

Sample Instruments

HOUSING UNITS MADE AVAILABLE FOR LOW INCOME INDIVIDUALS, FAMILIES, OR PEOPLE WITH DISABILITIES

Economic Opportunity Focus Area

Output: Number of unduplicated housing units developed, repaired, or otherwise made available for low income individuals, families, or people with disabilities. (O4)

Sample Instruments

Individual Housing Unit Tracking Form

This instrument can be used to track the type of housing unit, type of construction effort to be conducted on the unit, and the verification that the work has been completed. One “Individual Housing Unit Tracking Form” should be completed for each housing unit.

Summary Housing Units Output Log

This instrument can be used to track the number of housing units developed, repaired or otherwise made available.

- This log collects data on units, including address, type of unit, and date available for habitation, if applicable. The log also collects data on the level of effort/type of service completed on each unit (developed, repaired, or otherwise made available), and details on verification documentation (type, source, and date documentation obtained).
- The log **does not track if or when** the units ultimately went to the people for whom they were intended (i.e. low income individuals, families, or people with disabilities). If your program has the capability to track this data, consider adding columns for this information to the log.

Individual Housing Unit Tracking Form

Instructions

What is the purpose?	To document the type of housing unit made available, type of services provided, and type of documentation verifying that work was completed.
Who should complete this instrument?	Trained national service participants or a staff person providing oversight of the housing unit.
When should we complete this instrument?	When the housing unit has been identified for service, and after work on each unit has been completed and documentation verifying completion can be obtained.
What should we do to prepare?	<p>Train an oversight person(s) to complete the form accurately.</p> <p>If there are typically other types of construction efforts that are not listed in the form, enter additional options under 2a, 2b, and 2c.</p>
What should we do afterwards?	<p>Transfer the Individual "Housing Unit Tracking Form" information to the "Summary Housing Units Output Log."</p> <p>Keep all the logs and verifying documentation together in a safe place; these are your data. You will aggregate this data later to determine if you met your output target.</p>
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated units developed, repaired, or otherwise made available. For example, you may want to develop a database using an Excel spreadsheet. However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the output.

Individual Housing Unit Tracking Form

Program Name: _____

Date Work Started: _____ Date Work Completed: _____

Oversight Person for this Housing Unit: _____

Housing Unit Address: _____

1. Type of Housing Unit (check one):

- Single Family Home
 Mobile Home
 Apartment
 Room in a Group Home
 Other: _____

2. Type of Construction Effort for this Housing Unit to Become Available for Occupancy:

Will this housing unit be developed, repaired, or otherwise made available? Please check box:

a) Housing Unit Developed

<i>Check appropriate boxes to indicate type of development:</i>	
<input type="checkbox"/>	Build new housing unit
<input type="checkbox"/>	Replacing roof
<input type="checkbox"/>	Redoing plumbing
<input type="checkbox"/>	Replacing electrical wiring
<input type="checkbox"/>	Replacing/repairing foundation
<input type="checkbox"/>	Other substantially rehabilitated effort. Please describe:

b) Housing Unit Repaired

<i>Check appropriate boxes to indicate type of repairs made:</i>	
<input type="checkbox"/>	Painting
<input type="checkbox"/>	Weatherizing
<input type="checkbox"/>	Replacing appliances
<input type="checkbox"/>	Other housing unit repairs. Please describe:

c) Housing Unit Otherwise Made Available

<i>Check appropriate boxes to indicate other type of efforts made:</i>	
<input type="checkbox"/>	Fair housing advocacy that induces owner to rent to target population
<input type="checkbox"/>	Rent subsidy that makes housing unit affordable
<input type="checkbox"/>	Other activity to make the housing unit available. Please describe:

3. Verification of Work Completed

- Inspection Report (Date: _____)
 Certificate of Occupancy (Date: _____)
 Other verification from an external agency; describe: _____

Summary Housing Units Output Log

Instructions

What is the purpose?	To determine how many housing units were developed, repaired, or otherwise made available for low income individuals, families, or people with disabilities.
Who should complete this instrument?	Project Director or staff designee should complete this instrument.
When should we complete this instrument?	After work on each unit has been completed and the "Individual Housing Unit Tracking Form" has been completed
What should we do to prepare?	Collect "Individual Housing Unit Tracking Forms" and the verifying documentation.
What should we do afterwards?	Keep all the logs and verifying documentation together in a safe place; these are your data . You will aggregate this data later to determine if you met your output target.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated units developed, repaired, or otherwise made available. For example, you may want to develop a database using an Excel spreadsheet. However, whether your instrument is in paper format or electronic format, remember to save this "raw" data as proof that a systematic process was used to document the output.

Summary Housing Units Output Log

Housing Development Program Name: _____

Person Completing this Log: _____

Instructions: This log tracks housing units that were developed, repaired, or otherwise made available; and documentation verifying that work was completed. Use the “Individual Housing Unit Tracking Forms” to complete this log. Under “Oversight Person/Supervisor at Site”, enter the name of the person in charge of that work site. For each “Unit”, list the address, type of housing unit, date available for habitation, and the type of work completed. Identify the verifying document, the agency that provided the document, and date it was made available.

Oversight Person/Supervisor at Site		Unit			Date of Type of Work Completed ¹			Documentation		
Last Name	First Name	Address	Type of Housing Unit	Date available for habitation ²	Developed	Repaired	Otherwise Made Available	Document Verification ³	Document Source (agency)	Date Document Obtained
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
Totals:										

Output Total: Number of unduplicated housing units developed, repaired, or otherwise made available for low income individuals, families, or people with disabilities: _____

¹ Enter date in the appropriate column.

² Enter “N/A” if unit was occupied by current tenants prior to start of work.

³ Suggested document types: inspection report, certificate of occupancy, or other verification from external agency that work was completed.