

Exhibit 3-1: Sample Program Logic Model

AGENCY NAME: SAMPLE AGENCY		PROGRAM NAME: SAMPLE EMERGENCY SHELTER PROGRAM		
PROBLEM, NEED, SITUATION (CLIENT-FOCUSED): In 2007, there were approximately 1,500 homeless families in need of housing in the city; more than 250 of these families were turned away from overnight shelters at some point during the year. The Sample Program provides a safe, clean place to stay for families in need of shelter with a strong focus on immediate placement in housing (within 60 days) and linkage to services. Reducing lengths of stay and focusing on PH placement will increase turnover, which will allow Sample Program to serve many of the families that are currently being turned away.				
SERVICE OR ACTIVITY	FY08 OUTPUT GOALS	FY08 OUTCOME GOALS	MEASUREMENT REPORTING TOOLS	EVALUATION PROCESS
1	2	3	4	5
<p>Provide semi-private shelter with showers, laundry, meals and basic services. Housing services include: housing assessments, referrals to appropriate market-rate, subsidized, and supported PH; one-time relocation assistance or short-term rent assistance (up to 6 months) for persons moving to market-rate PH. Case management services include needs assessments, development of personal case management plans, referrals to other programs, follow-up community-based case management for persons moving to market-rate PH.</p> <p><i>Annual # Served ~ 1,000 homeless families.</i></p> <p><i>Approximately 83 families present for housing each month.</i></p>	<p>MONTHLY GOAL(S)</p> <p>95% (80 families) of families who present for housing are sheltered each month. Immediate housing counseling is provided to all participants.</p> <p>Of those who enter (80):</p> <ul style="list-style-type: none"> • 75% (60) are expected to stay > 3 days; on the 3rd day, these families will meet with a case manager and housing specialist to develop a full housing and case mngt plan. • 60% (48) will receive one-time or short-term financial assistance • 30% (24) will be referred for subsidized and/or supported PH. 	<p>65% of participants (52 families) will move to market-rate, subsidized or supported PH within 60 days of entry to the shelter.</p> <p>90% of participants (72 families, inclusive of those above) will move to market-rate, subsidized or supported PH within 180 days of entry to the shelter.</p> <p><i>Process Outcome:</i> Average length of stay for all participants will be less than 60 days.</p>	<p>Client data are collected at intake, exit, and all substantive encounters during program enrollment. Data are entered in HMIS regularly by program staff.</p> <p>Client data are also collected at all subsidized and/or supported PH programs within the community and recorded in the HMIS.</p>	<p>Program director queries data monthly to review aggregate client results and monitor progress toward output and outcome targets. Program staff have quarterly planning sessions to discuss ways to improve results.</p> <p>Community-level data from the HMIS can be used to analyze housing retention and recidivism rates for participants who are referred to subsidized and/or supported PH.</p>
	<p>1 YEAR GOAL(S)</p> <p>40% of participants who receive one-time or short-term financial assistance (19 of 48 families) will enroll in follow-up case management up to 1 year.</p>	<p>38% of participants who receive one-time or short-term financial assistance (18 of 48 families) will retain PH for at least 12 months</p> <p>Program does not track, but additional long-term goal for people referred to subsidized and/or supported PH is housing retention for > 12 months.</p>	<p>Client data are also collected at all emergency shelters and homeless programs within the community and recorded in the HMIS.</p>	<p>Community-level data from the HMIS can be used to analyze recidivism rates for participants who exit this program.</p>
	<p>3 YEAR GOAL(S)</p> <p>N/A – This program does not maintain involvement with participants for extended period of time</p>	<p>N/A – Program does not track long-term outcomes. Long-term goal: participants will not need to return to shelter in the future.</p>	<p>Client data are also collected at all emergency shelters and homeless programs within the community and recorded in the HMIS.</p>	<p>Community-level data from the HMIS can be used to analyze recidivism rates for participants who exit this program.</p>