

# Homeless Management Information System

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## ■ Homeless Management Information System (HMIS)

- HUD has required all CoCs to implement an HMIS, though they have not yet established a deadline for participation.

## ■ HMIS is a tool to collect client level data.

- Can be used to measure outcomes for a single provider or across an entire CoC.
- IDIS and HMIS data elements are consistent. This means HMIS data can be aggregated for program-level reporting in IDIS, CAPERs, and APRs.

# HMIS & IDIS – What's the connection?

---



- **HMIS data can help communities understand trends and patterns.**
  - For example, if a program reports that 60 percent of its clients exit to permanent housing, are there common characteristics among the 40 that do NOT achieve the goal?
  - If so, how can the program be modified to better serve this 40 percent?
- **This information is essential to making strategic decisions about how to best use resources.**

# HMIS & IDIS – What's the connection?

---



- **In contrast to HMIS, IDIS is a program-level reporting system.**
  - IDIS not designed to capture client-level outcomes.
  - It is designed to provide HUD with aggregate national performance data, which allows HUD to report to Congress on program accomplishments.

# Recipient Data Collection Methods

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- **Critical to incorporate data collection into daily work processes.**
- **Methods for collecting data**
  - Case manager client intake
  - Sign-in sheet
  - Scan card systems
  - Other?

# Recipient Reporting

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- Agreements & contracts with recipients should specify what data must be reported to the grantee and when.
- May want to have recipients report on monthly or quarterly basis for monitoring purposes.
- BUT – recipients must also provide a year-end report that provides an unduplicated count.

# Measuring Outcomes Beyond the IDIS Framework

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- New IDIS framework helps HUD document what has been produced with its programs (# of units constructed, # of households served, etc.)
- However, these outputs do not describe whether local programs are meeting their goals
  - Clients lives improved?
  - Social and economic problems alleviated?

# HUD National Measures

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## ■ HUD national performance measures for competitive programs:

- Percentage of clients exiting from transitional housing into permanent housing.
- Percent of residents of permanent supportive housing who stay in that housing facility for at least 6 months.
- Percentage of clients with earned income at program exit.

# Establishing Local Outcome Measures

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- Goals & measures should be developed in coordination with CoC system.
- System-level goals and measures vs. provider-level goals and measures.
- Balancing immediate needs versus long-term goals.
  - Getting people off the street today versus the goal of ending homelessness in the future.

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# **HOPWA Activities**

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# Session Overview

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- **This session will cover HOPWA housing and support activities:**
  - Types of activities undertaken
  - Selecting objectives & outcomes
  - Indicators
  - Data collection & reporting

# HOPWA



- Only Federal program that is specifically designed to provide housing assistance to low-income persons with HIV/AIDS
- 90% of HOPWA funds allocated by formula
- 10% awarded as competitive grants

# HOPWA Performance Measurement

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- **2003 PART assessment revealed that HOPWA needed to:**
  - Develop long term program goals.
  - Better track client outcomes.
  - Provide better oversight on expenditures.

# HOPWA Performance Measurement

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- In response to PART review, Office of HIV/AIDS Housing implemented key changes to HOPWA reporting.
- Identified three national performance measures:
  - HOPWA-assisted households will establish or better maintain a stable living environment.
  - HOPWA-assisted households will have improved access to care and support.
  - HOPWA-assisted households will have a reduced risk of homelessness.

# HOPWA Performance Measurement

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- **Revised key program reporting forms:**
  - The Annual Performance Report (Form HUD 40110-C).
  - The Competitive Projects Logic Model (Form HUD-96010).
  - The Consolidated Annual Performance and Evaluation Report (Form HUD 40110-D).
  
- **Revisions focus on collecting data for new outcome measures and additional information on expenditures and leveraging.**

# HOPWA Performance Measurement

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- Changes complement the Department's initiative to develop CPD Performance Measurement System.
  - Data elements related to HOPWA client outcomes have been incorporated into IDIS.
  - New IDIS screens are live - grantees can begin reporting client outcome data immediately.
  - In Fall 2006, Phase I of the re-engineered IDIS will be released and grantees will be required to enter performance data.

# CPD Performance Measurement Framework

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## ■ Objectives

- Suitable Living Environment
- Decent Housing
- Creating Economic Opportunities

## ■ Outcomes

- Availability/Accessibility
- Affordability
- Sustainability

# Types of Activities Funded with HOPWA

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- Facility Based Housing Development
- Facility Based Housing Operations
- Facility Based Non-Housing
- Tenant-Based Rental Assistance (TBRA)
- Short-Term Rent, Mortgage, and Utility (STRMU) Assistance
- Housing Information Services
- Resource Identification/TA
- Supportive Services
- Permanent Housing Placement

# Choosing an Objective & Outcome



Outcomes →	Availability/Accessibility	Affordability	Sustainability
Objectives ↓			
Suitable Living Environment			
Decent Housing		<ul style="list-style-type: none"> <li>- TBRA</li> <li>- STRMU</li> <li>- Facility based housing development and operations</li> <li>- Permanent Housing Placement</li> </ul>	
Creating Economic Opportunities			

# Changes to HOPWA Screens Under IDIS Version 10.0

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## ■ Previously five HOPWA completion paths:

- Facility-Based Housing
- Facility-Based Non-Housing
- Scattered-Site Housing
- Housing Information/Resource Identification/Administration
- Supportive Services

# Changes to HOPWA Screens Under IDIS Version 10.0

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- Under IDIS Version 10.0, the five reporting categories have been expanded to ten.
  - Facility-Based Housing has been separated into Facility-Based Housing *Operations* and Facility-Based Housing *Development*.
  - Separate categories have been created for TBRA and STRMU.
  - Separate activities were created for Housing Information and Resource Identification.
  - Permanent Housing Placement was separated from Supportive Services.

# Facility Based Housing Development

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- Facility type
- Number of units by type of unit
- Date of closing or lease execution
- Date construction or rehabilitation began
- Date construction or rehabilitation completed
- Date first operations staff was hired
- Date residents began to occupy the facility

# Facility Based Housing Development – cont'd.

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- Site expenditures
- The number of units that meet Energy Star Standards.
- The number of units meeting Section 504 accessibility standards.
- The number of units designated for homeless persons and families.
  - Of this number, the number specifically designated for the chronically homeless.

# Facility-Based Housing Operations



- Facility type
- Number of units by type of unit
- Site expenditures
- Total facility-based assistance operations expenditures.
- Number of households receiving facility-based housing assistance, including:
  - The number of previously homeless households; and
  - Of the number of previously homeless, the number of chronically homeless households.

# Facility-Based Housing Operations – Cont'd.

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- Number of persons receiving facility-based housing assistance, broken down by:
  - The number of persons with HIV/AIDS; and
  - The number of other family members.
- Number of persons receiving assistance by age, gender, race, and ethnicity.
- Number of households receiving assistance by income category.
- Prior living situation of households.
- Number of households exiting the program, by destination or life event.

# Defining Homelessness

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- HUD defines a homeless person as “someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD’s homelessness assistance.”
  - Does not include doubled-up or overcrowded housing situations.

# Defining Chronic Homelessness

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- HUD defines a chronically homeless person as:
  - An unaccompanied homeless individual
  - With a disabling condition
  - Who has been either:
    - Continuously homeless for a year or more, OR
    - Has had at least four episodes of homelessness in the past three years.

# “Disabling Condition”



## ■ A disabling condition...

- Is 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 activities).
- Limits an individual’s ability to work or perform one or more activities of daily living.

# Facility-Based Non-Housing

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- Date of closing or lease execution.
- Date construction or rehabilitation began.
- Date construction or rehabilitation completed.
- Date first operations staff was hired.
- Date supportive services were first offered.

# TBRA



- **Number of households receiving TBRA, including:**
  - The number of previously homeless households; and
  - Of the this number, the number of chronically homeless households.
- **Number of persons receiving TBRA, broken down by:**
  - The number of persons with HIV/AIDS; and
  - The number of other family members.
- **Number of persons receiving assistance by age, gender, race, and ethnicity.**
- **Number of households receiving assistance by income category.**
- **Prior living situation of household.**
- **Number of households exiting the program, by destination or life event.**

# STRMU



- **Total number of households receiving STRMU assistance, broken down by:**
  - The number that received mortgage assistance.
  - The number that received assistance in the prior reporting year; and
  - The number that received assistance in the prior two reporting years.
  
- **Total number of persons receiving STRMU assistance, broken down by:**
  - The number of persons with HIV/AIDS; and
  - The number of other family members.

# STRMU – Cont'd.



- Number of persons receiving assistance by gender, age, race, and ethnicity.
- Number of households receiving HOPWA assistance by income category.
- Prior living situation of household.
- Number of households exiting the program, by destination or life event.
- Total STRMU expenditures.

# Supportive Services



- **The number of persons receiving support services in coordination with housing assistance, broken down by:**
  - The number of persons with HIV/AIDS; and
  - The number of other family members.
- **The number of persons receiving supportive services only, broken down by:**
  - The number of persons with HIV/AIDS; and
  - The number of other family members.
- **The amount expended on each service activity.**
- **The number of persons placed in jobs through supportive service expenditures (e.g., case management, employment assistance).**

# Permanent Housing Placement

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- Total number of households receiving housing placement assistance.
- Total housing placement expenditures.

# Housing Information Services

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- Number of households receiving housing information services.
- Total expenditures.

# Resource Identification



- Amount Expended

# Interaction Between HOPWA and Homeless Reporting

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- Significant overlap between homeless population and low-income persons with HIV/AIDS.
- Important for HOPWA providers to actively participate in Continuum of Care (CoC) planning process.

# What is a Continuum of Care (CoC)?

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- Comprehensive public-private coalition composed of homeless assistance funders, service providers, and other stakeholders.
- Entity to which HUD has given the responsibility and authority to:
  - Create comprehensive plans for reducing homelessness within the community.\*\*
  - Submit an annual application for HUD McKinney-Vento competitive grant funds.

# What is a Continuum of Care (CoC)?

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- HUD has identified five fundamental components of a comprehensive CoC system:
  - Homeless prevention strategies and services;
  - Outreach, intake, and assessment;
  - Emergency shelter;
  - Transitional housing; and
  - Permanent housing/permanent supportive housing.

# Interaction Between HOPWA and Homeless Reporting

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- HOPWA providers targeting homeless persons with HIV/AIDS are required to participate in HMIS
- HMIS is an electronic data collection tool that facilitates the collection of information on homeless individuals and families using homeless assistance services.
  - The data will provide greater understanding of the number, location, characteristics, and needs of homeless persons.

# Benefits of HMIS Participation

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- Reduce the amount of data entry by linking systems.
- Better understand the characteristics of the population served (and therefore develop more appropriate/effective programs).
- Create easier access for clients by decreasing the number of times information must be provided.
- Prevent duplication of services.
- Easier access to data for reporting purposes.

# HMIS and IDIS – What's the connection?

---



- HMIS is a tool to collect client level data.
- HMIS data can help communities understand trends and patterns. This information is essential to making strategic decisions about programming and resource allocation.
- HMIS data can be used to measure outcomes for a single provider or across an entire CoC.
- HMIS data can be aggregated for program-level reporting in IDIS, CAPERs, and APRs.

# HMIS and IDIS – What's the connection?

---



- **In contrast to HMIS, IDIS is a program-level reporting system.**
  - IDIS not designed to capture client-level outcomes.
  - It is designed to provide HUD with aggregate national performance data, which allows HUD to report to Congress on program accomplishments.

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# State Programs

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# Welcome



## ■ Introductions:

- Facilitator: COSCDA staff & Monte Franke
- States from the Working Group
- Participants

## ■ Agenda

- Getting organized
- Integrating PM into ConPlan/other State activities
- Working with local recipients
- Setting up data collection & reporting
- Other challenges/topics?

# Unique Issues for States

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- **State-level policy objectives**
  - Beyond the ConPlan
- **Use of “local recipients” to administer activities**
- **Less control over projects selected**
- **Lack of proximity to projects & the need to collect data**
  - Need to involve lots of people in data collection

# Getting Organized



## ■ Challenges:

- Multiple agencies administering ConPlan
- State as grantor agency; local recipients
- Governor's Office & state-level policies & initiatives

## ■ Suggestions:

- Briefing the stakeholders
- Link to state policy agency/staff
- Set up working group (State policy agency, ConPlan line agencies)

# Integrating PM

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- **Linking to other State initiatives**
  - Budgeting, planning, other admin processes?
  
- **Intent: focus, not change, programs**
  - Method of distribution of funds
  - Application materials
  - Activity selection criteria
  - Review & selection procedures
  - Recipient agreements
  - Reporting requirements
  - Monitoring & performance feedback

# Integrating PM, cont.

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- **How & when objectives/ outcomes/ measures determined**
  - State, line agencies, local recipients?
  - Application or pre-contract stage?
- **Outcomes basis for monitoring/future awards**

# Working w/ Local Recipients

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## ■ Involve them in the design process

- Use ConPlan consultation to get PM input
- Discuss at industry meetings
- Create user group for reporting formats

## ■ Help them make the transition

- Integrate PM through entire process for consistency
- Offer “safe harbor” or default outcomes for activities

# Working w/ Local Recipients

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## ■ Build in data collection into existing pre-contract activities

- Applications, report forms, etc.
- Avoid unnecessary data collection from unfunded applicants

## ■ Make the data useful

- Use data to show performance & status
- Make the system provide them information they can use

# Setting up Data Collection

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## ■ Two principles:

- Efficiency: processes for the collection and recording of performance data
- Familiarity: use existing reporting process/forms

## ■ Collect data at time of application:

- More incentive to cooperate
- Avoid large data effort if:
  - Highly competitive & unsuccessful applicants
  - Data not needed for selection

# Data Collection, cont.

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- Data collection during implementation
- Sample forms available from COSCDA
- Follow-up: system for tracking down "occupancy" data on completion
  - Final draw or other closeout procedure
- Reporting & Uses:
  - CAPER
  - Report to Governor/Legislature
  - Performance feedback
  - Strategic programming & allocations

# Next Steps

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- **Get organized & brief key policymakers**
- **Outreach to local recipients**
- **Update program manuals & reporting forms**
- **Conduct training in new requirements**
- **Link to next ConPlan cycle**
- **Add PM to orientation/kickoff meetings**

# Final Discussion

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## ■ What support & materials should COSCDA provide?

- Sample forms & procedures?
- Local recipient training materials?
- Facilitate peer interaction?
- Other?

## ■ Follow-up questions: please contact:

- COSCDA: Linda Thompson,  
[lthompson@coscda.org](mailto:lthompson@coscda.org)
- Monte Franke: [MLFranke@aol.com](mailto:MLFranke@aol.com)

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**IDIS**

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# Chapter Overview

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- Performance Measures in IDIS
- Program Sections
  - HOME / ADDI
  - CDBG
  - ESG
  - HOPWA
- Goal: Identify necessary changes to data collection forms, reports, etc.

# Performance Measures in IDIS

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## ■ Timeframe for Implementation

- Updates are presently in the system
- Activities without “Complete” status by October 1, 2006
- Includes activities that are “Budgeted” or “Underway”

## ■ Data Entry

- Incorporate into current data entry
- Enter data at two different times:  
beginning of year and end of program year

# Performance Measures in IDIS

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## ■ Activities Not Covered in Performance Measurement System

- Administration
- Planning
- Administration of rehabilitation program
- CHDO operating grants
- CHDO capacity grants
- Section 108 Loan Repayment

## ■ All Other Activities Covered in System

# Performance Measures in IDIS

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- **New and Revised IDIS Screens**
- **Changes at IDIS Activity Level**
  - Common Path
  - Program-Specific Screens
- **New Reports**
  - Coming soon

# Performance Measures in IDIS

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## ■ Objectives and Outcomes

- Determine for each activity for Action Plan
- Indicate for each activity in IDIS at setup
- IDIS will only allow you to choose one of each type
- If valid secondary performance measure, report in narrative

## ■ Indicators

- Report in IDIS/CAPER/PER
- System will choose specific indicators based on type of activity

# Data Entry

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## ■ Data Needed at Setup

- Objective
- Outcome
- Special characteristics

## ■ Data Needed at Completion

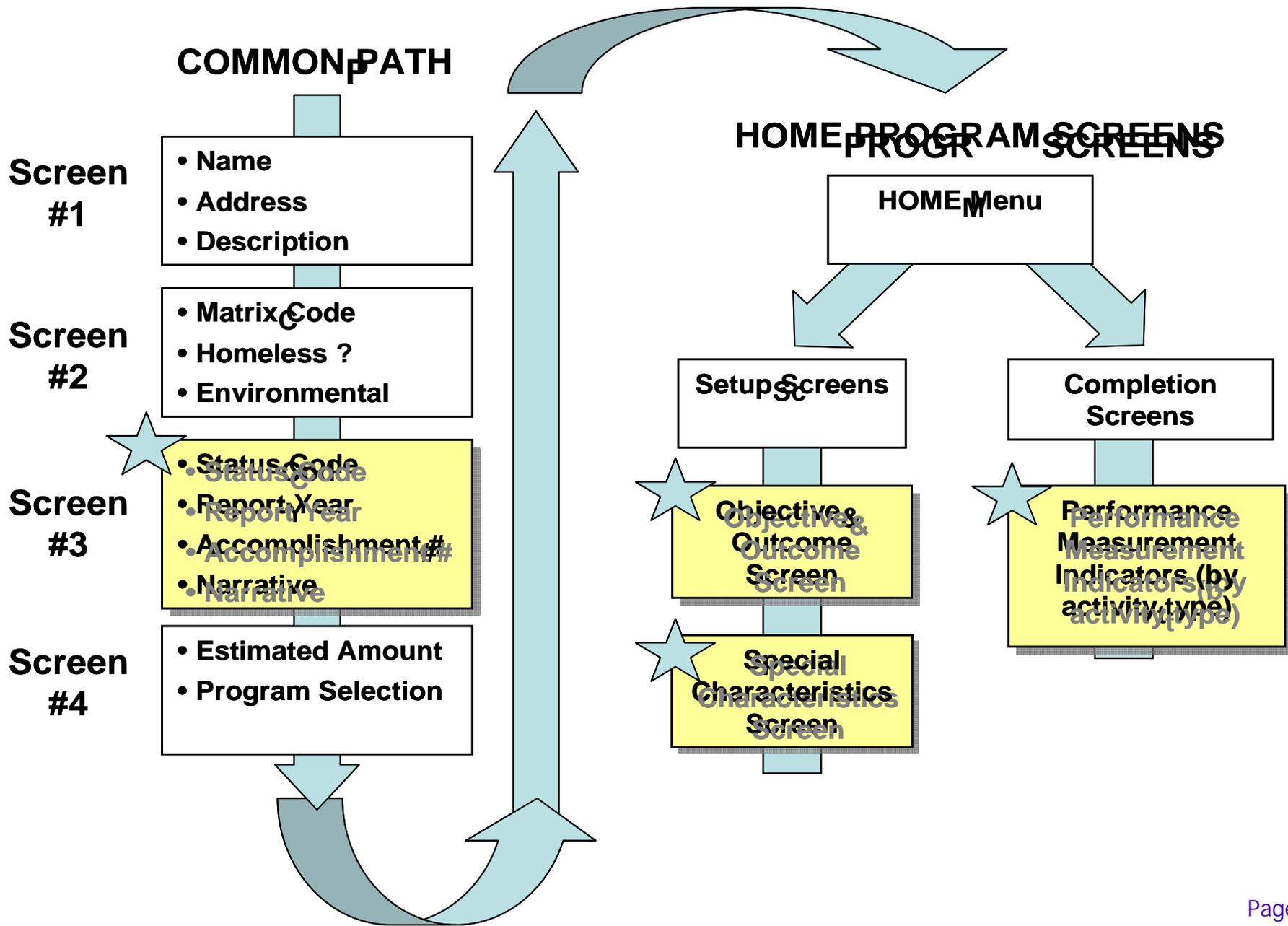
- System-generated indicators
- Remember to update activity status to complete!

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# HOME / ADDI Program Screens

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# HOME Activity Screens



# HOME Program Screens

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- **Common Path**
- **HOME Program Screens: Setup**
  - Objective and Outcome Screen
  - Special Characteristics Screen
- **HOME Program Screens: Completion**
  - Rental Units & Period of Affordability (2 Screens)
  - Homebuyer Units & Beneficiary (2 Screens)
  - Homeowner Rehab
  - TBRA: Homeless Information

# Objective and Outcome

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- **New Screen**
- **Select Objective and Outcome**
  - Homeowner Rehabilitation and TBRA: first set up screen
  - Homebuyer and Rental: second screen after CHDO data collected
- **If Blank, #2 is Selected**
  - Objective: Provide Decent Affordable Housing
  - Outcome: Affordability

# Setup: Objective and Outcome (HM01-A)



ACTIVITY SETUP: OBJECTIVE AND OUTCOME		HM01-A	
Grantee Activity ID		IDIS Activity ID	539
Activity Name	STONEGATE APARTMENTS		
OBJECTIVE	-		
	1	Create suitable living environments	
	2	Provide decent affordable housing	
	3	Create economic opportunities	
OUTCOME	-		
	1	Availability/accessibility	
	2	Affordability	
	3	Sustainability	

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

# Special Characteristics



- **New Screen**
- **Activity Location: Yes or No**
  - CDBG target area: NRSA
  - Local target area: Non-CDBG
  - Disaster area
  - Historic preservation
  - Brownfield redevelopment
  - Conversion
  - Colonia: border community (only appears in AZ, CA, TX, or NM)
- **If Blank, No is Selected**
- **Faith-Based Organization**

# Setup: Special Characteristics (HM01-B)



```
SET UP ACTIVITY: SPECIAL CHARACTERISTICS                HM01-B
Grantee Activity ID                                     IDIS Activity ID   539
Activity Name     STONEGATE APARTMENTS

ACTIVITY          Type 'Y' next to any that apply:
LOCATION
_ CDBG strategy area
_ Local target area
_ Presidentially declared major disaster area
_ Historic preservation area
_ Brownfield redevelopment area
_ Conversion from non-residential to residential use
_ Colonia

FAITH-BASED      Will this activity be carried out by a faith-based
ORGANIZATION     organization (Y/N)? _

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

# Rental Units



- **New Screen after First Rental (HR03)**
- **Designed for Targeted Rental Housing**
  - Energy Star standards
  - Section 504 accessibility
  - HIV/AIDS and chronically homeless
  - Homeless and chronically homeless
- **Indicate Total Units and HOME Units**
  - Total will equal or exceed HOME units
- **If Blank, 0**

# Completion: Rental Units (HR03-A)



```

COMPLETE RENTAL ACTIVITY: UNITS                                HR03-A
COMPLETE RENTAL ACTIVITY: UNITS                                HR03-A

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

COMPLETED UNITS      Total    10    HOME-Assisted    10
COMPLETED UNITS      Total    10    HOME-Assisted    10

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

Meeting Energy Star standards:  ___    ___
Meeting Energy Star standards:  ___    ___

Section 504 accessible:        ___    ___
Section 504 accessible:        ___    ___

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

Designated for the homeless:        ___    ___
Designated for the homeless:        ___    ___
Of those, the number for the chronically 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
F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE
    
```

# Rental Period of Affordability

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- **New Screen after Complete Rental Activity: Units**
- **Affordability Period: Optional Field**
  - Indicate if longer than regulations
- **If New Construction in Activity Set Up, 20 Years Must be Entered**
- **If Blank, HUD assumes the minimum per the regulations**

# Completion: Rental Period of Affordability (HR03-B)



```
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
```

# Homebuyer Units



- **New Screen after First Homebuyer (HB03)**
- **Required for both Construction and Direct Assistance**
- **Designate Special Homebuyer Units**
  - Energy Star standards
  - Section 504 accessibility
- **Affordability Period: Optional Field**
  - Indicate if longer than regulations
- **Indicate Total Units and HOME Units**
  - Total will equal or exceed HOME units
- **If Blank, 0**

# Completion: Homebuyer Units (HB03-A)



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

# Homebuyer Beneficiary Data

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- Existing Screen
- Required for both Construction and Direct Assistance
- New Field: Coming from Subsidized Housing
  - (ADDI requirement to conduct outreach)

# Completion: Homebuyer Beneficiary Data (HB-07)



```

COMPLETE HOMEBUYER ACTIVITY: BENEFICIARIES                                HB07

Grantee Activity ID                                     I DIS Activity ID       539
Activity Name          PA: JOE SMITH
Activity Address       D 123 MAIN STREET ANYTOWN IL 60490

      # of      Occu-      -----HOUSEHOLD-----
Unit#   drms   p   ant   %Med  Hisp?  Race  Size  Type
----- B   _   _   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  F 7=PREV  F8=NEXT  F9=SAVE
    
```

# Homeowner Rehab



- **New Screen after Complete Homeowner Rehab Activity: Units**
- **Designate Special Homeowner Rehabilitation Units**
  - Energy Star standards
  - Accessibility
- **Indicate Total Units and HOME Units**
  - Total will equal or exceed HOME units
- **If Blank, 0**

# Completion: Homeowner Rehab (H003-A)



COMPLETE HOMEOWNER REHAB ACTIVITY: UNITS				H003-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				

# TBRA Homeless Data

---



- **New Screen after TBRA Screen**
- **Designed for TBRA Program that Targets Homeless Persons**
  - Homeless
  - Chronically homeless
- **Cannot be greater than number of tenants reported on TBRA Screen**
- **Indicate if Faith Based Organization Involved: Yes or No**

# Setup: TBRA Homeless Data (TBRA-2)



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)? _			

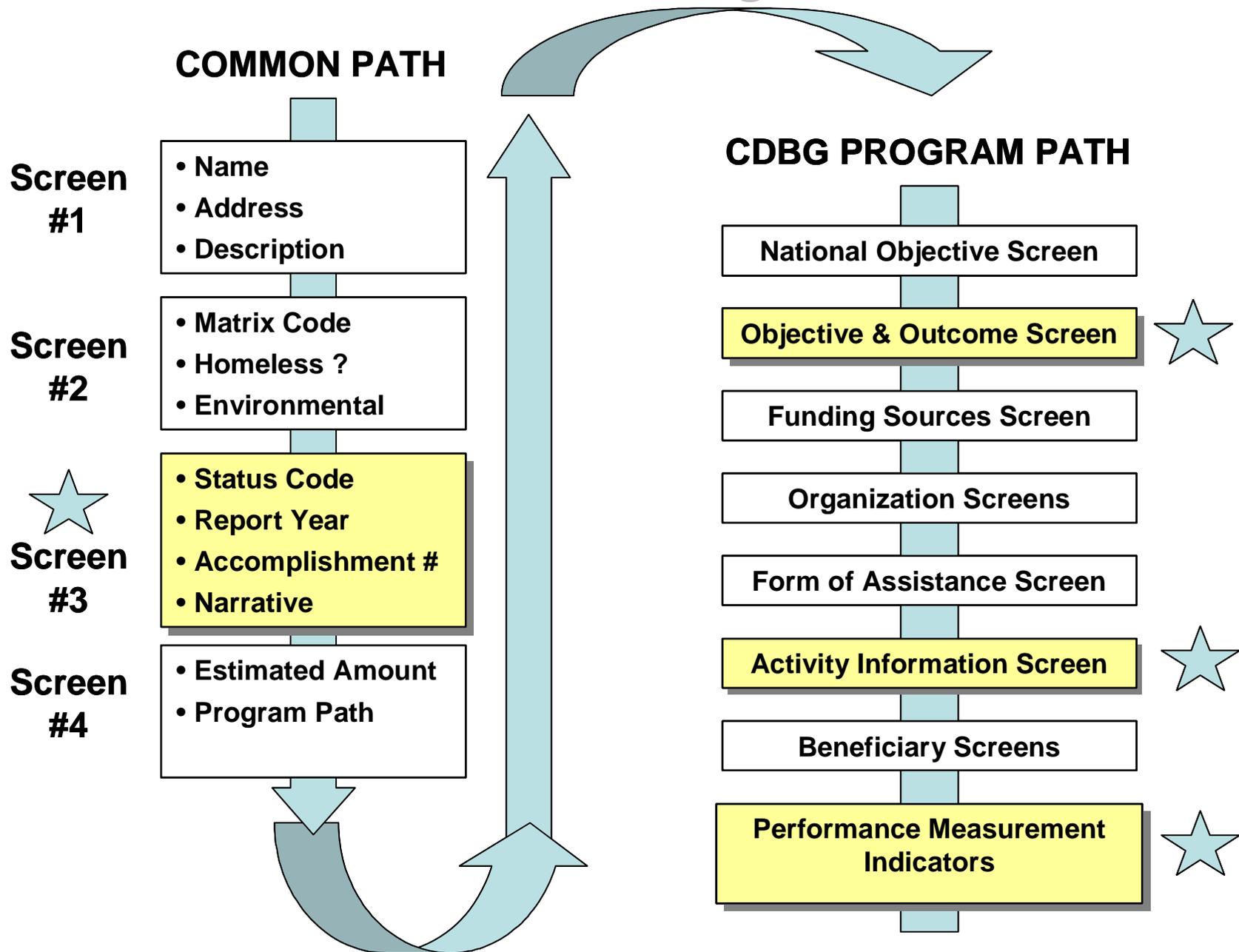
F1=HELP   F3=VALDT   F4=MAIN MENU   F5=PROJ INFO   F7=PREV   F8=NEXT   F9=SAVE

---

# **CDBG Program Screens**

---

# CDBG Activity Path



# CDBG Program Screens

---



- **Accomplishments by Program Year**
- **Common Path**
  - Continue to Use Guidance on Accomplishment Types
- **CDBG Program Path**
  - Objective and Outcome Screen
  - Activity Information Screen
  - Performance Measurement Indicators

# CDBG Screens

---



- Common Screens
- Public Service / Facility Screens
- Low Mod Housing Screens
- Economic Development Screens

# CDBG Common Screens

---



- Objective and Outcome
- CDBG Activity Information (CDBG06)
- Optional
  - Local Target Area (CDBG-H12)
  - CDFI Area (CDBG-H2)
  - NRSA Strategy Area (CDBG-H4)
  - CRSA Strategy Area (MU-14)

# Objective and Outcome

---



- New Screen after CDBG National Objectives (CDBG01)
- Select Objective and Outcome
- Indicate 1,2, or 3 for each
- Required Fields

# Objective and Outcome



05/03/06 13:23	OBJECTIVE AND OUTCOME	CDBG
Grantee Activity ID		IDIS Activity ID 538
Activity Name	BOYS & GIRLS CLUB	Natl/Obj LMC
Objective	-	
	1	Create suitable living environments
	2	Provide decent affordable housing
	3	Create economic opportunities
Outcome	-	
	1	Availability/accessibility
	2	Affordability
	3	Sustainability
F1=HELP	F3=VALDT	F4=MAIN MENU
F5=PROJ INFO	F7=PREV	F8=NEXT
F9=SAVE		

# CDBG Activity Information

---



- Existing Screen after Form of Assistance (CDBG05)
- Select Applicable Areas:
  - Historic preservation area
  - Disaster area
  - Brownfield activity
  - Colonia
  - Strategy, CDFI, or Local target area
- Rental housing: Yes or No

# CDBG Activity Information (CDBG06)



```

05/03/06  14:12                CDBG ACTIVITY INFORMATION                CDBG06
Grantee Activity ID
Activity Name      BOYS & GIRLS CLUB                IDIS Activity ID 538
                                                Natl/Obj SBS
Enter "X" by all that apply:
  One-for-One Replacement:  _                Special Assessment:  _
    Displacement:          _                Revolving Fund:    _
    Float Funded:         _                Favored Activity:  _
    Colonia:              _                Brownfield Activity: _
Historic preservation area:  _  Presidentially Declared Disaster Area:  _

For Float Funded activities, indicate the following:
Funds to be Received:  _ / _ / ____  Float Principal Balance:  _____

For Brownfield activities, indicate the # of acres remediated:  _____

Activity includes Multi-Unit Housing (2+ units/structure) (Y/N):  N
Activity involves Rental Housing (Y/N):  N

Indicate if activity is located in a Strategy, CDFI, or
Local Target Area (S/C/L):  L                Specify Area Identifier:  01

Presumed Benefit? (Y/N):  N                Nature/Location? (Y/N):  N

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

# Local Target Areas, CDFIs, and NRSAs

---



- **New Help Screens**
- **Indicate Type of Strategy Area**
  - Comprehensive
  - Commercial
  - Housing
  - Other
- **Brief Information Collected on Type of Area**
  - Local/CDFI: Name of area
  - CDFI: % low and moderate
  - NRSA: HUD approval date
  - CRSA: no HUD approval date

# Help Screen: Local Target Areas (CDBG-H12)



```
05/03/06 13:30                LOCAL TARGET AREAS                CDBG-H12

Local Target Area Name:

_____

Place an "X" to indicate general type of revitalization effort:
    Comprehensive
    Commercial
    Housing
    Other      Specify:

F3=VALDT  F4=MAIN MENU  F7=PREV  F8=NEXT  F9=SAVE
```

# Help Screen: CDFI Areas (CDBG-H2)



05/03/06 14:38 CDFI AREAS CDBG-H2

CDFI NAME: \_\_\_\_\_

PERCENTAGE OF LOW/MOD IN CDFI AREA: \_\_\_\_\_ %

Place an "X" to indicate general type of revitalization effort:

- Comprehensive
- Commercial
- Housing
- Other Specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

# Help Screen: Strategy Areas (CDBG-H4)



05/03/06 14:37 STRATEGY AREAS CDBG-H4

STRATEGY NAME: \_\_\_\_\_

HUD APPROVAL DATE: \_\_ / \_\_ / \_\_\_\_

Place an "X" to indicate general type of revitalization effort:

- Comprehensive
- Commercial
- Housing
- Other Specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

# Public Service / Facility Screens

---



- Public Services/Public Facilities and Improvements (CDBG17)
- Homeless Prevention (CDBG31)

# Public Services/Public Facilities and Improvements

---



## ■ New Screen

- After specific activities depending upon type of CDBG grantee

## ■ Indicate Number Assisted

- New access
- Improved access
- No longer substandard

## ■ Indicate Number of Beds

- Required for homeless facilities and operating costs of HIV/AIDS programs

## ■ Indicate Total Assisted

- Must equal total beneficiaries on direct benefit screens for that program year or the total LMA population, if applicable

# Public Services/Public Facilities and Improvements (CDBG17)



```

05/03/06 13:42 Public Services/Public Facilities and Improvements CDBG17
Grantee Activity ID IDIS Activity ID 538
Activity Name BOYS & GIRLS CLUB Natl/Obj LMC

Year to Insert: ____ : 0
Of the persons assisted, enter the number that:
Now have new access (continuing) to this service or benefit: _____
Now have improved access to this service or benefit: _____
Now receive a service or benefit that is no longer substandard: _____
Total: 0
Now have new access (continuing) to this type of public facility
or infrastructure improvement: _____
Now have improved access to this type of public facility or
infrastructure improvement: _____
That are served by public facility or infrastructure that is no
longer substandard: _____
Total: 0
# of beds created in overnight shelter or other emergency 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
    
```

# Homeless Prevention

---



- **New Screen after Outcome Units**
- **Indicate Number of Persons Assisted**
- **Triggered by IDIS Matrix Code**
  - Legal Services
  - Subsistence Payments
  - Security Deposits
- **“Help Prevent Homelessness” must equal Yes**

# Homeless Prevention (CDBG31)



05/10/06 13:32 ELESS PREVENTION CDBG31

HOM  
Grantee Activity ID IDIS Activity ID 540  
Activity Name T ACTIVITY Natl/Obj LMC  
TES

Total benefiting for program year 2005 : 40

Of the persons assisted, enter the number that:

Received emergency financial assistance to prevent homelessness: \_\_\_\_\_

Received emergency legal assistance to prevent homelessness: \_\_\_\_\_

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

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

# CDBG Low Mod Housing Screens

---



- Homeowner Rehab Units Screen
- Construction of Rental Units Screen (Parts 1 & 2)
- Rental Rehabilitation Screen (Parts 1 & 2)
- Direct Financial Assistance to Homebuyers
- Acquisition / New Construction of New Homeowners (Parts 1 & 2)
- Tenant-Based Rental Assistance

# Homeowner Rehab Units

---



- **New Screen at the End of CDBG Program Path**
- **Triggered by National Objective**
  - Low Mod Housing
  - Urgent Need
  - Slum & Blight
- **Triggered by IDIS Matrix Code**
  - Rehabilitation (e.g., single family, MF, administration, etc.)
  - Acquisition (e.g., real property or for rehab)
  - Energy efficiency
  - Lead based paint

# Homeowner Rehab Units (CDBG24)



```
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
```

# Construction of Rental Housing Units

---



## ■ New Screens after CDBG Beneficiary Screen (CDBG13)

### ■ Part 1

- Total affordable, 504 accessible, and Energy Star standard units
- Affordability period
- Project based rental assistance: Indicate number of units

### ■ Part 2

- Number of HIV/AIDS units and chronically homeless
- Number of permanent housing units and chronically homeless
- Number of homeless and chronically homeless

# Construction of Rental Units Part 1 (CDBG18)



```
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
```

# Construction of Rental Units Part 2 (CDBG19)



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

# Rehab of Rental Units



## ■ New Screens after CDBG Beneficiary Screen (CDBG13)

### ■ Part 1

- Total affordable, 504 accessible, and Energy Star standard units
- Affordability period
- Project based rental assistance: Indicate number of units
- Conversion (Unlike Construction)

### ■ Part 2

- Number of HIV/AIDS units and chronically homeless
- Number of permanent housing units and chronically homeless
- Number of homeless and chronically homeless

# Rehab of Rental Units Part 1 (CDBG20)



```
05/03/06  14:17  REHABILITATION OF RENTAL UNITS PART - 1

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:                                CDBG20

Affordable units: _____
Section 504 accessible units: _____
Brought from substandard to standard condition
(HQS or local code): _____
Number qualified as Energy Star: _____
Brought into compliance with lead safety rules (24 CFR Part 35): _____

Number of units created through conversion of non-residential
to residential buildings: _____

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
```

# Rehab of Rental Units Part 2 (CDBG21)



```

05/03/06  14:18  REHABILITATION OF RENTAL UNITS PART - 2
Grantee Activity ID                               IDIS Activity ID 538
Activity Name   HARGROVE APARTMENTS                Natl/Obj LMH

Total Affordable Units for program year 2005 : 1

Of the number of Affordable Units, the number:
Units occupied by elderly:                        CDBG21_____
Number of years of affordability:  __
Units subsidized with project-based rental assistance
    by another Federal, state or local Program:  _____

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

Permanent housing units 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
    
```

# Short Term Rental Assistance

---



- **New Screen after CDBG Beneficiary Income Levels—Households**
- **Indicate Number of Persons Assisted**
  - Short term assistance (not more than 3 months)
  - Previously homeless and chronically homeless

# Short Term Rental Assistance (CDBG30)



```
05/03/06 14:34CDBG30

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
```

# Direct Assistance to Homebuyers

---



- **New Screen after CDBG Beneficiary Screen (CDBG13)**
- **Indicate Number of Assisted First Time Homebuyers and Housing Counseling**
- **Indicate Number of Assisted that Received and Downpayment Assistance/Closing Costs**

# Direct Financial Assistance to Homebuyers (CDBG25)



```
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
```

# Acquisition / New Construction of Homeowner Units

---



- **New Screens after CDBG Beneficiary Screen (CDBG13)**
- **Part 1**
  - Total affordable
  - Affordability period
  - Number of Energy Star standard units
  - Number of Section 504 accessible
  - Number Living in Subsidized Housing
- **Part 2**
  - Number of units occupied by elderly
  - Number of HIV/AIDS units and chronically homeless
  - Number of homeless and chronically homeless

# Acquisition / New Construction of Homeowner Units Part 1 (CDBG22)



```
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
```

# Acquisition / New Construction of Homeowner Units Part 2 (CDBG23)



```
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
```

# CDBG Economic Development Screens

---



- Job Creation / Retention Screen
- Job Creation Screen
- Job Retention Screen
- Assistance to Businesses Screens 1 & 2

# Job Creation /Retention

---



- By Program Year
- Estimates: Expected to Create / Retain
- Actual: Created / Retained
- System calculates Full-time Equivalents (FTEs)

# Job Creation / Retention



```

05/03/06  14:08                CDBG JOB CREATION/RETENTION                CDBG11

Grantee Activity ID                IDIS Activity ID 538
Activity Name                ECONOMIC DEVELOPMENT LOANS                Natl/Obj LMJ

Estimates                TOTAL JOB COUNT                TOTAL WEEKLY HRS                PERCENT
                        F/T                F/T-LM                P/T                P/T-LM                LOW/MOD JOBS
Expect to Create:                _____                _____                _____                _____                0.00%
Expect to Retain:                _____                _____                _____                _____                0.00%

                        Year to Insert: ____ MM DD
                        TOTAL JOB COUNT                TOTAL WEEKLY HRS                PERCENT
                        F/T                F/T-LM                P/T                P/T-LM                LOW/MOD JOBS
Actually Created:                _____                _____                _____                _____                0.00%
Actually Retained:                _____                _____                _____                _____                0.00%

                                                Actual                0 FTE Jobs

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
    
```

# Job Creation /Retention

---



## ■ New Screens after Job Creation/Retention Screen

### ■ Job Creation

- Number with employer sponsored health benefits
- Number for formerly unemployed
- Number of types of jobs created (EDA list)

### ■ Job Retention

- Number with employer sponsored health
- Information on types of jobs

# Job Creation (CDBG26)



05/03/06 14:23	JOB CREATION	CDBG26
Grantee Activity ID		IDIS Activity ID 538
Activity Name	ECONOMIC DEVELOPMENT LOANS	Natl/Obj LMJ
Total Jobs Created for program year 2005 : 1		
Jobs Created:		
Number of jobs with employer sponsored health care benefits:		_____
Number unemployed prior to taking jobs created under this activity:		_____
Type of Jobs Created:	# Jobs	
Officials and Managers	_____	
Professional	_____	
Technicians	_____	
Sales	_____	
Office and Clerical	_____	
Craft Workers (skilled)	_____	
Operatives(semi-skilled)	_____	
Laborers (unskilled)	_____	
Service Workers	_____	
Insert/Delete program year(I/D)? _		
Enter data for new year.		
F3=VALDT	F4=MAIN MENU	F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

# Job Retention (CDBG27)



05/10/06 09:44 JOB RETENTION CDBG27

Grantee Activity ID

IDIS Activity ID 538

Activity Name & GIRLS CLUB

Natl/Obj LMJ

BOYS

Year to Insert: \_\_\_\_ :

Jobs Retained: 0

Number of jobs with employer sponsored health care benefits: \_\_\_\_

Type of Jobs Retained:

# Jobs

Officials and Managers - \_\_\_\_\_

Professional - \_\_\_\_\_

Technicians - \_\_\_\_\_

Sales - \_\_\_\_\_

Office and Clerical - \_\_\_\_\_

Craft Workers (skilled) - \_\_\_\_\_

Operatives(semi-skilled) - \_\_\_\_\_

Laborers (unskilled) - \_\_\_\_\_

Service Workers - \_\_\_\_\_

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

Type year to be inserted and press <ENTER> to confirm.

F4=MAIN MENU

F5=PRO J INFO

EV

F8=NEXT

F7=PR

# Assistance to Businesses (Parts 1 and 2)

---



- **New Screens after Job Creation / Retention**
- **Part 1: Indicate Number of:**
  - Businesses created (report on only one business per activity)
  - Number new and/or existing (expanding or relocating)
  - Number of businesses with physical rehabilitation
  - Number of businesses serving the community
- **Part 2: DUNS Information**

# Assistance to Businesses Part 1 (CDBG28)



```
05/03/06  14:10                ASSISTANCE TO BUSINESSES                CDBG28

Grantee Activity ID                IDIS Activity ID 538
Activity Name          ECONOMIC DEVELOPMENT LOANS                Natl/Obj LMJ

Year to Insert:  ____
Businesses assisted:
  New:                _____
  Existing:           _____
  Total:              _____ 0

Of the EXISTING Businesses assisted:
  Number expanding:  _____
  Number relocating: _____

# of businesses assisted with commercial facade treatment/
                        business building rehab: _____
# of businesses assisted that provide goods or services to meet the
  needs of a service area, neighborhood, or community: _____

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
```

# Assistance to Businesses Part 2 (CDBG29)



```
05/03/06 14:11          ASSISTANCE TO BUSINESSES - PART 2          CDBG29

Grantee Activity ID          IDIS Activity ID 538
Activity Name          ECONOMIC DEVELOPMENT LOANS          Natl/Obj LMJ

Specify DUNS # for each business assisted:

      DUNS #
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____
      _____

Additional Entries (Y/N)? _

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

---

# ESG Program Screens

---

# ESG Data Entry



## ■ Data Organization

- See ESG Desk Guide, Chapter 5
- Shelter = IDIS Project
- Eligible use of ESG = IDIS Activity

## ■ Annual Update at End of Program Year or at Completion (whichever is first)

## ■ Streamlining Process Coming Soon (Phase I)

# ESG Program Screens



## ■ Common Path

## ■ ESG Program Path Setup

- ME01: Housing and Services
- ME08: Objective and Outcome
- ME09: Special Characteristics
- ME02: ESG Beneficiaries
- ME07: Racial/Ethnic Characteristics
- ME03: ESG Beneficiaries (gender, age, family)
- ME04: Target Population Data
- ME05: ESG Housing
- ME06: ESG Funding

# Housing and Services

---



- Revised Screen
- Modification to Include Type of Organization Undertaking the Activity
- Only One Selection
  - Public Agency
  - Faith Based Non-Profit
  - Other Non-Profit

# ESG Housing and Services (C04ME01)



05/04/06 19:19 ESG HOUSING AND SERVICES C04ME01

Project Number: 1 Program Year: 2005 IDIS Activity ID: 538  
 Project Title: FRIENDSHIP SHELTER  
 Activity Name: RENOVATION

INDICATE PROGRAM(S) AND SERVICE(S) WITH AN "X":

<input type="checkbox"/> Emergency Shelter Facilities	<input type="checkbox"/> Transitional Shelter
<input type="checkbox"/> Vouchers for Shelters	<input type="checkbox"/> Outreach
<input type="checkbox"/> Drop-in Center	<input type="checkbox"/> Soup Kitchen/Meal Distribution
<input type="checkbox"/> Food Pantry	<input type="checkbox"/> Health Care
<input type="checkbox"/> Mental Health	<input type="checkbox"/> HIV/AIDS Services
<input type="checkbox"/> Alcohol/Drug Program	<input type="checkbox"/> Employment
<input type="checkbox"/> Child Care	<input type="checkbox"/> Homeless Prevention
<input type="checkbox"/> Other _____	

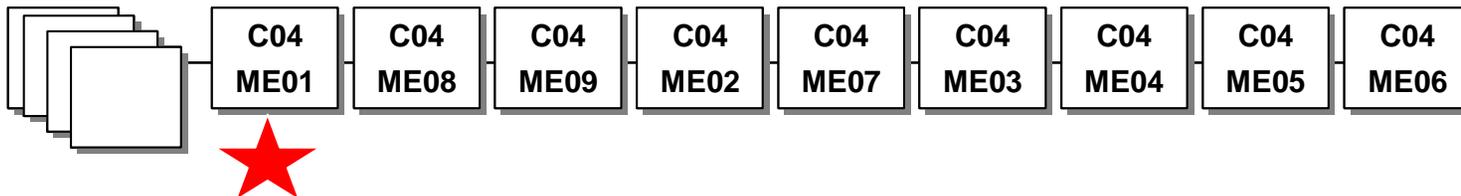
INDICATE TYPE OF ORGANIZATION CARRYING OUT THE ACTIVITY WITH AN "X":

- Public Agency
- Faith Based non-profit
- Other non-profit

F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE  
 F10=REVISE ACTIVITY

**Common Path**

**ESG PATH**



# Objective and Outcome

---



- **New Screen**
- **Emergency Shelter and Transitional**
  - Objective: Suitable Living Environment
  - Outcome: Availability/Accessibility
- **Homeless Prevention**
  - Objective: Decent Housing
  - Outcome: Affordability
- **If Blank, 1 for each Objective and Outcome**



# Special Characteristics



- **New Screen**
- **Activity Location: Yes or Blank**
  - CDBG target area: NRSA
  - Local target area: Non-CDBG
  - Disaster area
  - Historic preservation
  - Brownfield redevelopment
  - Conversion
  - Colonia: border community (only appears in AZ, CA, TX, or NM)
- **If Blank, No is Selected**

# Special Characteristics (ME09)



```
05/04/06  19:26                SPECIAL CHARACTERISTICS                C04ME09

Project Number: 1                Program Year: 2005                IDIS Activity ID: 538
Project Title:  FRIENDSHIP SHELTER
Activity Name:  RENOVATION

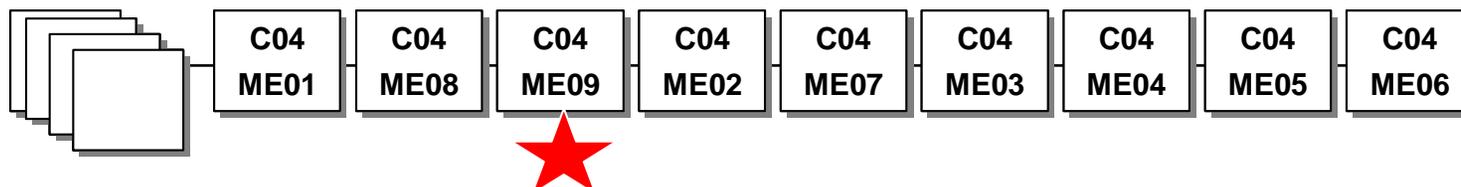
ACTIVITY      Type 'Y' next to all that apply:
LOCATION

_  CDBG strategy area
_  Local target area
_  Presidentially declared major disaster area
_  Historic preservation area
_  Brownfield redevelopment area
_  Conversion from non-residential to residential use
_  Colonia

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

**Common  
Path**

**ESG PATH**



# ESG Beneficiaries



- Revised Screen
- Indicate Number Served in Residential and Non-Residential (Homeless Prevention)
- Number Needs to Match Total from Race/Ethnicity Data (ME07)

# ESG Beneficiaries (ME02)



05/04/06 19:26 ESG BENEFICIARIES C04ME02

Project Number: 1 Program Year: 2005 IDIS Activity ID: 538  
Project Title: FRIENDSHIP SHELTER  
Activity Name: RENOVATION

The numbers for the following questions should be based on the annual number of persons served.

RESIDENTIAL (EMERGENCY OR TRANSITIONAL SHELTERS)

Annual Number Adults Served: \_\_\_\_\_  
Annual Number Children Served: \_\_\_\_\_  
Total: \_\_\_\_\_

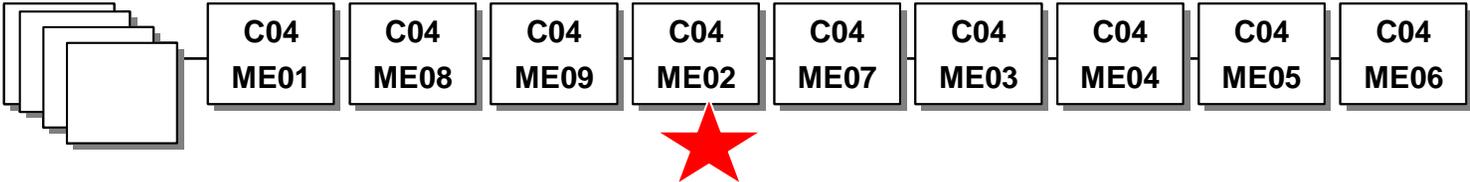
NON-RESIDENTIAL SERVICES

Annual Number of Adults and Children Served: \_\_\_\_\_

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

### Common Path

### ESG PATH



# Racial / Ethnic Characteristics

---



- Revised Screen
- Indicate Total in Each Race Category
- Indicate Number of Hispanic by Race Category
- Number Needs to Match Total from Beneficiary Data (ME02)

# Racial / Ethnic Characteristics (ME07)



05/04/06 19:29 RACIAL/ETHNIC CHARACTERISTICS C04ME07

Project Number: 1 Program Year: 2005 IDIS Activity ID: 538  
 Project Title: FRIENDSHIP SHELTER  
 Activity Name: RENOVATION

ANNUAL NUMBER SERVED (INCLUDING RESIDENTIAL AND NON-RESIDENTIAL SERVICES)

	#Total	#Hispanic
White:	_____	_____
Black/African American:	_____	_____
Asian:	_____	_____
American Indian/Alaskan Native:	_____	_____
Native Hawaiian/Other Pacific Islander:	_____	_____
American Indian/Alaskan Native & White:	_____	_____
Asian & White:	_____	_____
Black/African American & White:	_____	_____
Am.Indian/Alaskan Native & Black African Am.:	_____	_____
Other Multi-Racial:	_____	_____
TOTAL:	0	0

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

**Common Path**

**ESG PATH**



# ESG Beneficiaries: Gender, Age, and Family Type

---



- Revised Screen
- Uses Term “Emergency or Transitional Shelters”
- Indicate Actual Counts by Number
  - Do not use percentages, estimates, or point-in-time counts
- One Field must be Greater than 0

# ESG Beneficiaries: Gender, Age, and Family Type (ME03)



```

05/04/06  19:31                ESG BENEFICIARIES                C04ME03

Project Number: 1                Program Year: 2005                IDIS Activity ID: 538
Project Title:  FRIENDSHIP SHELTER
Activity Name:  RENOVATION

EMERGENCY OR TRANSITIONAL SHELTERS

ANNUAL NUMBER OF INDIVIDUAL HOUSEHOLDS (SINGLES):                TOTALS
Unaccompanied 18 and over .. Male: _____ Female: _____
Unaccompanied under 18 ..... Male: _____ Female: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH CHILDREN HEADED BY:
Single 18 and over ..... Male: _____ Female: _____
Single under 18 ..... Male: _____ Female: _____
Two Parents 18 and over .....: _____
Two Parents under 18 .....: _____

ANNUAL NUMBER OF FAMILY HOUSEHOLDS WITH NO CHILDREN .....: _____

TOTAL:                0

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

**Common Path**

**ESG PATH**



# Target Population

---



- **Revised Screen**
- **Number by Categories**
  - Chronically Homeless (new)
  - Severely Mentally Ill (chronically)
  - Chronic Substance Abuse (alcohol and drug)
  - Other Disability (DD, physical, and other)
  - Veterans
  - Persons with HIV/AIDS
  - Victims of Domestic Violence (battered spouse)
  - Elderly
- **Removed Category: Runaway/Throwaway Youth—collected on ME03**

# Target Population (ME04)



05/04/06 19:34 ESG BENEFICIARIES C04ME04

Project Number: 1 Program Year: 2005 IDIS Activity ID: 538  
Project Title: FRIENDSHIP SHELTER  
Activity Name: RENOVATION

EMERGENCY OR TRANSITIONAL SHELTERS

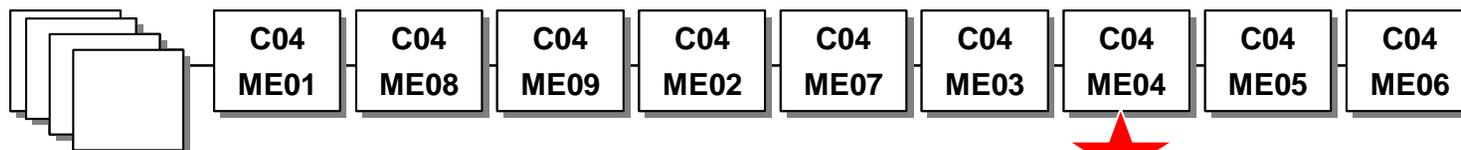
List the number of persons for each subpopulation you served. If you served subpopulations that fit more than one category, you may place overlapping numbers (duplicate persons) on the appropriate lines.

Chronically Homeless (Emergency Shelter only): \_\_\_\_\_  
Severely Mentally Ill: \_\_\_\_\_  
Chronic Substance Abuse: \_\_\_\_\_  
Other Disability: \_\_\_\_\_  
Veterans: \_\_\_\_\_  
Persons with HIV/AIDS: \_\_\_\_\_  
Victims of Domestic Violence: \_\_\_\_\_  
Elderly: \_\_\_\_\_

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

**Common Path**

**ESG PATH**



# ESG Housing

---



- Revised Screen
- Clarifies Number of Persons Served in Types of Residential Housing
  - Emergency shelter
  - Transitional housing
- Do Not Include Number for Residential Services (Essential Services)

# ESG Housing (C04ME05)



```

05/04/06  19:35                ESG HOUSING                C04ME05

Project Number: 1          Program Year: 2005          IDIS Activity ID: 538
Project Title:  FRIENDSHIP SHELTER
Activity Name:  RENOVATION

Annual number served in Emergency or Transitional Shelters

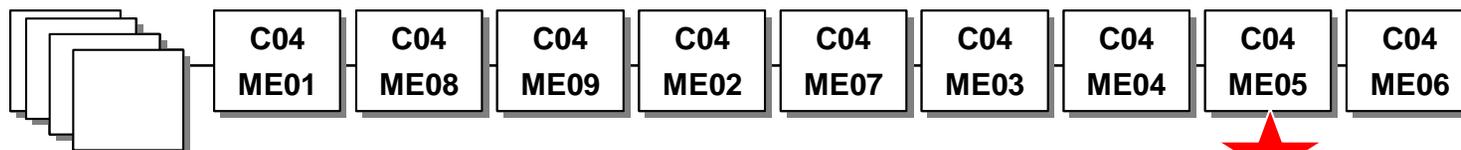
                SHELTER TYPE                NUMBER OF
                SHELTER TYPE                PERSONS HOUSED

                Barracks:                _____
                Group/Large House:        _____
                Scattered Site Apartment:  _____
                Single Family Detached House: _____
                Single Room Occupancy:    _____
                Mobile Home/Trailer:      _____
                Hotel/Motel:              _____
                Other:                    _____
                Total:                    0

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

**Common Path**

**ESG PATH**



# ESG Funding



- No changes
- Will be used for leverage information

# ESG Funding (ME06)



05/04/06 19:36 ESG FUNDING C04ME06

Project Number: 1 Program Year: 2005 IDIS Activity ID: 538  
Project Title: FRIENDSHIP SHELTER  
Activity Name: RENOVATION

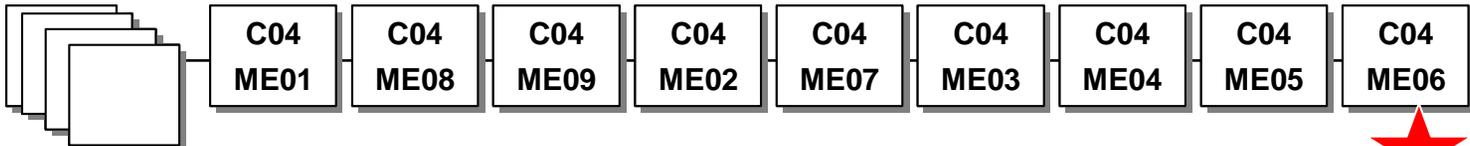
FUNDING SOURCES

ESG:	\$0.00
Other Federal:	0
Local Government:	0
Private:	0
Fees:	0
Other:	0
Total:	\$0.00

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

**Common Path**

**ESG PATH**



---

# **HOPWA Program Screens**

---

# HOPWA Data Entry



## ■ Data Organization

- Sponsor = IDIS Project
- Eligible use of HOPWA = IDIS Activity
- Each Facility = IDIS Activity
- Each New Year = New Activity

## ■ Annual Update at End of Program Year or at Completion (whichever is first)

# HOPWA Program Screens

---



- **Common Path**
- **HOPWA Screens based on activity type:**
  - Facility Based Housing—Development
  - Facility Based Housing—Operations
  - Facility Based Non-Housing
  - Permanent Housing Placement
  - Short Term Rent, Mortgage, Utility (STRMU)
  - TBRA
  - Supportive Services
  - Housing Information Services
  - Resources Identification

# HOPWA Screens



- **Appear for all activity types:**
  - HOPWA Activity (CO4MP01)
  - Objective and Outcome (CO4MP18)
  - Special Characteristics (CO4MP19)
  - Available HOPWA Funding (CO4MP10)
  
- **Some screens dropped/incorporated into other screens**

# HOPWA Activity



- Revised Screen
- Indicate Activity Type
  - Select only one
- Note New Fields for Organization Type
- Indicate Sponsor Name
- If Blank, Organization Type Defaults to No

# HOPWA Activity (CO4MP01)



11/18/05 10:59 HOPWA ACTIVITY C04MP01  
Project Number: 2 Program Year: 2002 IDIS Activity ID: zzzzzzz9  
Project Title: HOPWA TEST PROJECT  
Activity Name: TEST

Place an "X" to select the type of activity:

- Facility-based Housing Operations
- Facility-based Housing Development
- Facility-based Non-housing
- Tenant-based Rental Assistance
- Short-term Rent Mortgage Utility
- Housing Information
- Resource Identification/TA
- Administration
- Supportive Services
- Permanent Housing Placement

Name of Organization carrying out the activity, if not grantee:  
\_\_\_\_\_

Is organization faith-based? (Y/N): \_

Is organization community-based? (Y/N): \_

(This line reserved for messages)

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

F10=GO TO REVISE ACTIVITY

# Objective & Outcome (CO4MP18)

---



- **New Screen**
- **Required Fields**
- **Most HOPWA activities:**
  - Objective: Provide Decent Housing
  - Outcome: Affordability

# HOPWA Objective and Outcome (COMP18)



11/18/05 10:59

OBJECTIVE AND OUTCOME

C04MP18

Project Number: 2 Program Year: 2002 IDIS Activity ID: zzzzzzz9  
Project Title: HOPWA TEST PROJECT  
Activity Name: TEST

OBJECTIVE

- 
- 1 Create suitable living environments
- 2 Provide decent affordable housing
- 3 Create economic opportunities

OUTCOME

- 
- 1 Availability/Accessibility
- 2 Affordability
- 3 Sustainability

(This line reserved for messages)

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

# Special Characteristics (CO4MP19)

---



- New Screen
- Check all that apply

# Special Characteristics (C04MP19)



SPECIAL CHARACTERISTICS		C04MP19
Project Number:	2	Program Year: 2002
Project Title:	HOPWA TEST PROJECT	
Activity Name:	TEST	
IDIS Activity ID:	zzzzzzz9	
YES OR NO (Y/N)	Activity is located in:	
	<ul style="list-style-type: none"><li>- CDBG Strategy Area</li><li>- Local target area</li><li>- Presidentially declared major disaster area</li><li>- Historic preservation area</li><li>- Brownfield redevelopment area</li><li>- Colonia</li></ul>	
(This line reserved for messages)		
F1=HELP	F3=VALDT	F4=MAIN MENU
F5=PROJ INFO	F7=PREV	F8=NEXT
F9=SAVE		

# Available HOPWA Funds (C04MP10)

---



- Appears for all HOPWA activity types except admin
- Location varies
- Display Only
  - Funded Amounts
  - Drawn Amounts

# Available HOPWA Funds (C04MP10)



11/21/05 15:41

HOUSING ASSISTANCE

C04MP10

Project Number: 2 Program Year: 2002 IDIS Activity ID: zzzzzzz9  
Project Title: HOPWA TEST PROJECT  
Activity Name: TEST

AVAILABLE HOPWA FUNDS

FUNDED FROM HOPWA FUNDS :	\$0.00
FUNDED FROM PROGRAM INCOME :	\$0.00
HOPWA AMOUNT FUNDED FOR ACTIVITY :	<hr/> \$0.00
TOTAL HOPWA EXPENDITURES :	\$0.00
ACTIVITY BALANCE :	<hr/> \$0.00

F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT

# Facility-Based Housing

---



## ■ New / Revised Screens

- MP02: Facility Type, Unit Counts, Dates
- MP03: Site Expenditures
- MP20: Development Indicators
- MP05: Operations Indicators
- MP07: Operations Stability Outcomes

# Facility-Based Housing (C04MP02)

---



- Revised Screen
- Facility-Based Operation Activities
  - Facility type
  - Units by Facility Type
- Facility-Based Development Activities
  - All fields required

# Facility-Based Housing (C04MP02)



```
11/29/05 13:27                FACILITY-BASED HOUSING                C04MP02

Project Number:    2    Program Year: 2002                IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

FACILITY TYPE:  __

                                0      1      2      3      4      5+
                                BDRM  BDRMS BDRMS BDRMS BDRMS BDRMS
UNITS BY FACILITY TYPE  _____

DATE OF CLOSING/LEASE EXECUTION:  __ / __ / __
DATE CONSTRUCTION/REHAB STARTED:  __ / __ / __
                                COMPLETED:  __ / __ / __
DATE OPERATIONS STAFF HIRED      :  __ / __ / __
DATE RESIDENTS BEGAN TO OCCUPY  :  __ / __ / __

(This line reserved for messages)
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

# Site Expenditures (C04MP03)

---



- **Revised Screen**
- **Operation Activities will display:**
  - Operating Costs
  - Lease
  - Technical Assistance
  - Rental Assistance
  - Other
- **Development Activities will display:**
  - Acquisition
  - Rehab/Conversion/Repair
  - New Construction
  - Technical Assistance
  - Other

# Site Expenditures (C04MP03)



11/29/05 13:36

FACILITY-BASED HOUSING

C04MP03

Project Number: 2 Program Year: 2002 IDIS Activity ID: zzzzzzz9  
Project Title: HOPWA TEST PROJECT  
Activity Name: TEST

## SITE EXPENDITURES

ACQUISITION: \_\_\_\_\_  
REHAB/CONVERSION/REPAIR: \_\_\_\_\_  
LEASE: \_\_\_\_\_  
NEW CONSTRUCTION: \_\_\_\_\_  
OPERATING COSTS: \_\_\_\_\_  
TECHNICAL ASSISTANCE: \_\_\_\_\_  
RENTAL ASSISTANCE: \_\_\_\_\_  
OTHER: \_\_\_\_\_

\$0

IS THE SITE OWNED BY A PUBLIC ENTITY? (Y/N): \_

IS THIS ACTIVITY "SUBSTANTIAL" REHAB? (Y/N): \_

(This line reserved for messages)

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

# Facility-Based Housing (C04MP20)

---



- **New Screen for Development Only**
- **PM Indicators:**
  - Energy Star
  - Section 504 accessible
  - Units designated for homeless
  - Units designated for chronically homeless

# Facility-Based Housing (C04MP20)



```
11/29/05 13:36          FACILITY-BASED HOUSING          C04MP20

Project Number:      2      Program Year: 2002          IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

Activity involved: Enter "X" by the appropriate category:
  _ Construction
  _ Rehabilitation

Units

Units completed (from MP02): 99,999
The number meeting Energy Star standards: _____

Section 504-accessible: _____

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

(This line reserved for messages)
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

# Facility-Based Operations (C04MP05)

---



- **New Screen**
- **Format consistent with revised APR:**
  - Household Data
  - Persons Receiving HOPWA Assistance
  - Total Expenditures

# Facility-Based Operations (C04MP05)



FACILITY-BASED ASSISTANCE OPERATIONS		C04MP05	
Project Number:	2	Program Year: 2002	IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT			
Activity Name: TEST			
Number of Households:		Households	
A)	Receiving Housing Assistance:	_____	
B)	Of A (above), Previously Homeless:	_____	
C)	Of B (above), the Number of Chronically Homeless:	_____	
Number of Persons Receiving HOPWA Assistance:		Persons	
		Persons with HIV/AIDS:	_____
		Other Family Members:	_____
		Total:	99,999
Total Facility-Based Assistance Operations Expenditures:		_____	
Data current as of: __/__/____ Final Data for Annual Report (Y/N): _			
(This line reserved for messages)			
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE			

# Facility-Based Housing Stability Outcomes (C04MP07)

---



- **New Screen for Operations**
- **Report # of Households**
  - Supported in Facility-Based Units
  - Continuing in Facility in following year
  - Exits by Destination / Life Events

# Facility-Based Housing Stability Outcomes (C04MP07)



```
FACILITY-BASED HOUSING STABILITY OUTCOMES                                C04MP07

Project Number:      2      Program Year: 2002      IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

      Total Supported with Facility-Based Assistance: 99,999
Continuing Facility-Based Assistance into Following Year: _____

# of Households exiting Facility-Based Housing for (Destination/Life Event):

Private Housing:      _____      Temporary Housing: _____
Other HOPWA:          _____      Emergency Shelters: _____
Other Housing Subsidy: _____      Jail/Prison: _____
Institution:          _____      Disconnected: _____
Death/Life Event:    _____

Total Exiting:      999,999

Data current as of: __/__/____ Final Data for Annual Report (Y/N): _

(This line reserved for messages)
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

# TBRA / STRMU



## ■ New / Revised Screens

- MP05: Indicators
- MP07: Stability Outcomes

# TBRA / STRMU (C04MP05)



- **New Screen**
- **# of households receiving assistance**
  - Receiving assistance who are also
    - Previously homeless
      - Who were chronically homeless
      - Who were assisted with mortgage assistance (STRMU)
- **# of persons receiving assistance**
  - Persons with HIV/AIDS
  - Other family members
- **Expenditures**
  - Expenditures on mortgage assistance (STRMU)

# Tenant-Based Rental Assistance (C04MP05)



TENANT-BASED RENTAL ASSISTANCE		C04MP05
Project Number: 2	Program Year: 2002	IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT		
Activity Name: TEST		
Number of Households:		Households
A)	Receiving Housing Assistance:	_____
B)	Of A (above), Previously Homeless:	_____
C)	Of B (above), the Number of Chronically Homeless:	_____
Number of Persons Receiving HOPWA Assistance:		Persons
	Persons with HIV/AIDS:	_____
	Other Family Members:	_____
	Total:	99,999
Total TBRA Expenditures: _____		
Data current as of: __/__/____ Final Data for Annual Report (Y/N): _		
(This line reserved for messages)		
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE		

# STRMU Assistance (C04MP05)



SHORT TERM RENT MORTGAGE UTILITY ASSISTANCE		C04MP05	
Project Number:	2	Program Year: 2002	IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT			
Activity Name: TEST			
Number of Households:		Households	
A)	Receiving Housing Assistance:		_____
B)	Of A (above), the number assisted with mortgage assistance:		_____
Number of Persons Receiving HOPWA Assistance:		Persons	
		Persons with HIV/AIDS:	_____
		Other Family Members:	_____
		Total:	99,999
		i) Total STRMU Expenditures:	_____
		ii) Of i), the amount of STRMU Expenditures spent on Mortgages:	_____
Data current as of: __/__/____ Final Data for Annual Report (Y/N): _			
(This line reserved for messages)			
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE			

# TBRA / STRMU Housing Stability Outcomes (C04MP07)

---



## ■ New Screen

## ■ TBRA

- Supported in TBRA Units
- Of those, number continuing in next year
- Exits by Destination / Life Events

## ■ STRMU

- Supported in STRMU Units
- Those supported for 2 and 3 years
- Exits by Destination / Life Events

# STRMU Housing Stability Outcomes (C04MP07)



```
STRMU HOUSING STABILITY OUTCOMES                                C04MP07
Project Number:      2      Program Year: 2002                IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT
Activity Name: TEST

A) Total Supported STRMU Assistance (Current Report Year): 99,999
B) Of A (above), number assisted in prior report year: _____
C) Of A (above), number assisted in 2 prior report years: _____

Number of Households exiting STRMU Assistance for (Destination/Life Event):

Private Housing:      _____ Temporary Housing: _____
Other HOPWA:          _____ Emergency Shelters: _____
Other Housing Subsidy: _____ Jail/Prison: _____
Institution:          _____ Disconnected: _____
Death/Life Event:    _____

Total Exiting:      999,999

Data current as of: __/__/____ Final Data for Annual Report (Y/N): _

(This line reserved for messages)
F3=VALDT  F4=MAIN MENU  F5=PROJ INFO  F7=PREV  F8=NEXT  F9=SAVE
```

# TBRA Housing Stability Outcomes (C04MP07)



TBRA HOUSING STABILITY OUTCOMES		C04MP07
Project Number: 2	Program Year: 2002	IDIS Activity ID: zzzzzzz9
Project Title: HOPWA TEST PROJECT		
Activity Name: TEST		
Total Supported with TBRA Assistance: 99,999		
Continuing TBRA into Following Year: _____		
Number of Households exiting TBRA Assistance for (Destination/Life Event):		
Private Housing: _____	Temporary Housing: _____	
Other HOPWA: _____	Emergency Shelters: _____	
Other Housing Subsidy: _____	Jail/Prison: _____	
Institution: _____	Disconnected: _____	
Death/Life Event: _____		
	Total Exiting: 999,999	
Data current as of: __/__/____ Final Data for Annual Report (Y/N): _		
(This line reserved for messages)		
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE		

# Services, Info, Resource ID, and Admin

---



## ■ New / Revised Services Screens

- MP09: Supportive Services
- MP11: Information / Resource ID / Administration
- MP16: Housing Information / Placement

# Supportive Services (C04MP09)

---



- **One minor change:**

- Removed Permanent Housing Placement category

# Supportive Services (C04MP09)



11/21/05 15:36

SUPPORTIVE SERVICES

C04MP09

Project Number: 2 Program Year: 2002 ACTIVITY NBR: 000000001015

PROJECT TITLE: Urban Renewal & Community Development Pr

ACTIVITY NAME: TEST

Supportive Services Began : \_\_ / \_\_ / \_\_\_\_

ENTER AMOUNT FOR SUPPORTIVE SERVICE(S) WHICH APPLY :

1. Outreach \_\_\_\_\_
2. Case Mgmt/Client Advocacy/Access to Bnfts/Svcs \_\_\_\_\_
3. Life Management (Outside of Case Management) \_\_\_\_\_
4. Nutritional Services/Meals \_\_\_\_\_
5. Adult Day Care and Personal Assistance \_\_\_\_\_
6. Child Care and Other Children's Services \_\_\_\_\_
7. Education \_\_\_\_\_
8. Employment Assistance \_\_\_\_\_
9. Alcohol and Drug Abuse Services \_\_\_\_\_
10. Mental Health Services \_\_\_\_\_
11. Health/Medical/Intensive Care Services \_\_\_\_\_
12. Other \_\_\_\_\_
13. Number of Jobs that resulted from items 7 AND 8 \_\_\_\_\_

(This line reserved for messages)

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

# Housing Information/Resource ID/Administration (C04MP11)

---



- Data in only one field
- Based on activity type
  - Housing Information
  - Resource ID
  - Grantee Administration
  - Sponsor Administration

# Housing Information/Resource ID/Administration (C04MP11)



11/21/05 15:44 HOUSING INFORMATION/RESOURCE ID/ADMINISTRATION C04MP11

Project Number: 2 Program Year: 2002 IDIS Activity ID: zzzzzzz9  
Project Title: HOPWA TEST PROJECT  
Activity Name: TEST

EXPENDITURES OF HOPWA FUNDS

HOUSING INFORMATION SERVICES:	_____
RESOURCE ID:	_____
GRANTEE ADMINISTRATIVE COSTS:	_____
GRANTEE SPONSOR ADMINISTRATIVE COSTS:	_____
TOTAL HOPWA EXPENDITURES:	_____ \$0

PLEASE INPUT HOPWA EXPENDITURES  
F3=VALDT F4=MAIN MENU F5=PROJ INFO F7=PREV F8=NEXT F9=SAVE

# Housing Information/Permanent Housing Placement (C04MP16)

---



## ■ Before:

- Total Family Units Assisted with Housing Assistance
- Estimated Persons Receiving Information

## ■ Now:

- Total Households Receiving Assistance
- Total Expenditures

# Housing Information/Permanent Housing Placement (C04MP16)



11/29/05 14:31 HOUSING INFORMATION/PERMANENT HOUSING PLACEMENT C04MP16

Project Number: 2 Program Year: 2002 IDIS Activity ID: zzzzzzz9  
Project Title: HOPWA TEST PROJECT  
Activity Name: TEST

Total households receiving assistance: \_\_\_\_\_

Total Expenditures: \_\_\_\_\_

(This line reserved for messages)

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

---

# Next Steps

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# Implementation Guide

---



- Use IDIS Performance Measurement Screens
- Clean up IDIS Data
- Complete Projects in the System

---

# Reporting

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# Overview of Session

---



- **This session will cover:**
  - The CAPER/PER
  - IDIS reports
  - Monitoring of grantees and subrecipients

# Annual Reporting



- **Required for all four CPD Programs**
  - For localities = CAPER
  - For states = PER
- **Evaluates both progress and compliance**
- **Used by HUD, grantees, citizens**
- **CAPERs due after October 1, 2006 must include performance measurement information for all activities**
- **Note that paper-based PER will end after FY 2005 year end reporting**

# Con Plan Regulations

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- Addresses reporting briefly
- Now incorporates outcome reporting
- Regulation now notes:
  - Comparison of proposed vs. actual objectives
  - Addressing each outcome measure
  - Explain, if applicable, why progress was not made

# CAPER Format



- No one specific format required
- No specific tables required
- Some information easier to present in table format than narrative
- Can use 3 to 5 Year Plan and Action Plan tables and compare planned to actual
- CPMP provides useful tools for reporting

# CAPER Tables & Narrative

---



- **Certain types of CAPER narrative and data must be included:**
  - Executive summary
  - General narrative
    - Can use Table 1C/2C/3A as a format
  - Affordable housing objectives
    - Can use tables 2A and 3B as a format
  - Continuum of care narrative
  - Self evaluation
  - Program narratives

# Table 2C/3A



Speed to Objectives	Outcome Objective IPEDS Annual Objective	Source(s) of Funds	Performance Indicator	Year	Expected Number	Actual Number	Percent Completed
<b>DH-2 Affordability of Decent Housing</b>							
<b>DH-2 (1)</b>	The grantee will provide low-cost second mortgages to income-eligible first time homebuyers in an effort to make home ownership more affordable.	HOME	Low Income First Time Homebuyers	2006	5	3	60%
				2007	5		0%
				2008	5		0%
				2009	5		0%
				2010	5		0%
				<b>MULTI-YEAR GOAL</b>		<b>25</b>	<b>3</b>
	In 2006, the grantee will administer a First-Time Homebuyer Program that provides no-interest loans to assist 5 income-eligible households purchase their first home.						

# Table 2A

Housing Needs Table		Grantee:		Only complete blue sections. Do NOT type in sections other than blue.													
		Current % of Households	Current Number of Households	3-5 Year Quantities													
Housing Needs Comprehensive Housing Affordability Strategy (CHAS) Data Housing Problems				Year 1		Year 2		Year 3		Year 4*		Year 5*		Multi-Year			
				Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual		
Household Income ≤30% MFI	Renter	Elderly	NUMBER OF HOUSEHOLDS	100%													
			Any housing problems		0											0	
			Cost Burden > 30%		0											0	
		Cost Burden > 50%		0											0		
		Small Related	NUMBER OF HOUSEHOLDS	100%													
			With Any Housing Problems		0											0	
			With Cost Burden > 30%		0											0	
		With Cost Burden > 50%		0											0		
		Large Related	NUMBER OF HOUSEHOLDS	100%													
			With Any Housing Problems		0											0	
			With Cost Burden > 30%		0											0	
		With Cost Burden > 50%		0											0		
	All other household	NUMBER OF HOUSEHOLDS	100%														
		With Any Housing Problems		0											0		
		With Cost Burden > 30%		0											0		
	With Cost Burden > 50%		0											0			
	Owner	Elderly	NUMBER OF HOUSEHOLDS	100%													
			With Any Housing Problems		0										0		
			With Cost Burden > 30%		0										0		
		With Cost Burden > 50%		0										0			
		Small Related	NUMBER OF HOUSEHOLDS	100%													
			With Any Housing Problems		0											0	
			With Cost Burden > 30%		0											0	
		With Cost Burden > 50%		0											0		
Large Related		NUMBER OF HOUSEHOLDS	100%														
		With Any Housing Problems		0											0		
		With Cost Burden > 30%		0											0		
With Cost Burden > 50%			0											0			
All other household	NUMBER OF HOUSEHOLDS	100%															
	With Any Housing Problems		0											0			
	With Cost Burden > 30%		0											0			
With Cost Burden > 50%		0											0				

C

# Table 3B

TABLE 3B ANNUAL HOUSING COMPLETION GOALS					
ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)	Annual Expected Number Completed	Resources used during the period			
		CDBG	HOME	ESG	HOPWA
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Rental Goals</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)</b>					
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Owner Goals</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)</b>					
Homeless		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Homeless		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Affordable Housing</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL HOUSING GOALS</b>					
Annual Rental Housing Goal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Annual Housing Goal</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds.

# IDIS Reports



- Grantees can generate IDIS reports to track periodic and year end progress
- Use reports:
  - PR03: Grantee Performance Report
  - PR06: Summary of Consolidated Plan Projects for Program Year ####
  - PR23: Summary of Accomplishments
  - PR26: CDBG Financial Summary Report

# Monitoring

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- **HUD will monitor grantees for:**
  - PM data timeliness
  - PM data completeness
- **Grantees should conduct self monitoring to ensure that data is reported and tasks are on target**
- **Grantees responsible for monitoring subrecipients, CHDOs, state recipients, other partners for PM data reporting**

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# **Closing and Next Steps**

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# Using the Outcome Framework to Improve Local Performance

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- In addition to serving national purposes, framework can be used by grantees for local program management
  - To assess grantee goals v. actual
  - To evaluate results of particular programs
  - To evaluate results of particular partners
  - To track progress against identified needs

# Next Steps



- **When you get home, ask the following questions:**
  - Does our 3 to 5 Year Plan include the outcome measures?
    - If no, amend it
  - Does our Action Plan include outcome measures?
    - If no begin the process of incorporating it for FY07
  - Are our subrecipients, CHDOs, state recipients and other partners aware of the new requirements?
    - If no, hold a training session or share outreach materials

# Next Steps



## ■ More questions:

- Do our activity-based data collection forms generate the indicator data we need?
  - If no, work with staff and partners to update those forms
- Does our grantee have procedures for tracking, entering and documenting data?
  - If no develop simple procedures for who is responsible for making outcome decisions, entering data into IDIS and documenting files
- Have we considered how the Outcome Framework will be used locally?
  - If no, consider options for local program evaluation

# Thank You



- Thanks for attending!
- Please fill out evaluation forms
- For more information, contact your local HUD Field Office or go to [www.hud.gov/offices/cpd/about/performance/index.cfm](http://www.hud.gov/offices/cpd/about/performance/index.cfm)