HUD *e-snaps* Training Guide

Exhibit 2: Performance Measures

Version – 2010

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Exhibit 2: Performance Measures

Introduction

Welcome to the online training module for Fiscal Year (FY) 2010 Exhibit 2: Performance Measures. This module is one in a series of training modules provided to assist in the completion of the Exhibit 2 application. In this module, the performance measures forms for permanent housing projects, including Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) projects, are described first. This description is following by instructions for completing the performance measures forms for SHP-transitional housing (TH) projects, SHP-safe haven (SH) projects, and finally, SHP-supportive services only (SSO) projects.

Prior to using this module, you should have completed your SF-424, registered your Applicant on the Funding Opportunities Detail form, created your project(s), and started working on your Exhibit 2(s). For more information on those topics, visit http://esnaps.hudhre.info/ to access additional training modules that will take you through those steps.

Module Objectives

By the end of this module, you should be able to:

- Complete the performance measures that pertain to your Exhibit 2 application
- Identify any additional performance measures on which the project will report in the Annual Performance Report (APR)

Using this Module

To start using this module, you must first access your FY2010 Exhibit 2 application. The following steps recap how to log into *e-snaps*, and access your FY2010 Exhibit 2.

Step	Description
1	Direct your Internet browser to http://www.hud.gov/esnaps.
2	Log in by entering your *e-snaps* username and password.
3	Select “Submissions” from the left menu bar.
4	Select the “Open Form/Folder” icon next to your FY2010 project name to open your project’s Exhibit 2 application.

Performance Measures Forms for New and Renewal Projects

Throughout the *e-snaps* performance measures forms, there are gray-shaded cells in which you will not be able to enter or revise data. These cells are typically "Totals" with amounts that are automatically calculated within the *e-snaps* system when you select the "Save" button. You must fill in the data in the white cells.

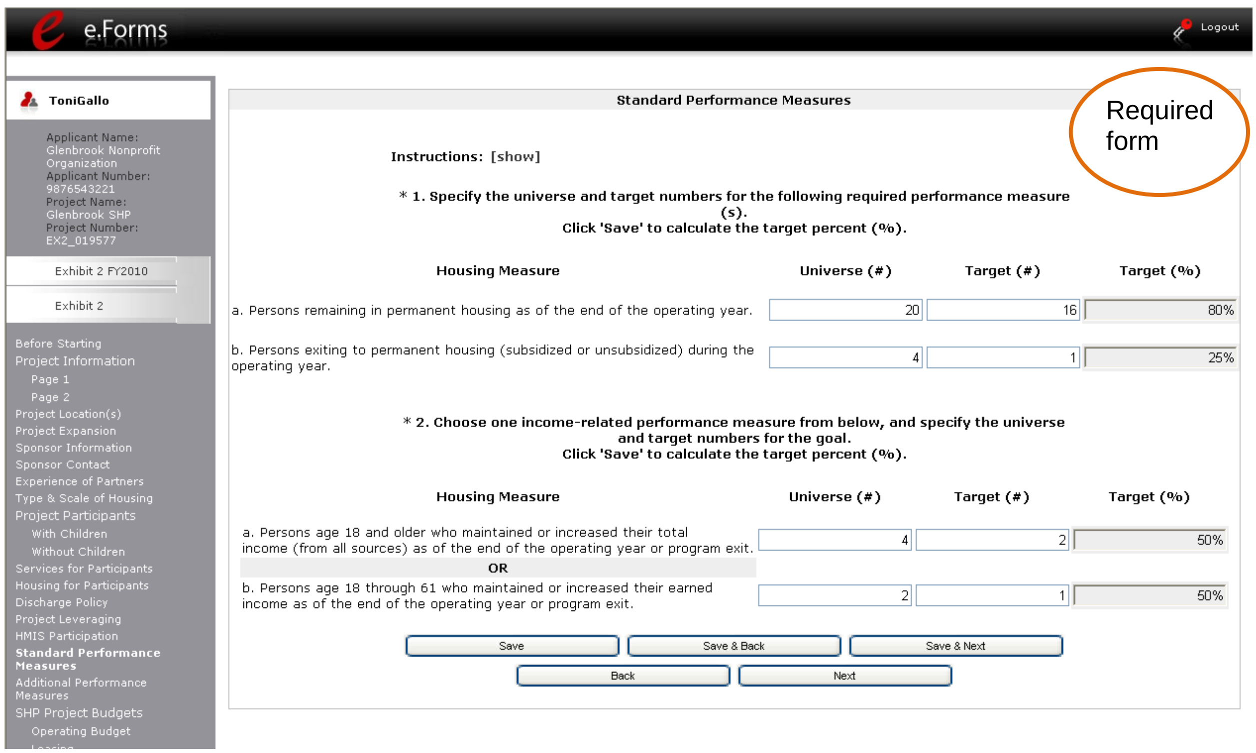
> *You may select “Show” from the “Show/Hide” feature at the top of each screen to access additional instructions for completing the fields on that screen.*

SHP-PH, all S+C components, and Section 8 SRO Forms

Standard Performance Measures
—for SHP-PH, all S+C components, and Section 8 SRO

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for permanent housing projects, including SHP-PH, all components of S+C, and Section 8 SRO. The completion of the “Standard Performance Measures” form is a new requirement that was not mandated during competitions in previous years.

All applicants for permanent housing projects are required to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also indicate goals for one income-related measure on which data will be reported in the APR.


e.Forms
Logout
ToniGallo
Applicant Name: Glenbrook Nonprofit Organization
Applicant Number: 9876543221
Project Name: Glenbrook SHP
Project Number: EX2_019577
Exhibit 2 FY2010
Exhibit 2
Before Starting
Project Information
Page 1
Page 2
Project Location(s)
Project Expansion
Sponsor Information
Sponsor Contact
Experience of Partners
Type & Scale of Housing
Project Participants
With Children
Without Children
Services for Participants
Housing for Participants
Discharge Policy
Project Leveraging
HMIS Participation
Standard Performance Measures
Additional Performance Measures
SHP Project Budgets
Operating Budget

Standard Performance Measures

Required form

Instructions: [show]

* 1. Specify the universe and target numbers for the following required performance measure (s).
Click 'Save' to calculate the target percent (%).

Housing Measure	Universe (#)	Target (#)	Target (%)
a. Persons remaining in permanent housing as of the end of the operating year.	20	16	80%
b. Persons exiting to permanent housing (subsidized or unsubsidized) during the operating year.	4	1	25%

* 2. Choose one income-related performance measure from below, and specify the universe and target numbers for the goal.
Click 'Save' to calculate the target percent (%).

Housing Measure	Universe (#)	Target (#)	Target (%)
a. Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit.	4	2	50%
OR			
b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit.	2	1	50%

Save | Save & Back | Save & Next
Back | Next

Step	Description
1.	For both questions 1a **and** 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
2.	For both questions 1a **and** 1b, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select “Save” and the system will calculate the “Target (%)” column.

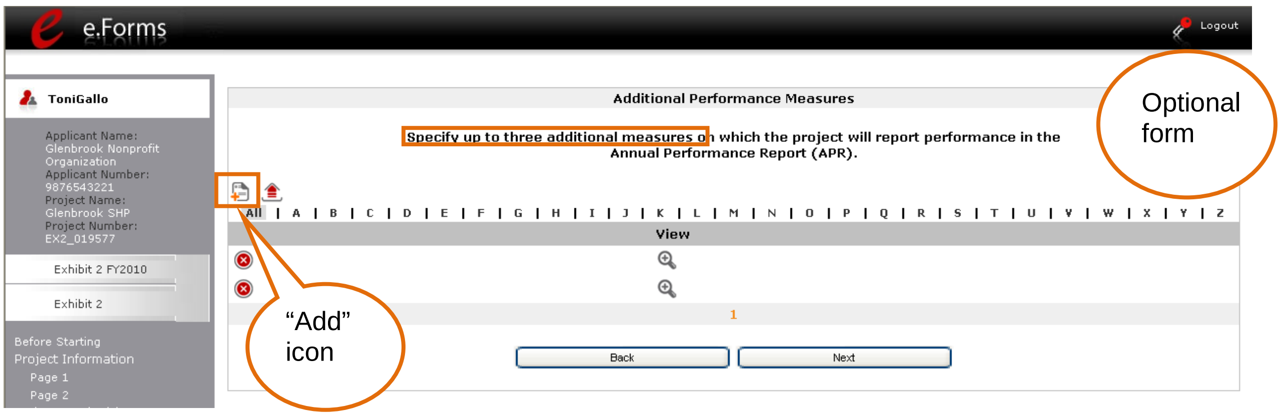
4.	For question 2, for either a **or** b, whichever is the most relevant to your project, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.
5.	For question 2, for either a **or** b, whichever is the most relevant to your project, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
6.	Select "Save" and the system will calculate the "Target (%)" column.
7.	When you have completed both questions, select "Next" at the bottom of the screen. You will advance to the Additional Performance Measures form.

Additional Performance Measures
—for SHP-PH, all S+C components, and Section 8 SRO

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for permanent housing projects, including SHP-PH, all components of S+C, and Section 8 SRO. The completion of the “Additional Performance Measures” form is optional. This form is a new form that was not used in competitions during previous years.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for additional measures. You may decide upon them based on the needs your project is intended to meet.

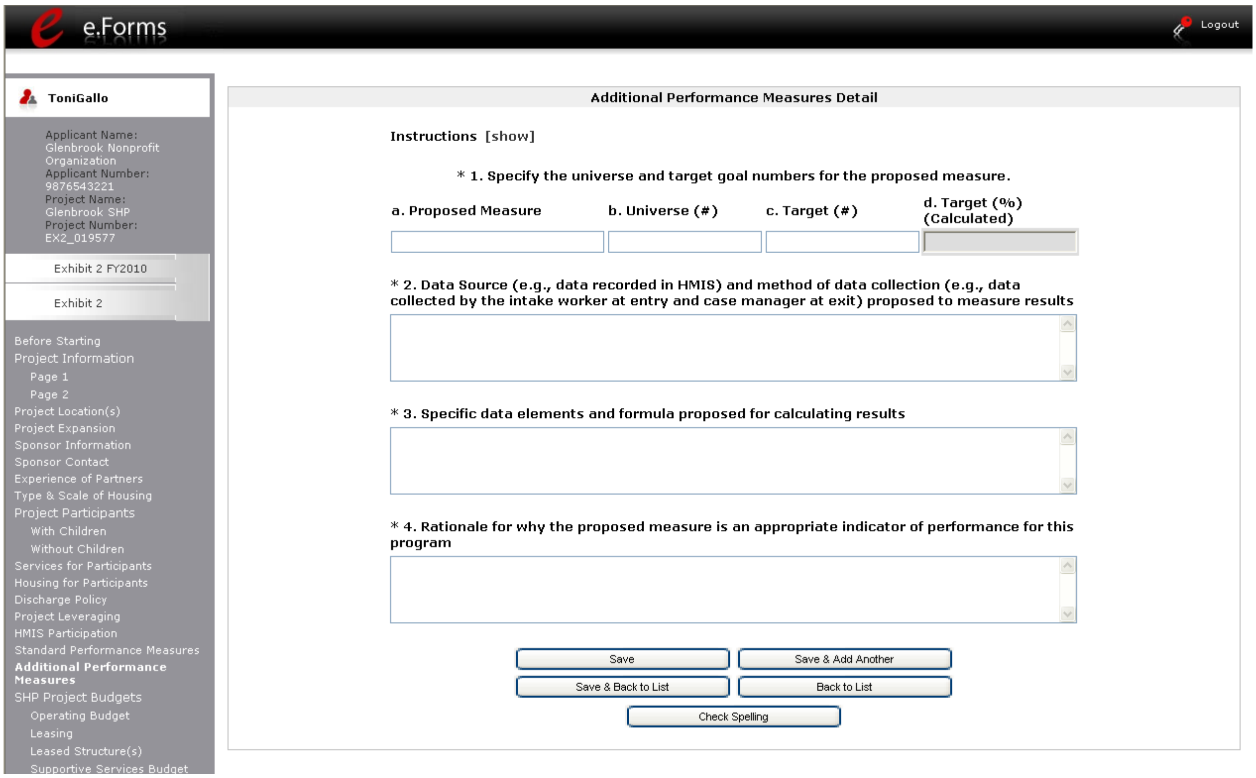


Step	Description
1a.	To add a performance measure, select the "Add" icon above “All” at the left side of the alphabetic listing. The Additional Performance Measure Detail screen will open (see next screenshot)..
1b	If you are not adding an additional performance measure, select the “Next” button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

Additional Performance Measures Detail
—for SHP-PH, all S+C components and Section 8 SRO

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project. This form is a new form that was not used in competitions during previous years.

You need to complete one Details form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.



Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.

6. For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.

7. For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

8. Select the button that is most appropriate for what you want to do next.
   - Select "Save & Add Another" to add additional measures.
   - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.

9. Review the Additional Performance Measures list.
   - To edit the information you entered, select the “View” icon to the left of the entry.
   - To delete an entry from the list, select the red “Delete” icon

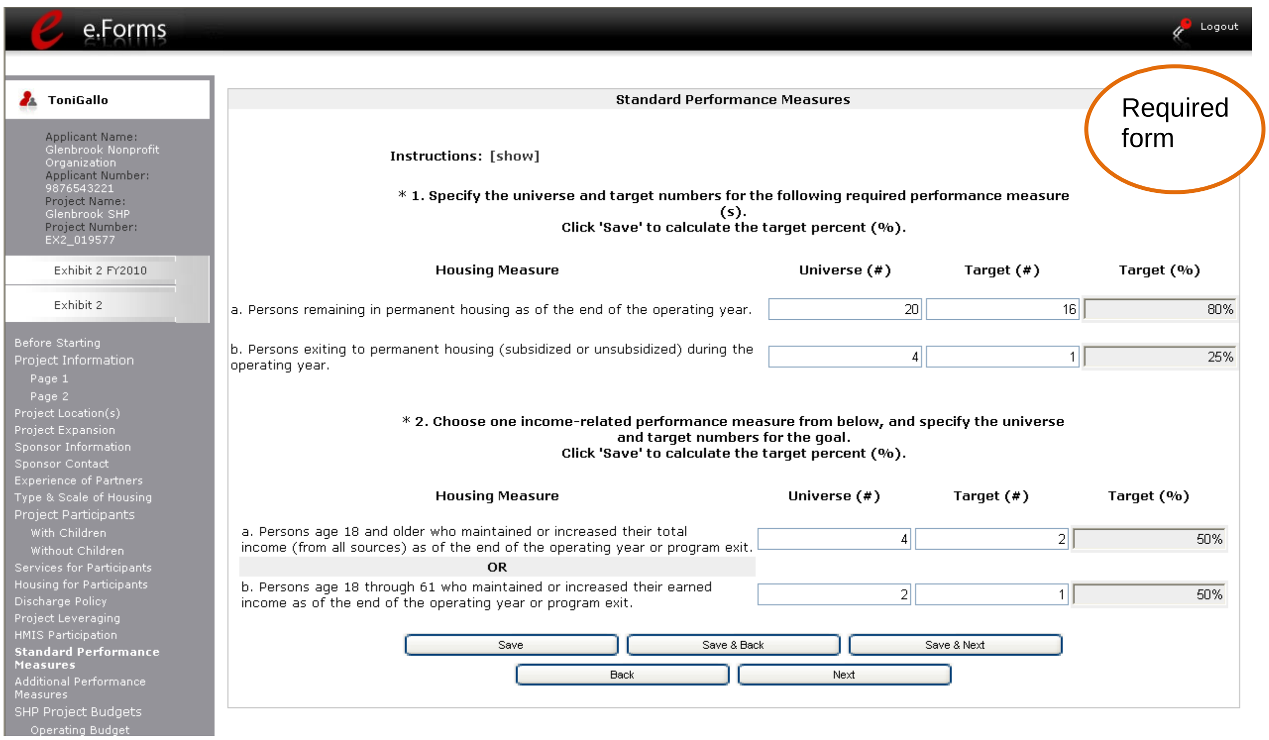
10. Select “Next” to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

SHP-TH only Forms

Standard Performance Measures—for SHP-TH only

The following steps provide instruction on completing the fields on the “Standard Performance Measures” form of the application for SHP transitional housing (TH) projects. The completion of the “Standard Performance Measures” form is a new requirement that was not mandated during competitions in previous years.

All applicants for TH projects are required to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also indicate goals for one income-related measure on which data will be reported in the APR.



Step	Description
1.	For both questions 1a **and** 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
2.	For both questions 1a **and** 1b, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select “Save” and the system will calculate the “Target (%)” column.

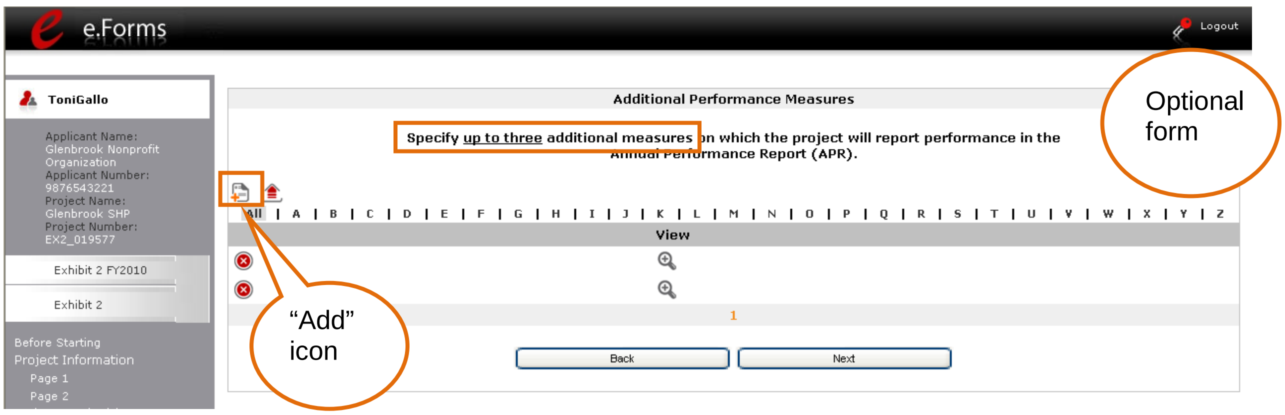
4.	For question 2, for either a **or** b, whichever is the most relevant to your project, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.
5.	For question 2, for either a **or** b, whichever is the most relevant to your project, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
6.	Select "Save" and the system will calculate the "Target (%)" column.
7.	When you have completed both questions, select "Next" at the bottom of the screen. You will advance to the Additional Performance Measures form.

Additional Performance Measures—for SHP-TH only

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for SHP-TH projects. The completion of the “Additional Performance Measures” form is optional. This form is a new form that was not used in competitions during previous years.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for these additional measures. You may decide upon them based on the needs your project is intended to meet.

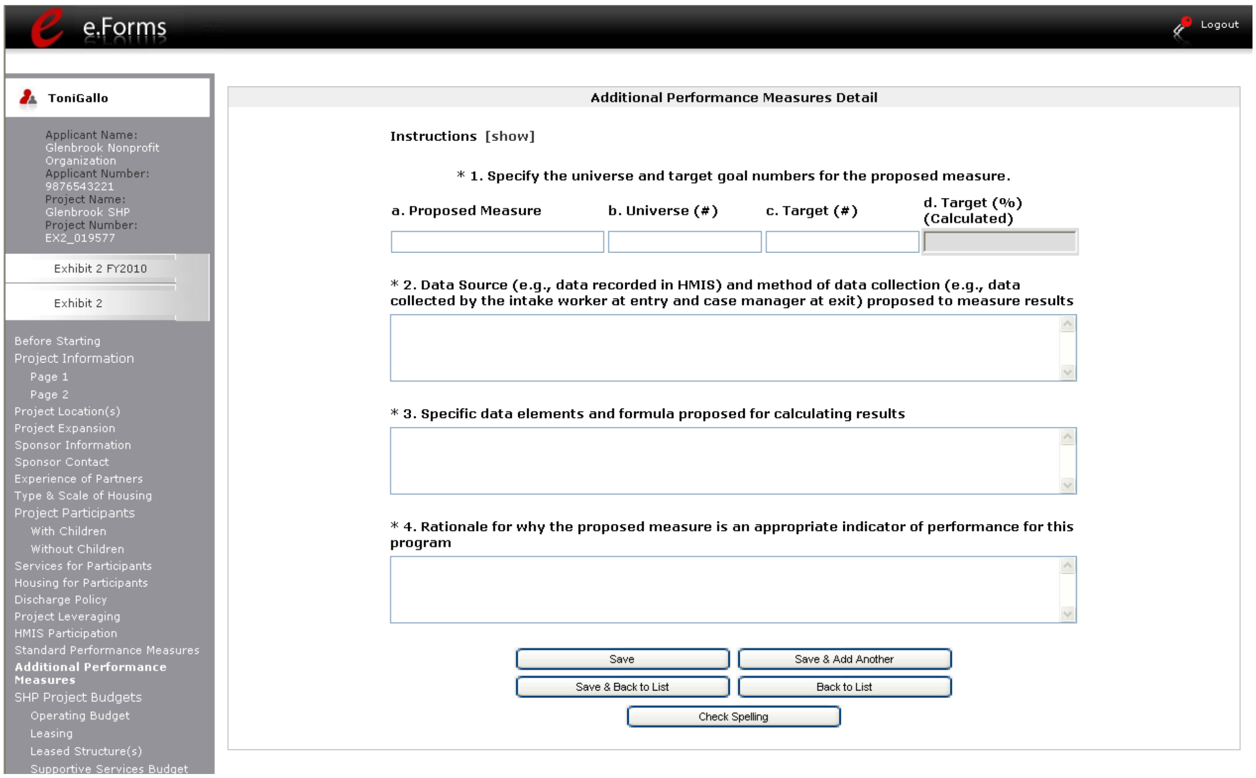


Step	Description
1a.	To add a performance measure, select the "Add" icon  above “All” at the left side of the alphabetic listing. The Additional Performance Measures Detail screen will open (see next screenshot).
1b	If you are not adding an additional performance measure, select the “Next” button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

Additional Performance Measures Detail—for SHP-TH only

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project. This form is a new form that was not used in competitions during previous years.

You need to complete one Details form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.



Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.

6. For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.

7. For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.

8. Select the button that is most appropriate for what you want to do next.
    - Select "Save & Add Another" to add additional measures.
    - Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.

9. Review the Additional Performance Measures list.
    - To edit the information you entered, select the “View” icon to the left of the entry.
    - To delete an entry from the list, select the red “Delete” icon

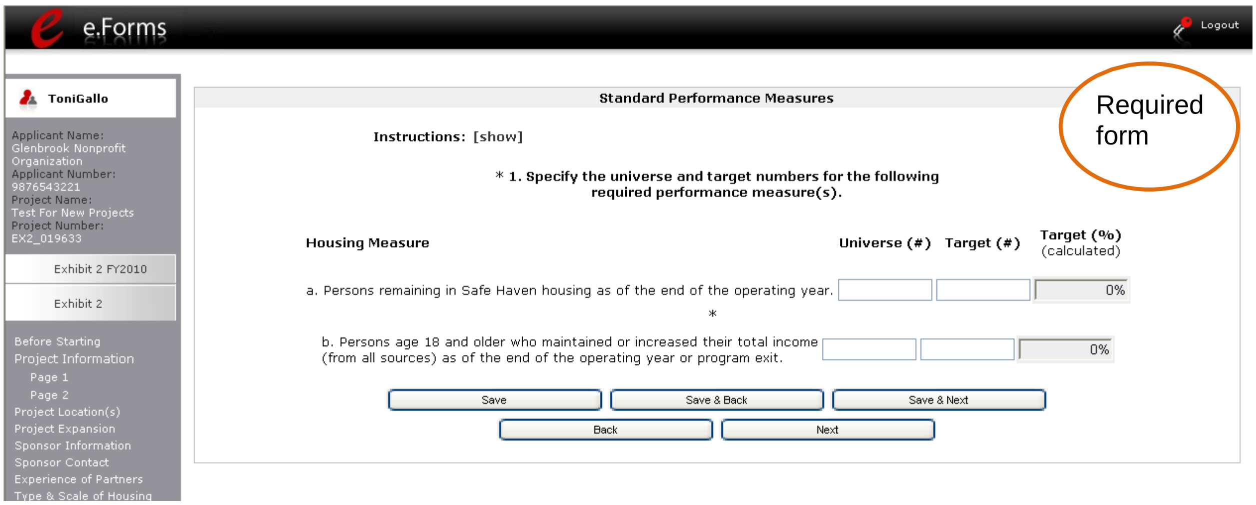
10. Select “Next” to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

SHP-Safe Haven only Forms

Standard Performance Measures—for SHP-Safe Haven only

The following steps provide instruction on completing the fields on the "Standard Performance Measures" form of the application for SHP safe haven (SH) projects. The completion of the "Standard Performance Measures" form is a new requirement that was not mandated during competitions in previous years.

All applicants are required to set a permanent housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also indicate goals for one income-related measure on which the grantee will report accomplishments in the APR.



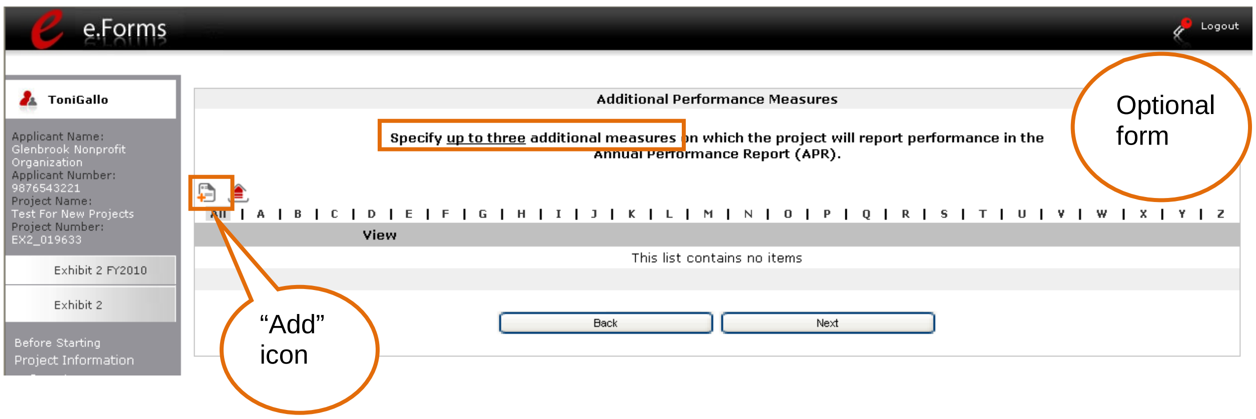
Step	Description
1.	For both questions 1a **and** 1b, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.
2.	For both questions 1a **and** 1b, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select "Save" and the system will calculate the "Target (%)" column.
4.	When you have completed both questions, select "Next" at the bottom of the screen. You will advance to the Additional Performance Measures form.

Additional Performance Measures—for SHP-Safe Haven only

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for SH projects. The completion of the “Additional Performance Measures” form is optional. This form is a new form that was not used in competitions during previous years.

You may include up to three additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for these additional measures. You may decide upon them based on the needs your project is intended to meet.

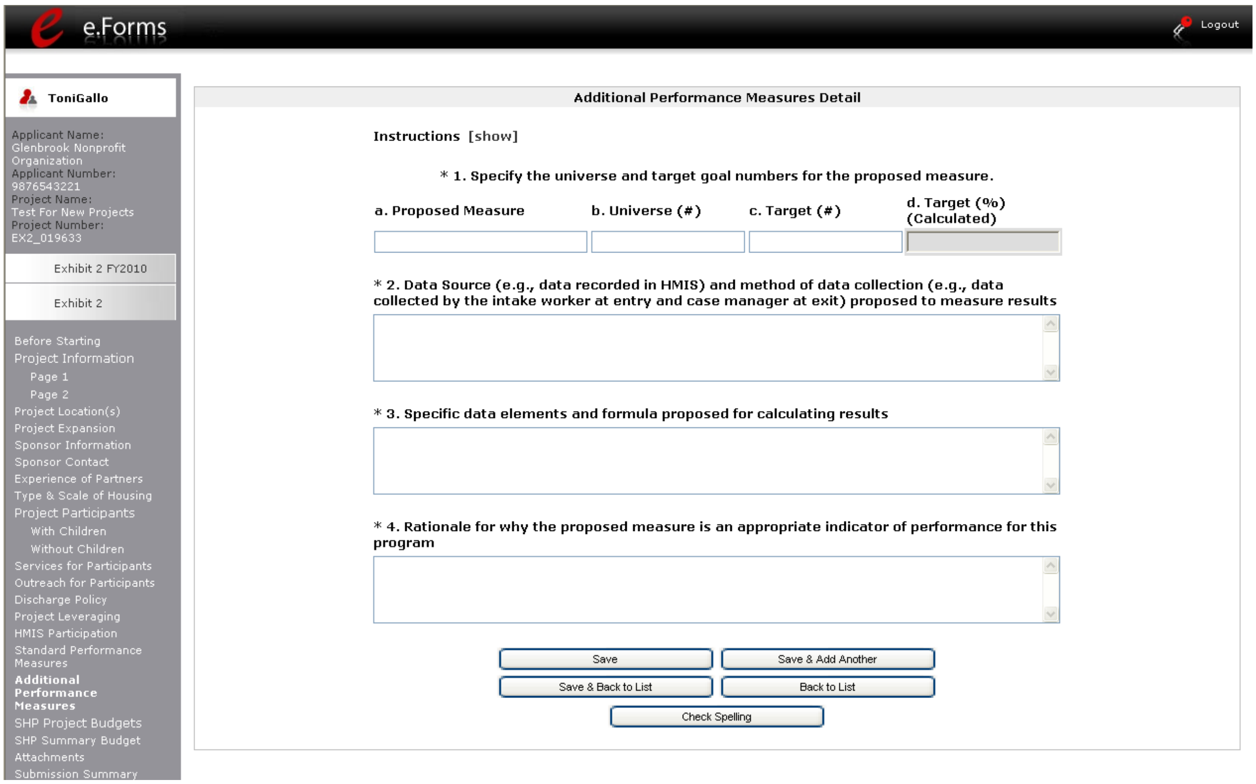


Step	Description
1a.	To add a performance measure, select the "Add" icon above “All” at the left side of the alphabetic listing. The Additional Performance Measures Detail screen will open (see next screenshot).
1b	If you are not adding an additional performance measure, select the “Next” button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

Additional Performance Measures Detail—for SHP-Safe Haven only

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project. This form is a new form that was not used in competitions during previous years.

You need to complete one Details form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.



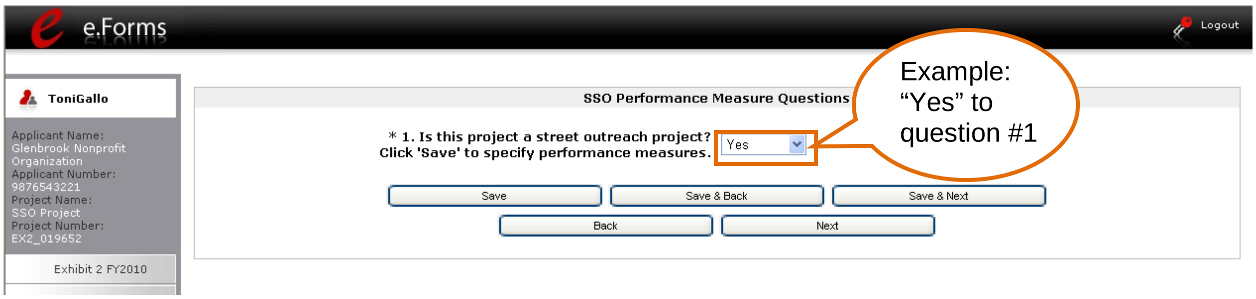
Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.
6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.

7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.
8.	Select the button that is most appropriate for what you want to do next. • Select "Save & Add Another" to add additional measures. • Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
9.	Review the Additional Performance Measures list. • To edit the information you entered, select the “View” icon to the left of the entry. • To delete an entry from the list, select the red “Delete” icon
10.	Select “Next” to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

SHP-SSO only Forms

SSO Performance Measures Questions—for SHP-SSO only

The following steps provide instruction on completing the fields on the “SSO Performance Measure Questions” form of the application for SHP supportive services only (SSO) projects. This form is a new form that has not been used in competitions during previous years. For SHP-SSO projects, the performance measures that need to be developed will depend upon the response to the initial question as to whether the project is for street outreach.



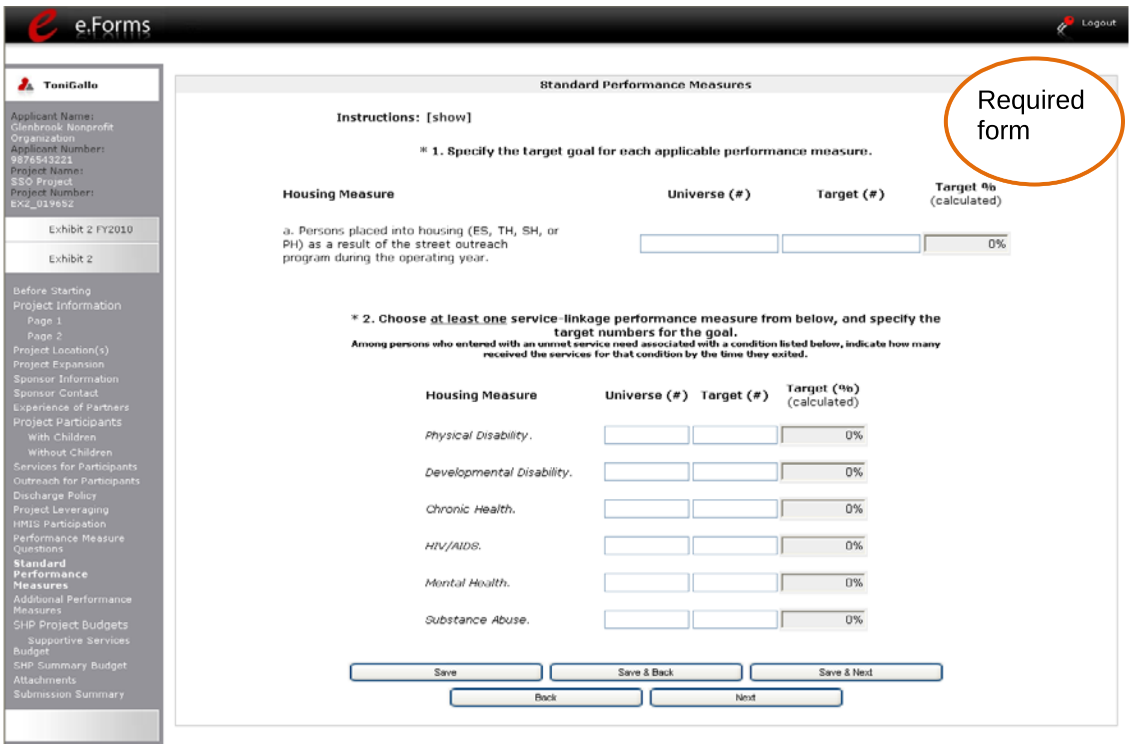
Step	Description
1.	Select “Yes” or “No” for whether or not the Exhibit 2 application is for a street outreach project.
2.	If “Yes”, select “Save & Next” to proceed to the applicable “Standard Performance Measures” form, which is discussed on the next page of this module. If “No”, select “Save”. There is an additional question before proceeding to the performance questions. (Continue with the instructions on **page 18** of this module.)
	The next page follows the application when the response is “Yes”.

Standard Performance Measures—for SHP-SSO only
Question #1 = Yes

The following steps provide instruction on completing the fields on the "Standard Performance Measures" form of the application for SHP supportive services only (SSO) projects. This form is a new form that was not used in competitions during previous years.

If the response is "Yes" for "Is this project a street outreach project", the applicant must complete the following form in *e-snaps*.

The form requires the applicant to set a housing stability goal to be accomplished by the end of the upcoming operating year and reported in the Annual Performance Report (APR). Applicants must also indicate goals for at least one service-related measure on which the grantee will report accomplishments in the APR.



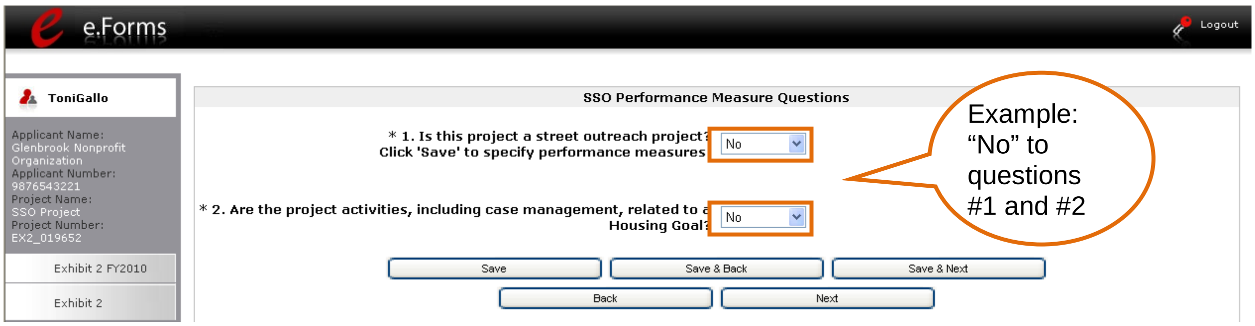
Step	Description
1.	For both questions 1a **and** 2, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.
2.	For both questions 1a **and** 2, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select "Save" and the system will calculate the "Target (%)" column.
4.	To move to next screen on Additional Performance Measures, select "Save & Next" or use the left hand menu bar. (Continue with the instructions under "Additional Performance Measures—SHP-SSO only (optional)" on **page 24** of this module.
	The next page of this manual follows the Exhibit 2 application when the response is "No" to street outreach.

SSO Performance Measure Questions—for SHP-SSO only

The following steps provide instruction on completing the remaining field on the "SSO Performance Measure Questions" form of the application for SHP supportive services only (SSO) projects.

If the response is "No" for "Is this project a street outreach project", the applicant must respond to the next question on this form "Are project activities related to a housing goal".

The response will determine the performance measures forms that appear on the left menu bar.



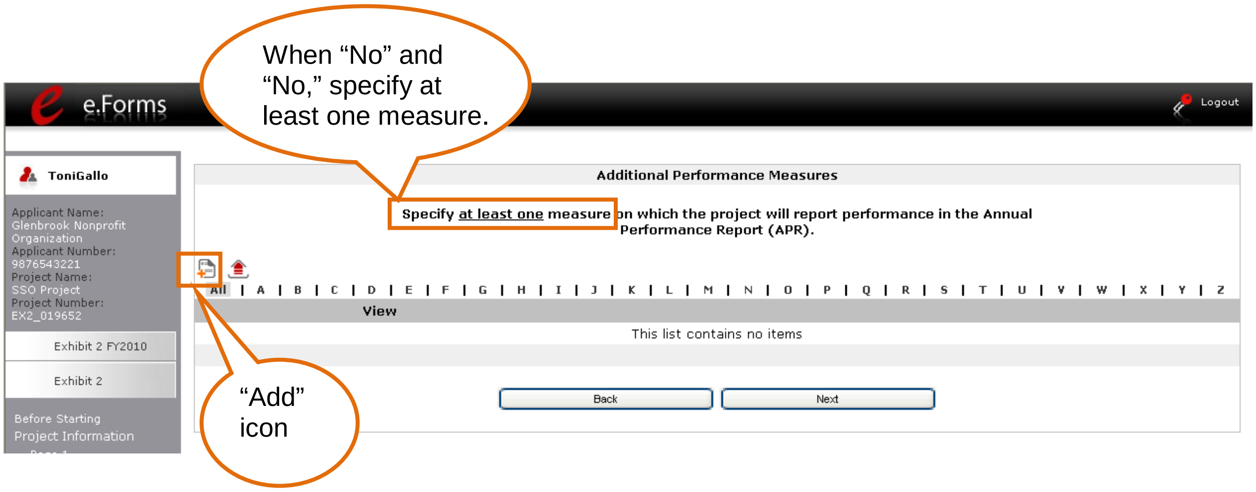
Step	Description
1.	When "No" is selected for whether the project is for street outreach, select "Save" to respond to an additional question (#2) asking whether project activities, including case management, are related to a housing goal.
2.	If response to question #2 is "No", select "Save & Next" or use the left hand menu bar to proceed to the "Additional Performance Measures" form, which is a required form discussed on the next page. If response for question #2 is "Yes", select "Save & Next" or use left hand menu bar to proceed to the applicable Standard Performance Measures form. (Continue with the instructions on **page 21** of this module.)

Additional Performance Measures—for SHP-SSO only
Question #1 and #2 = No

The following steps provide instruction on completing the Additional Performance Measures form. The form is a new form that has not been used in competitions during previous years.

For this the SSO component, at least one additional performance measure is required, when the response is "No" to both questions on the Performance Measures Questions Form.

The performance measure is based on the goal(s) that the applicant develops for the project. The goals you identify should be measurable and relevant to your project.

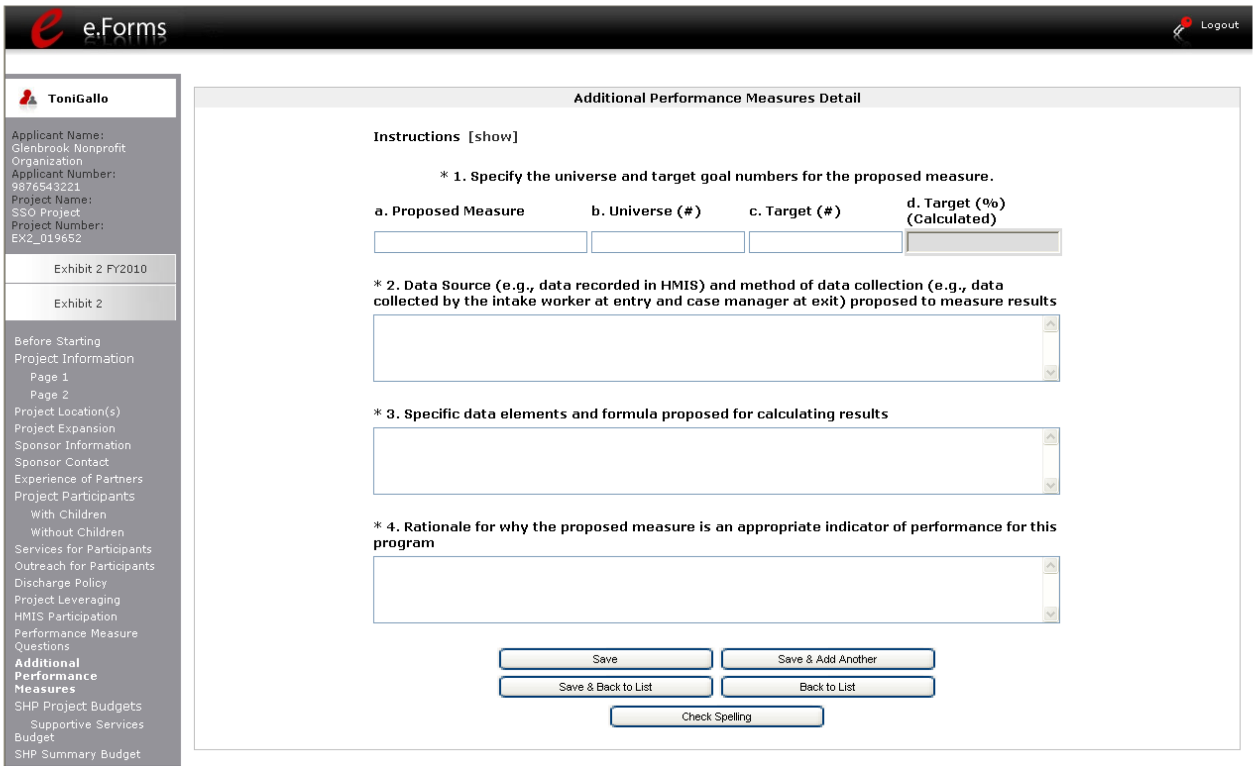


Step	Description
1.	To add a performance measure, select the "Add" icon above "All" at the left side of the alphabetic listing. The Additional Performance Measure Detail screen will open (see next screenshot).

Additional Performance Measures Detail—for SHP-SSO only

The following steps provide instruction on completing the Additional Performance Measures Detail form. The Details form will be used to enter the performance measures you develop for the project. You need to complete one of these forms for each additional performance measure on which your project will report.

Remember, when the response is "No" to both questions on the Performance Measures Questions Form, you must include at least one additional performance measure for this component.



Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select "Save" and the system will calculate item 1d, the "Target (%)" column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.

6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.
8.	Select the button that is most appropriate to for what you want to do next. • Select "Save & Add Another" to add additional measures. • Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
9.	Review the Additional Performance Measures list. • To edit the information you entered, select the "View" icon to the left of the entry. • To delete an entry from the list, select the red "Delete" icon
10.	Select "Next" to continue to the next form, which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

SSO Performance Measure Questions—for SHP-SSO only

The following steps provide instruction on completing the remaining field on the "SSO Performance Measure Questions" form of the application for SHP supportive services only (SSO) projects.

If the response is "No" for "Is this project a street outreach project", the applicant must respond to the next question on this form "Are project activities related to a housing goal".

The response will determine the performance measures forms that appear on the left menu bar.

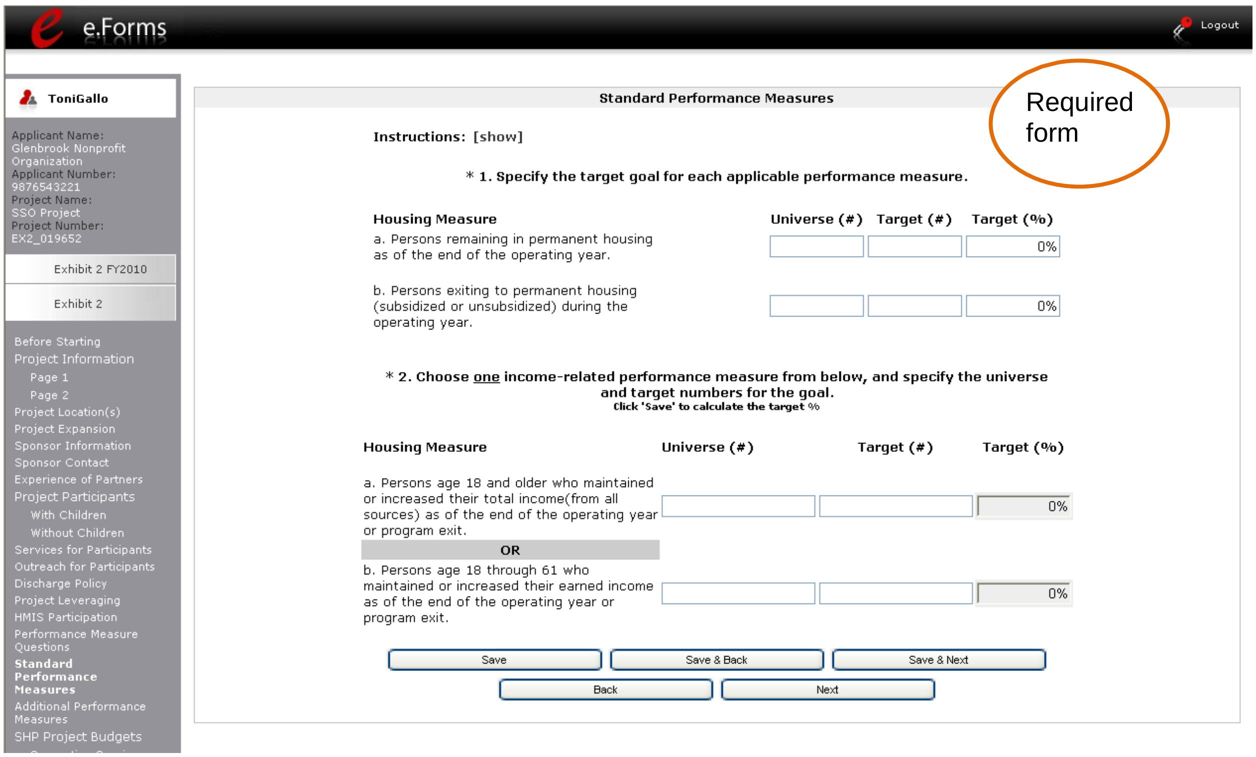
Step	Description
1.	When "No" is selected for whether the project is for street outreach, select "Save" to respond to an additional question (#2).
2.	If response to question #2 is "Yes", select "Save & Next" or use the left hand menu bar to proceed to the Standard Performance Measures form, which is discussed on the next page of this module. **Note:** The Standard Performance Measures form shown n the next page is different than the one discussed earlier when an applicant answers "Yes" to question #1 regarding street outreach.

Standard Performance Measures—for SHP-SSO only
Question #1 = No, and Question #2 = Yes

The following steps provide instruction on completing the Standard Performance Measures form. This form is a new form that has not been used in competitions during previous years.

If the response is "No" for question #1 on street outreach and "Yes" for question #2 on project activities related to a housing goal, the applicant must complete the following form in *e-snaps*.

All applicants are required to set a housing stability goal and to select at least one other performance measure on which the grantee will report performance in the Annual Performance Report (APR).


e.Forms
Logout
ToniGallo
Applicant Name:
Glenbrook Nonprofit Organization
Applicant Number:
9876543221
Project Name:
SSO Project
Project Number:
EX2_019652
Exhibit 2 FY2010
Exhibit 2
Before Starting
Project Information
Page 1
Page 2
Project Location(s)
Project Expansion
Sponsor Information
Sponsor Contact
Experience of Partners
Project Participants
With Children
Without Children
Services for Participants
Outreach for Participants
Discharge Policy
Project Leveraging
HMIS Participation
Performance Measure Questions
Standard Performance Measures
Additional Performance Measures
SHP Project Budgets

Standard Performance Measures

Required form

Instructions: [show]

* 1. Specify the target goal for each applicable performance measure.

Housing Measure	Universe (#)	Target (#)	Target (%)
a. Persons remaining in permanent housing as of the end of the operating year.			0%
b. Persons exiting to permanent housing (subsidized or unsubsidized) during the operating year.			0%

* 2. Choose one income-related performance measure from below, and specify the universe and target numbers for the goal.
Click 'Save' to calculate the target %

Housing Measure	Universe (#)	Target (#)	Target (%)
a. Persons age 18 and older who maintained or increased their total income(from all sources) as of the end of the operating year or program exit.			0%
OR			
b. Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit.			0%

Save | Save & Back | Save & Next
Back | Next

Step	Description
1.	For both questions 1a **and** 1b, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.
2.	For both questions 1a **and** 1b, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
3.	Select "Save" and the system will calculate the "Target (%)" column.
4.	For question 2, for either a **or** b, whichever is the most relevant to your project, in the "Universe (#)" column, enter the total number of persons about whom the measure is expected to be reported.

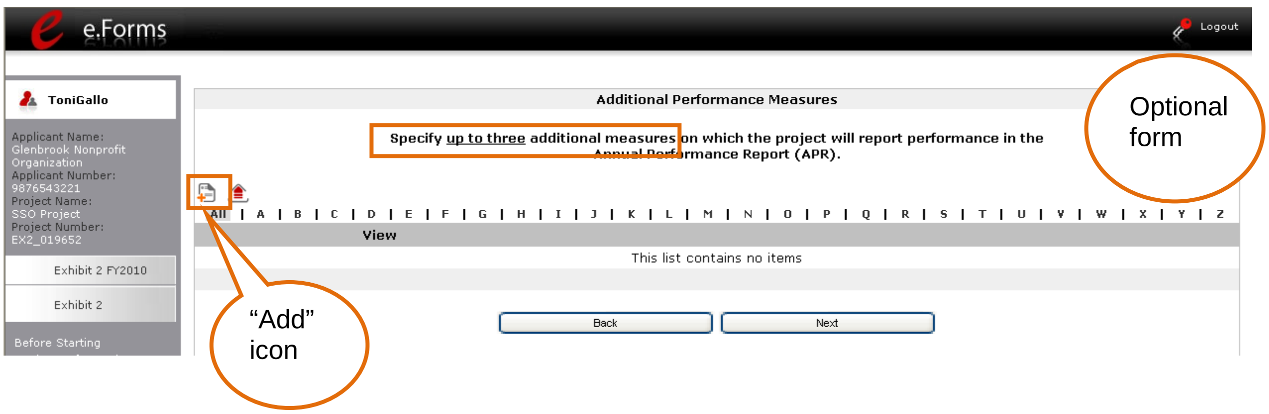
5. For question 2, for either a **or** b, whichever is the most relevant to your project, in the "Target (#)" column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
6. Select "Save" and the system will calculate the "Target (%)" column.
7. When you have completed both questions, select "Next" at the bottom of the screen. You will advance to the Additional Performance Measures form, which is discussed on the next page.

Additional Performance Measures—for SHP-SSO (optional)

The following steps provide instruction on completing the fields on the “Additional Performance Measures” form of the application for SH projects. The completion of the “Additional Performance Measures” form is optional. This form is a new form that was not used in competitions during previous years.

You may include **up to three** additional measures to be accomplished by the end of the upcoming operating year and reported in the APR. The performance goals you identify should be measurable and relevant to your project.

e-snaps does not provide you with suggestions for these additional measures. You may decide upon them based on the needs your project is intended to meet.

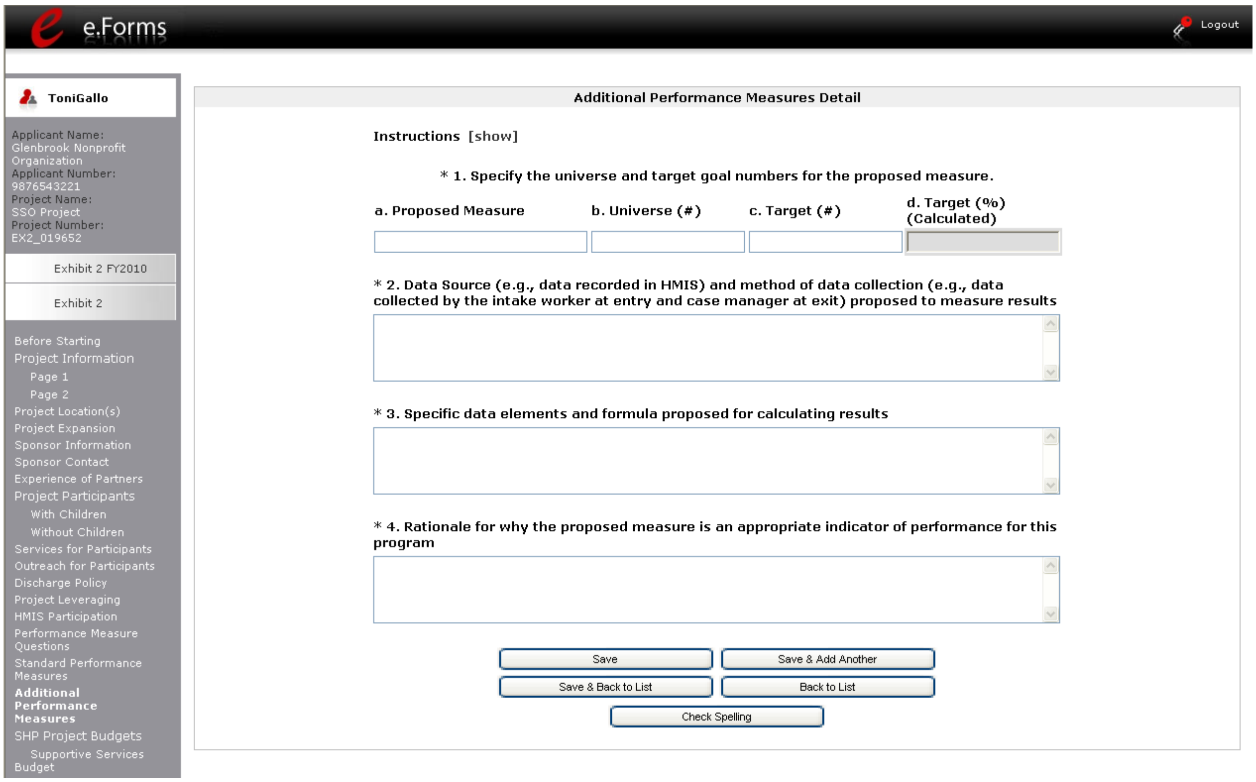


Step	Description
1a.	To add a performance measure, select the "Add" icon above “All” at the left side of the alphabetic listing. The Additional Performance Measure Detail screen will open (see next screenshot).
1b	If you are not adding an additional performance measure, select the “Next” button to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

Additional Performance Measures Detail—for SHP-SSO (optional)

The following steps provide instruction on completing the “Additional Performance Measures Detail” form. Use this form to enter the additional performance measures you develop for the project. This form is a new form that was not used in competitions during previous years.

You need to complete one Details form for each additional performance measure to be accomplished during the upcoming operating year and reported in the APR. Remember, this form is optional and you may add **no more than three** additional performance measures.



Step	Description
1.	In item 1a, enter a brief description of the proposed measure.
2.	In item 1b, in the “Universe (#)” column, enter the total number of persons about whom the measure is expected to be reported.
3.	In item 1c, in the “Target (#)” column, enter the number of persons for whom this goal is relevant who are expected to reach the goal within the operating year.
4.	Select “Save” and the system will calculate item 1d, the “Target (%)” column.
5.	For question 2, enter the data source (e.g., data recorded in HMIS) and method of data collection (e.g., data collected by the intake worker at entry and case manager at exit) proposed to measure results.

6.	For question 3, describe the specific data elements and formula you will use to calculate the results of this measure.
7.	For question 4, describe the rationale for why the proposed measure is an appropriate indicator of performance for this program.
8.	Select the button that is most appropriate for what to do next. • Select "Save & Add Another" to add additional measures. • Select "Save & Back to List" to return to the Additional Performance Measures list when you are finished adding additional measures.
9.	Review the Additional Performance Measures list • To edit the information you entered, select the “View” icon to the left of the entry. • To delete an entry from the list, select the red “Delete” icon
10.	Select “Next” to continue to the next form which will be the first of the Budget forms. Instructions on how to complete the Budget forms is provided in a separate module on the e-snaps training page on the HRE, located at http://esnaps.hudhre.info/.

Module Summary and Checklist

Congratulations. You have successfully completed the training module for completing Exhibit 2 performance measure forms within *e-snaps* for SHP, S+C, and Section 8 SRO projects. You should now be able to:

- Identify the forms you will need to fill out as part of your Exhibit 2 application.
- Understand the information required to be entered into each field.
- You should now have completed the following forms, as relevant to your project:

CHECKLIST	
☐	For all projects, Standard Performance Measures
☐	When applicable, Additional Performance Measures
☐	When applicable, Additional Performance Measures Detail
☐	For SHP-SSO only projects, the SSO Performance Measure Questions

Record Module Completion

Now that you have completed this online training module, select the link below to fill out the web form. This form is required to verify completion of this module.
http://esnaps.hudhre.info/modulecompletion.cfm?moduleID=M085

NOTE: *To continue your learning experience, close this document and select another module from the training home page, at http://esnaps.hudhre.info*