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Community Services Block Grant (CSBG) Annual Report

OMB PRA Clearance
FRN #2

October 2016

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Module 1

State Administration

Community Services Block Grant (CSBG) Annual Report – State Administration Module

Note: The reporting timeframes for all information in the administrative module is based on the Federal Fiscal Year, which runs from October 1 of a given calendar year until September 30 of the following calendar year. When completing the annual report, respondents will first indicate the Federal Fiscal Year for which the state is submitting data. The Online Data Collection (OLDC) system will then auto-populate the administrative module with information from the appropriate year (year 1 or year 2) in the accepted CSBG State Plan. States will be able to update information in these sections, as necessary.

SECTION A

CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact

A.1. Confirm and update the following information in relation to the lead agency designated to administer the CSBG in the State, as required by Section 676(a) of the CSBG Act.

A.1a. Lead agency

[This section will auto-populate using information provided in the CSBG State Plan. The State should review all items and may update to note any changes that have taken place during the year. Any updates or changes will be noted in quality assurance reviews and may require brief explanation prior to acceptance of the annual report.]

A.1b. Cabinet or administrative department of this lead agency

[Auto-populated from the CSBG State Plan with option to update where applicable]

- ☐ Community Services Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☐ Governor's Office
- ☐ Community Affairs Department
- ☐ Other, describe:

A.1c. Division, bureau, or office of the CSBG authorized official [**Narrative, 2500 Characters**]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1d. Authorized official of the lead agency [**Narrative, 2500 Characters**]

[Auto-populated from the CSBG State Plan with option to update where applicable]

Instructional note: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3). The authorized official is the person indicated as authorized representative on the SF-424M.

A.1e. Street address [Narrative, 2500 Characters]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1f. City [Narrative, 2500 Characters]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1g. State [Narrative, 2500 Characters]

[Auto-populated from the CSBG State Plan]

A.1h. Zip code [Narrative 10 Characters]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1i. Telephone number and extension [Narrative, 10 – 15 characters including an option for 5 digit extension]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1j. Fax number [Narrative, 10 characters]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1k. Email address [Narrative, 50 characters]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.1l. Lead agency website [Narrative, 200 characters]

[Auto-populated from the CSBG State Plan with option to update where applicable]

A.2. Please check additional programs administered by the State CSBG Lead Agency during the reporting year (FFY).

- ☐ Weatherization Assistance Program (WAP)
- ☐ Low Income Home Energy Assistance Program (LIHEAP)
- ☐ U.S. Department of Agriculture Programs (Specify _____)
- ☐ U.S. Department of Housing and Urban Development (HUD) Programs (Specify _____)
- ☐ Other, describe: **If yes, please list below:**

SECTION B

Statewide Goals and Accomplishments

B.1. Progress on State Plan Goals: Describe progress in meeting the State’s CSBG-specific goals for State administration of CSBG as described in the CSBG State Plan.

Goals: [Actual Goals from the CSBG State Plan will be auto-populated from the accepted CSBG State plan]

- ☐ All Goals Accomplished: [Narrative, 2500 characters]
- ☐ Goals Partially Accomplished – describe progress: [Narrative, 2500 characters]
- ☐ Not Accomplished – explain [Narrative, 2500 characters]

Note: This information is associated with State Accountability Measure 1Sa(i) and will be used in assessing overall progress in meeting State goals.

B.2. CSBG Eligible Entity Overall Satisfaction Targets: In the table below, provide the State’s most recent target for CSBG Eligible Entity Overall Satisfaction during the performance period (FFY).

Prior Year Target	Most Recent American Customer Satisfaction Index Survey Result	Future Target
____. [Numerical, 3 digits] This cell should be left blank in the first year of submission of this new annual report format.	____. [Numerical, 3 digits] This cell should include the most recent result of the ACSI survey. OCS plans to issue ACSI surveys on a bi-annual basis.	____. [Numerical, 3 digits] Note: OCS issued Information Memorandum 150 providing guidance on establishing targets based on ACSI results.

Instructional Note: Because the CSBG State Plan may cover two fiscal years, annual updates related to CSBG Eligible Entity satisfaction should be provided in this annual report. The State’s target score will indicate improvement or maintenance of the States’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the State’s CSBG Eligible Entities. States that did not receive ACSI scores (i.e. States with only a single CSBG Eligible Entity) should not complete question B.2, but should provide narrative descriptions of other sources of customer feedback and the State’s response to that feedback in question B.3. For more information on the ACSI and establishment of targets, see [CSBG Information Memorandum #150 Use of the American Customer Satisfaction Index \(ACSI\) to Improve Network Effectiveness](#).

B.3. CSBG Eligible Entity Feedback and Involvement: How has the State considered feedback from CSBG Eligible Entities, OCS, public hearings, and other sources, and/or customer satisfaction surveys such as the American Customer Satisfaction Index (ACSI)? What actions have been taken as a result of this feedback?

[Narrative - 2500 Characters]

- B.4. State Management Accomplishment:** Describe what you consider to be the top management accomplishment achieved by your State CSBG office during the reporting year (FFY). Provide examples of how administrative or leadership actions led to improvements in efficiency, accountability, or quality of services and strategies.

[Narrative – 2500 Characters]

- B.5. CSBG Eligible Entity Management Accomplishments:** Describe three notable management accomplishments achieved by CSBG Eligible Entities in your state during the reporting year (FFY). Describe how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies.

[Narrative – 2500 Characters]

- B.6. Innovative Solutions Highlights:** Provide at least three examples of ways in which a CSBG Eligible Entity addressed a cause or condition of poverty in the community using an innovative or creative approach. Provide the agency name, local partners involved, outcomes, and specific information on how CSBG funds were used to support implementation.

[Narrative – 2500 Characters]

SECTION C

CSBG Eligible Entity Update

- C.1. CSBG Eligible Entities:** The table below includes a list of CSBG Eligible Entities in the State as described in the CSBG State Plan for this reporting year (FFY). Please review and note any changes or updates in this information. This table should include every CSBG Eligible Entity to which the State allocated 90 percent of CSBG funds during the reporting period (FFY). The table should not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

1.CSBG Eligible Entity	2.Public or Nonprofit	3.Type of Entity (choose all that apply)	4.Geographical Area Served by county (Provide all counties)	5.Brief Description of "Other"
Auto-populated [Narrative, 2500 characters]	Auto-populated [Select Public or Nonprofit]	Auto-populated - Community Action Agency - Limited Purpose Agency - Local Government Agency - Migrant or Seasonal Farmworker Organization - Tribe or Tribal Organization - Other (describe in column 5)	Auto-populated [Narrative, 2500 characters]	Auto-populated [Narrative, 2500 characters] If "Other" is selected in column 3, provide further detail here
ADD A ROW function Note: rows may be added for each CSBG Eligible Entity funded by the State				

- C.2.** Total number of CSBG Eligible Entities: ## [This will automatically update based on chart in C.1]
- C.3. Changes to CSBG Eligible Entities List:** Did the list of CSBG Eligible Entities under item C.1 change during the reporting period (FFY)? If yes, briefly describe the changes. ☐ Yes ☐ No

[If yes is selected – Narrative, 2500 characters]

Instructional Note: Limited Purpose Agency refers to a CSBG Eligible Entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for the fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act; did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act; and has not lost its designation as a CSBG Eligible Entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a State provides to CSBG Eligible Entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A State must provide "no less than 90 percent" of their CSBG allocation, under Section 675B, to the Eligible Entities.

SECTION D

Organizational Standards for CSBG Eligible Entities

Note: Reference [CSBG Information Memorandum #138 State Establishment of Organizational Standards for CSBG Eligible Entities](#)

D.1. Assessment of Organizational Standards: The CSBG State Plan indicated that the State would use the following organizational standards for its oversight of the CSBG:

[One of the options below will be auto-populated from the CSBG State Plan based on the items checked in question 6.1 of the CSBG State Plan]

- CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or a modified version of these standards.
- An alternative set of organizational standards as outlined in supporting documentation to the CSBG State plan.

D.1a.How did the State assess CSBG eligible entities against organizational standards, as described in IM 138?

[The checkbox below will be auto-populated from the CSBG State Plan with the option for the State to update information based on its actual implemented assessment process]

- ☐ Peer-to-peer review (with validation by the State or State-authorized third party)
- ☐ Self-assessment (with validation by the State or State-authorized third party)
- ☐ Self-assessment/peer review with State risk analysis
- ☐ State-authorized third party validation
- ☐ Regular, on-site CSBG monitoring
- ☐ Other

D.1b. Describe the assessment process as implemented by the State. Please describe any changes in the assessment process that occurred since the time of the State plan submission. Please note that with the exception of regular on-site CSBG monitoring, all assessment options above may include either on-site or desk review (or a combination). The specific State process should be described in the narrative. **[Narrative, 2500 characters]**

D.2. Organizational Standards Performance: In the table below, please provide the percentage of CSBG Eligible Entities that met all State-adopted organizational standards in the reporting period (FFY). The target set in the CSBG State Plan is provided in the left-hand column. For more information on the CSBG Organizational Standards, see [CSBG Information Memorandum #138](#).

Target vs. Actual Performance on the Organizational Standards				
Fiscal Year	State CSBG Plan Target	Number of Entities Assessed	Number that Met <u>All</u> (100%) of State Standards	Actual Percentage Meeting All (100%) of State Standards
Auto-populated	[Auto-populated target from question 6.6. of the State CSBG plan].	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
Progress Indicators <i>Indicate the number of entities that met the following percentages of Organizational Standards.</i>				
Note – While the State targets the percent of CSBG Eligible Entities to meet 100% of the Organizational Standards, targets are not set in the State Plan for 90%, 80%, 70%, and 60% progress indicators.		Number of Entities Assessed	Number that Met between <u>90%</u> and <u>99%</u> of State Standards	Actual Percentage
		[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
		Number of Entities Assessed	Number that met between <u>80%</u> and <u>89%</u> of State Standards	Actual Percentage
		[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
		Number of Entities Assessed	Number that met between <u>70%</u> and <u>79%</u> of State Standards	Actual Percentage
		[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]

Note: This information is associated with State Accountability Measures 6Sa.

D.2a. In the space below, please identify the challenges and factors contributing to the difference between the target and actual results provided in the top row of Table D.2 (above).

[Narrative, 2500 characters]

D.2b. Percentage Meeting Organizational Standards by Category. In the table below, provide the number of eligible entities that met each category of the Organizational Standards. The percentage that met all standards in each category will be automatically calculated and totaled in the bottom row.

Percentage Meeting Organizational Standards by Category			
Category	Number of Entities Assessed	Number that Met All Standards in Category	Actual Percentage
1. Consumer Input and Involvement	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
2. Community Engagement	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
3. Community Assessment	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
4. Organizational Leadership	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
5. Board Governance	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
6. Strategic Planning	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
7. Human Resource Management	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
8. Financial Operations & Oversight	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]
9. Data and Analysis	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Auto-calculated]

D.3. Technical Assistance Plans and Quality Improvement Plans: In the table below, please provide the number of CSBG Eligible Entities with unmet organizational standards with Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place.

Technical Assistance Plans and Quality Improvement Plans	
Total Number of CSBG Eligible Entities with unmet organizational standards with Technical Assistance Plans (TAPs) in place	[Insert a number between 0 – 99]
Total Number of CSBG Eligible Entities with unmet organizational standards with Quality Improvement Plans (QIPs) in place	[Insert a number between 0 – 99]

D.3.a. If the State identified CSBG Eligible Entities with unmet organizational standards for which it was determined that TAPs or QIPs would not be appropriate, please provide a narrative explanation below. **[If no is selected – Narrative, 2500 characters]**

Note: D.3 is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. For additional information on corrective action and the circumstances under which a State may establish TAPs and QIPs, see [IM-138](#), Pages 5-6.

SECTION E

State Use of Funds

Note: The reporting timeframes for expenditure information is based on the Federal Fiscal Year, which runs from October 1 of a given calendar year until September 30 of the following calendar year. States that operate according to a different fiscal year should analyze actual quarterly obligation of funds and report on obligations made during the time period of the Federal Fiscal Year.

CSBG Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

E.1. State Distribution Formula: Did the State institute any changes in the distribution formula for the CSBG Eligible Entities during the reporting period covered by this report? ☐ Yes ☐ No

E.1a If yes, please describe any specific changes and describe how the State complied with assurances provided in Question 14 of the CSBG State Plan as required under Section C76(b)(8) of the State CSBG Act.

[Narrative, 2500 characters]

E.2. Planned vs. Actual Allocation: Using the table below, specify the actual allocation of 90 percent of CSBG funds to CSBG Eligible Entities, as described under Section 675C(a) of the CSBG Act. While the CSBG State Plan allows for either percentages or dollar amounts, this table in the administrative report must be based on actual dollars allocated to each CSBG Eligible Entity during the Federal Fiscal Year (FFY). For each CSBG Eligible Entity receiving CSBG funds, provide the Funding Amount allocated to the CSBG Eligible Entity during the FFY.

Planned vs Actual CSBG 90 Percent Funds			
CSBG Eligible Entity	Planned	Actual	
	Funding Amount (\$ or %)	Allocations (Based on State Formula)	Obligations
Information in this cell will be auto-populated from the CSBG State Plan Section 5, Table 5.1, Column 1	Information in this cell will be auto-populated from the CSBG State Plan, (Section 7, Table 7.2) and cannot be updated or changed. Amounts may have been presented in either a percentage or planned dollar amount.	[Numeric response, specify \$ amount] <i>Enter the dollar amount actually allocated to each CSBG Eligible Entity under the State formula for the period covered in the Federal Fiscal Year.</i>	[Numeric response, specify \$ amount] <i>Enter the actual dollar amount obligated to each CSBG Eligible Entity through contracts or subawards for the period covered in the Federal Fiscal Year.</i>
Total	Total will be auto-calculated	Total will be auto-calculated	Total will be auto-calculated

E.3. Actual Distribution Timeframe: Did the State make funds available to CSBG Eligible Entities no later than 30 calendar days after OCS distributed the Federal award? ☐ Yes ☐ No

E.3a. If no, did the State implement procedures to ensure funds were made available to CSBG Eligible Entities consistently and without interruption? ☐ Yes ☐ No

E.3b. If the State was not able to make CSBG funds available within 30 calendar days after OCS distributed the Federal award and was not able to ensure that funds were made available consistently and without interruption, provide an explanation of the circumstances below along with a description of planned corrective actions.

[Narrative, 2500 Characters]

Note: Item E.3 is associated with State Accountability Measure 2Sa.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

E.4. What amount of State CSBG funds did the State obligate for administrative activities during the Federal Fiscal Year? The amount must be based on actual dollars allocated during the Federal Fiscal Year (FFY). If you provided a percentage in Question 7.6 in the CSBG State Plan, please convert to dollars.

State Administrative Funds		
CSBG State Plan		Actual Amount Obligated
[Auto-populated target from the CSBG State Plan Question 7.6]	[If entered in the CSBG State Plan as a percentage, convert and insert your number in dollars here.]	[Numeric response, specify \$ amount]

[Narrative, 2500 Characters]

E.5. How many State staff positions were funded in whole or in part with CSBG funds in the reporting period (FFY)? **[Insert a number between 0 – 99]**

State Staff Positions Funded	
CSBG State Plan	Actual Number
[Auto-populated target from the CSBG State Plan question 7.7].	[Insert a number between 0 – 99]

- E.6.** How many State Full Time Equivalents (FTEs) were funded with CSBG funds in the reporting period (FFY)?

State FTEs	
CSBG State Plan	Actual Number
[Auto-populated target from the CSBG State Plan question 7.8].	[Insert a number between 0 – 99]

Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

- E.7.** Describe how the State used remainder/discretionary funds in the table below.

Instructional Note: While the CSBG State Plan allows for either percentages or dollar amounts, this table in the administrative report must be based on actual dollars obligated to each budget category during the Federal Fiscal Year (FFY). States that do not have remainder/discretionary funds will not complete this item. If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the State provides funds under a contract with the State Community Action Association to provide training and technical assistance to CSBG Eligible Entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Row a and Row c. If an allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa.

Planned vs. Actual Use of Remainder/Discretionary Funds				
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned		Obligated	Brief description of services/activities
	Planned \$	Planned %	Actual \$	
a. Training/technical assistance to CSBG Eligible Entities	Information in these cells will be auto-populated from the accepted CSBG State plan and cannot be updated or changed.		[Enter actual \$ for each item listed for this Federal Fiscal Year.	Narrative 2500 characters – Briefly describe the actual services and activities funded for each category.
b. Coordination of State-operated programs and/or local programs				Narrative 2500 characters
c. Statewide coordination and communication among CSBG Eligible Entities				Narrative 2500 characters

Planned vs. Actual Use of Remainder/Discretionary Funds				
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned		Obligated	Brief description of services/activities
	Planned \$	Planned %	Actual \$	
d. Analysis of distribution of CSBG funds to determine if targeting greatest need				[Narrative, 2500 characters]
e. Asset-building programs				[Narrative, 2500 characters]
f. Innovative programs/ activities by CSBG Eligible Entities or other neighborhood groups				Narrative, 2500 characters]
g. State charity tax credits				[Narrative, 2500 characters]
h. Other activities, specify_____				[Narrative, 2500 characters]
Totals				Auto-calculated

E.8. What types of organizations, if any, did the State work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table E.7 (above).

[Check all that apply and provide a narrative where applicable]

- ☐ CSBG Eligible Entities (if checked, include the expected number of CSBG Eligible Entities to receive funds) **[Narrative, 2500 characters]**
- ☐ Other community-based organizations
- ☐ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other **[Narrative, 2500 characters]**
- ☐ None (the State will carry out activities directly)

E.9. Total Obligations: Total CSBG funds obligated for the Federal Fiscal Year (Review and confirm from the chart below).

Category	Actual Obligations
Obligations to CSBG Eligible Entities (from State CSBG 90% Formula Funds)	Auto-populated from Table E.2 (total actual obligations in contracts and subawards)
State Administrative Costs	Auto-populated from Table E.4 (total actual obligations of administrative funds)
Remainder/Discretionary Funds	Auto-populated from Table E.7 (total actual obligations of State remainder/discretionary funds).
Total Obligations in FY ____	Total will be auto-calculated from the three rows above
E.9a. Prior Year Carryover Of the total amount reported in the row above, the amount that represents carryover funding from the prior fiscal year.	[Numeric response, specify \$ amount]
E.9b. Carryover for this Fiscal Year Of the total CSBG amount to the State for this fiscal year, the amount that was unobligated and will carry forward to the next fiscal year.	[Numeric response, specify \$ amount]

SECTION F

State Training and Technical Assistance

F.1. Describe how the State delivered CSBG-funded training and technical assistance to CSBG Eligible Entities by completing the table below. Add a row for each activity: indicate the timeframe; whether it was training, technical assistance or both; and the topic. CSBG funding used for this activity is referenced under item E.7 (Planned vs. Actual Use of Remainder/Discretionary Funds.)

Note: F.1 is associated with State Accountability Measure 3Sc.

[This table will be auto-populated with information provided in the State's accepted CSBG State plan and should be reviewed and updated based on the actual activities implemented.]

Training and Technical Assistance			
Training, Technical Assistance, or Both	Topic	Actual Dates	Brief Description
Auto-populated from Table 8.1 of the CSBG State Plan - Training - Technical Assistance - Both	Auto-populated from Table 8.1 of the CSBG State Plan - Fiscal - Governance/Tripartite Boards - Organizational Standards – General - Organizational Standards – for CSBG Eligible Entities with unmet standards on Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) - Correcting Significant Deficiencies Among CSBG Eligible Entities - Reporting - ROMA - Community Assessment - Strategic Planning - Monitoring - Communication - Technology - Other	[Enter Date or Range]	[Narrative, 2500 characters] Provide additional brief explanation of the technical assistance activities implemented. If "Other" was selected in column 3, describe in this column.
ADD a ROW function Note: Rows may be added for each additional training			

F.2. Indicate the types of organizations through which the State provided training and/or technical assistance as described in item F.1, and briefly describe their involvement? (Check all that apply.) **[Check all that applies and narrative where applicable]**

- ☐ CSBG Eligible Entities (if checked, provide the expected number of CSBG Eligible Entities to receive funds) **[Narrative, 2500 characters]**
- ☐ Other community-based organizations
- ☐ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other **[Narrative, 2500 characters]**

SECTION G

State Linkages and Communication

Note: This section describes activities that the State supported with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. **Note:** This item is associated with State Accountability Measure 7Sa.

G.1. State Linkages and Coordination at the State Level: Please review and confirm the areas for linkages and coordination that were outlined in the CSBG State Plan.

[The items below will be auto-populated based on responses to question 9.1. in the CSBG State Plan and may be updated.]

- ☐ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☐ State Weatherization office
- ☐ State Temporary Assistance for Needy Families (TANF) office
- ☐ State Head Start office
- ☐ State public health office
- ☐ State education department
- ☐ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☐ State budget office
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☐ Other

G.1a. Describe the linkages and coordination at the State level that the State created or maintained to ensure increased access to CSBG services by communities and people with low-incomes that avoid duplication of services (as required by the assurance under Section 676(b)(5)) and identified in the CSBG State Plan . Describe or attach additional information as needed and provide a narrative describing activities including an explanation of any changes from the original CSBG State Plan.

[Narrative - 2500 Characters]

G.2. State Linkages and Coordination at the Local Level: Describe the linkages and coordination at the local level that the State created or maintained with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to people with low-incomes and communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)). Review and update the narrative describing actual activities, including an explanation of any changes from the original CSBG State Plan. Attach additional information as needed.

[Narrative, 2500 Characters]

[This narrative box will be auto-populated with the actual response to question 9.2. from CSBG State Plan. The State will review and update the narrative describing actual activities, including an explanation of any changes from the original CSBG State Plan.]

G.3. CSBG Eligible Entity Linkages and Coordination

G.3a State Assurance of CSBG Eligible Entity Linkages and Coordination: Describe how the State assured that the CSBG Eligible Entities coordinated and established linkages to assure the effective delivery of and coordination of CSBG services to people with low-incomes and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Attach additional information as needed.

[Narrative, 2500 Characters]

[This narrative box will be auto-populated with the actual response to question 9.3. from CSBG State Plan. The State will review and update the narrative describing actual activities, including an explanation of any changes from the CSBG State plan.]

G.3b State Assurance of CSBG Eligible Entity Linkages to Fill Service Gaps: Describe how the CSBG Eligible Entities developed linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

[Narrative, 2500 Characters]

[This narrative box will be auto-populated with the actual response to question 9.3b. from CSBG State Plan. The State will review and update the narrative describing actual activities, including an explanation of any changes from the original CSBG State Plan.]

G.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Combined Plan Activities (if applicable): If the State included CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act, provide a brief narrative describing the status of WIOA coordination activities, including web links, if available, to any publicly accessible combined plans and reports.

[Narrative, 2500 Characters]

[Note: This narrative box will only be completed by States in which CSBG employment and training activities are included as part of a WIOA Combined State Plan. Because the WIOA Combined State Plan is in a separate system not administered by ACF, information cannot be auto-populated. The purpose of this section will be to provide an administrative update on State-level WIOA plan coordination for States with combined plans, rather than a report on employment and training outcomes at the CSBG Eligible Entity level.]

G.5. Coordination among CSBG Eligible Entities and the State Community Action Association: Describe State activities that took place to support coordination among the CSBG Eligible Entities and the State Community Action Association.

[Narrative, 2500 Characters]

[This narrative box will be auto-populated with the actual response to question 9.8. from CSBG State Plan. The State will review and update the narrative describing actual activities, including an explanation of any changes from the original CSBG State Plan.]

- G.6. Feedback to CSBG Eligible Entities and State Community Action Association:** Describe how the State provided feedback to local entities and the State Community Action Association regarding its performance on State Accountability Measures.

[Narrative, 2500 Characters]

[This narrative box will be auto-populated with the actual response to question 9.10 from CSBG State Plan. The State will review and update the narrative describing actual activities, including an explanation of any changes from the original CSBG State Plan.]

Note: This information is associated with State Accountability Measure 5S(iii). The measure indicates feedback should be provided within 60 calendar days of the State receiving feedback from OCS.

SECTION H

Monitoring, Corrective Action, and Fiscal Controls

Monitoring of CSBG Eligible Entities (Section 678B(a) of the CSBG Act)

- H.1.** Briefly describe the actual monitoring visits conducted during the reporting year including: full on-site reviews; on-site reviews of newly designated entities; follow-up reviews – including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate. If a monitoring visit was planned during the year but not implemented, provide a brief explanation in the far right column of the table below.

Note: This information is associated with State Accountability Measure 4Sa(i).

This table will be auto-populated with information provided in the State's accepted CSBG State Plan. The information should be reviewed and updated based on the actual monitoring visits conducted. Additional rows may be added for monitoring visits that were not included in the original plan with an explanation of the circumstances in the description. A brief explanation for any visits that were included in the State plan but not conducted may be provided in the far right row.

CSBG Eligible Entity	Review Type	Actual Site Visit Dates	Brief Description of Purpose
Information in these cells will be auto-populate with projected visits in Table 10.1 from the CSBG State Plan. The State may add rows for additional monitoring visits conducted. The State may not delete visits that were included in the CSBG State Plan, but may provide a brief explanation for visits that were not conducted in the far right row.	Dropdown Options: • Full onsite • Newly Designated • Follow-up • Other • No review	Enter dates	Note: If a monitoring visit was a part of the original state monitoring plan, note it as a scheduled monitoring visit. If the visit was not a part of the original monitoring plan, provide a brief explanation for the purpose of the visit (e.g. a follow-up regarding a special issue). This section should not be used to outline findings, but should simply note the purpose of the monitoring (e.g. follow-up regarding corrective actions). [Narrative, 500 characters]
ADD a ROW function Note: Rows may be added for each additional Monitoring Visit			

- H.2. Monitoring Policies:** Were any modifications made to the State's monitoring policies and procedures during the reporting period (FFY)? ☐ Yes ☐ No

If changes were made to State monitoring policies and procedures, attach and/or provide a hyperlink to the modified documents. **[Attach a document or add a link]**

- H.3. Initial Monitoring Reports:** Were all State monitoring reports conducted in manner consistent with State monitoring policies and procedures and disseminated to CSBG Eligible Entities within 60 calendar days? ☐ Yes ☐ No

If no, provide the actual number of days for initial distribution of all monitoring reports and provide an explanation for the circumstances that resulted in delayed reports. **[Narrative 2500 characters]**

Note: This item is associated with State Accountability Measure 4Sa(ii).

Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the CSBG Act)

- H.4. Quality Improvement Plans (QIPs):** Did all CSBG Eligible Entities on Quality Improvement Plans resolve identified deficiencies within the schedule agreed upon by the State and eligible entity?
☐ Yes ☐ No

If no, provide an explanation for the circumstances. **[Narrative 2500 characters]**

Note: The QIP information is associated with State Accountability Measures 4Sc.

- H.5. Reporting QIPs:** Did the State report all CSBG Eligible Entities with serious deficiencies from a monitoring review to the Office of Community Services within 30 calendar days of the State approving a QIP? ☐ Yes ☐ No

If no, provide an explanation for the circumstances. A plan to assure timely notification of OCS must be included in the next CSBG State Plan. **[Narrative 2500 characters]**

Note: This item is associated with State Accountability Measure 4Sa(iii)).

Fiscal Controls and Audits

- H.6. Single Audit Review:** In the table below, provide the dates of any CSBG Eligible Entity Single Audits in the Federal Audit Clearinghouse that were received and reviewed during the Federal Fiscal Year as required by the CSBG regulations applicable to 45 CFR 75.521. If the audit contained findings requiring a management decision by the State, provide the date the decision was issued.

Employer Identification Number (EIN) of Agency	Date Audit Was Accepted by Federal Audit Clearinghouse	State Management Decision Required?	State Management Decision Issued within Six Months?	Date Management Decision Issued (if applicable)
[Numeric]	[Date]	[Y/N]	[Y/N/Pending]	[Date]
Add a ROW function Note: Rows may be added for each additional Single Audit accepted by the Federal Audit Clearinghouse during the fiscal year.				

- H.7. Single Audit Management Decisions:** Briefly describe any management decisions issued according to State procedures of CSBG Eligible Entity single audit. Provide the audit finding reference number from the Federal Audit Clearinghouse and describe any required actions and timelines for correction. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measure 4Sd.

SECTION I

Results Oriented Management and Accountability (ROMA) System

- I.1. ROMA Participation:** In which performance measurement system did the State and CSBG Eligible Entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act?

Auto-populated from the CSBG State Plan. State will review and confirm

- ☐ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements of section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

- I.1a.** If ROMA was selected in item I.1, provide an update on any changes in procedures or to data collection systems that were initiated or completed in the reporting period.

[Attachment and Narrative, 2500 characters]

- I.1b.** If ROMA was not selected in item I.1, describe the system the State used for performance measurement. Provide an update on any changes in procedures or to data collection systems that were initiated or completed in the reporting period.

[Narrative, 2500 characters]

- I.2. State ROMA Support:** How did the State support the CSBG Eligible Entities in using the ROMA system or alternative performance measurement system in promoting continuous improvement? For example, describe any data systems improvements, support for community needs assessment, support for strategic planning, data analysis etc.

[Narrative, 2500 characters or attach a document]

- I.3. State Review of CSBG Eligible Entity Data:** Describe the procedures and activities the State used to review the ROMA data (i.e. all data from elements of the ROMA cycle) from CSBG Eligible Entities for completion and accuracy (e.g. methodology used for validating the data submitted annually by the local agencies).

[Narrative, 2500 characters or attach a document]

- I.4 State Feedback on Data Collection, Analysis, and Reporting:** State Accountability Measure 5S(ii) requires states to submit written feedback to each CSBG Eligible Entity regarding the entity's performance in meeting ROMA goals, as measured through National Performance Indicator (NPI) data, within 60 calendar days of submitting the State's Annual Report. Has the state provided each CSBG Eligible Entity written, timely (at a minimum within 60 days of the submission) feedback regarding the entity's performance in meeting ROMA goals as measured through national performance data? ☐ Yes ☐ No

If no, describe the plan to assure timely notification of the CSBG Eligible Entities within 60 calendar days of submitting the State's CSBG Annual Report. **[Narrative 2500 characters]**

If yes, please describe.

Note: This information is associated with State Accountability Measure 5S(ii).

- I.5. State and CSBG Eligible Entity Continuous Improvement.** Provide 2-3 examples of changes made by CSBG Eligible Entities to improve service delivery and enhance impact for individuals, families, and communities with low-incomes based on their in-depth analysis of performance data.

[Narrative, 2500 characters or attach a document]

Module 2

CSBG Eligible Entity Expenditures, Capacity, and Resources

Instructional Notes

Module 2 - CSBG Eligible Entity Expenditures, Capacity, and Resources

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Section A: CSBG Expenditures by CSBG Eligible Entity Data Entry Form meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period (identified below) based on categories referenced in the CSBG Act.

CSBG funding expended during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains. Further instructions will be provided, but please keep the following in mind, per domain:

Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Linkages: Many of the activities that were associated with Linkages are now captured in Domain 9: Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Agency Capacity Building: Expenditures for Agency Capacity Building are detailed in Table B on this form.

Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead.” As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

Module 2, Section B: CSBG Eligible Entity Capacity Building - Data Entry Form

Section B: CSBG Eligible Entity Capacity Building Data Entry Form provides detail on agency capacity building funded by CSBG and other funding sources.

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Section C: Allocated Resources per CSBG Eligible Entity data entry form provides data on resources allocated to, administered through, and generated by the CSBG Eligible Entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act.

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity Reporting: _____

A. CSBG Eligible Entity Reporting Period	"X"
1. July 1 - June 30	
2. October 1 - September 30	
3. January 1 - December 31	

B. CSBG Expenditures Domains	CSBG Funds
1. Employment	
2. Education and Cognitive Development	
3. Income, Infrastructure, and Asset Building	
4. Housing	
5. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
6. Civic Engagement and Community Involvement	
7. Services Supporting Multiple Domains	
8. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
9. Agency Capacity Building <i>(detailed below in Table C)</i>	
10. Other <i>(e.g. emergency management/disaster relief)</i>	
Total CSBG Expenditures (auto calculated)	\$0

Of the CSBG funds reported above, report the total amount used for Administration. [For more information on what qualifies as Administration, refer to IM37.](#)

C. Details on Agency Capacity Building Activities Funded by CSBG:
1. Please identify which activities were funded by CSBG under Agency Capacity in Table B. Please check all that apply. ☐ Community Needs Assessment ☐ Data Management & Reporting ☐ Other* ☐ Strategic Planning ☐ Training & Technical Assistance <i>*Below please specify Other Activities funded by CSBG under Agency Capacity:</i>

Module 2, Section B: CSBG Eligible Entity Capacity Building - Data Entry Form

Name of CSBG Eligible Entity: _____

A. CSBG Eligible Entity Reporting Period	"X"
1. July 1 - June 30	<i>auto-populated from Module 2, Section A</i>
2. October 1 - September 30	
3. January 1 - December 31	

B. Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
1. Hours of Board Members in capacity building activities	
2. Hours of Agency Staff in capacity building activities	

C. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
1. Total number of volunteer hours donated to the agency	
a. Of the above, the total number of volunteer hours donated by individuals with low-incomes	

D. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
1. Number of Nationally Certified ROMA Trainers	
2. Number of Nationally Certified ROMA Implementers	
3. Number of Certified Community Action Professionals (CCAP)	
4. Number of Staff with a child development certification	
5. Number of Staff with a family development certification	
6. Number of Pathways Reviewers	
7. Number of Staff with Home Energy Professional Certifications	
a. Number of Energy Auditors	
b. Number of Retrofit Installer Technicians	
c. Number of Crew Leaders	
d. Number of Quality Control Inspectors (QCI)	
8. Number of LEED Risk Certified assessors	
9. Number of Building Performance Institute (BPI) certified professionals	
10. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
11. Number of Certified Housing Quality Standards (HQS) Inspectors	
12. Number of American Institute of Certified Planners (AICP)	
13. Other (Please specify others below):	

E. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
1. Non-Profit	
2. Faith Based	
3. Local Government	
4. State Government	
5. Federal Government	
6. For-Profit Business or Corporation	
7. Consortiums/Collaborations	
8. School Districts	
9. Institutions of Post-Secondary Education/Training	
10. Financial/Banking Institutions	
11. Health Service Organizations	
12. Statewide Associations or Collaborations	

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity: _____

A. CSBG Eligible Entity Reporting Period		"X"
1. July 1 - June 30	<i>auto-populated from Module 2, Section A</i>	
2. October 1 - September 30		
3. January 1 - December 31		
B. Amount of FY 20XX CSBG allocated to reporting entity		
C. Federal Resources Allocated (Other than CSBG)		
1. Weatherization (DOE) <i>(include oil overcharge \$\$)</i>		1.
2. Health and Human Services (HHS)		
a. LIHEAP - Fuel Assistance <i>(include oil overcharge \$\$)</i>	2a.	
b. LIHEAP - Weatherization <i>(include oil overcharge \$\$)</i>	2b.	
c. Head Start	2c.	
d. Early Head Start	2d.	
e. Older Americans Act	2e.	
f. Social Services Block Grant (SSBG)	2f.	
g. Medicare/Medicaid	2g.	
h. Assets for Independence (AFI)	2h.	
i. Temporary Assistance for Needy Families (TANF)	2i.	
j. Child Care Development Block Grant (CCDBG)	2j.	
k. Community Economic Development (CED)	2k.	
l. Other HHS Resources		
i.	CFDA #:	2l.i.
ii.	CFDA #:	2l.ii.
iii.	CFDA #:	2l.iii.
iv.	CFDA #:	2l.iv.
2l. Total Other HHS Resources (autocalculated)		2l. \$
3. Department of Agriculture (USDA)		
a. Special Supplemental Nutrition for Women, Infants, and Children (WIC)	3a.	
b. All USDA Non-Food programs (e.g. rural development)	3b.	
c. All other USDA Food programs	3c.	
4. Department of Housing and Urban Development (HUD)		
a. Community Development Block Grant (CDBG) - Federal, State, and Local	4a.	
b. Section 8	4b.	
c. Section 202	4c.	
d. Home Tenant-Based Rental Assistance (HOME TBRA)	4d.	
e. HOPE for Homeowners Program (H4H)	4e.	
f. Emergency Solutions Grant (ESG)	4f.	
g. Continuum of Care (CoC)	4g.	
h. All other HUD programs, including homeless programs	4h.	
5. Department of Labor (DOL)		
a. Workforce Innovation and Opportunity Act (WIOA) *previously WIA	5a.	
b. Other DOL Employment and Training programs	5b.	
c. All other DOL programs	5c.	
6. Corporation for National and Community Service (CNCS) programs		6.
7. Federal Emergency Management Agency (FEMA)		7.
8. Department of Transportation		8.
9. Department of Education		9.
10. Department of Justice		10.
11. Department of Treasury		11.
12. Other Federal Resources		
i.	CFDA #:	12.i.
ii.	CFDA #:	12.ii.
iii.	CFDA #:	12.iii.
iv.	CFDA #:	12.iv.
13. Total Other Federal Resources (autocalculated)		13. \$
14. Total: Non-CSBG Federal Resources Allocated (autocalculated)		14. \$

D. State Resources Allocated

1.	a.	State appropriated funds used for the same purpose as Federal CSBG funds	1a.	
	b.	State Housing and Homeless programs (<i>include housing tax credits</i>)	1b.	
	c.	State Nutrition programs	1c.	
	d.	State Early Childhood Programs (<i>e.g. Head Start, Day Care</i>)	1d.	
	e.	State Energy programs	1e.	
	f.	State Health programs	1f.	
	g.	State Youth Development programs	1g.	
	h.	State Employment and Training programs	1h.	
	i.	State Senior programs	1i.	
	j.	State Transportation programs	1j.	
	k.	State Education programs	1k.	
	l.	State Community, Rural and Economic Development programs	1l.	
	m.	State Family Development programs	1m.	
	n.	Other State Resources		
	i.		1n.i	
	ii.		1n.ii	
	iii.		1n.iii	
	iv.		1n.iv	
	1n.	Total Other State Resources (autocalculated)	1n.	\$ -

2.	Total: State Resources Allocated (autocalculated)	2.	\$ -
3.	<i>If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.</i>	3.	

E. Local Resources Allocated

1.	a.	Amount of unrestricted funds appropriated by local government	1a.	
	b.	Amount of restricted funds appropriated by local government	1b.	
	c.	Value of Contract Services	1c.	
	d.	Value of in-kind goods/services received from local government	1d.	
2.	Total: Local Resources Allocated (autocalculated)	2.	\$ -	
3.	<i>If any of these resources were also reported under Item 15 or 17 (Federal or State Resources), please estimate the amount.</i>	3.		

F. Private Sector Resources Allocated

1.	a.	Funds from foundations, corporations, United Way, other nonprofits	1a.	
	b.	Other donated funds	1b.	
	c.	Value of other donated items, food, clothing, furniture, etc.	1c.	
	d.	Value of in-kind services received from businesses	1d.	
	e.	Payments by clients for services	1e.	
	f.	Payments by private entities for goods or services for low income clients or communities	1f.	
2.	Total: Private Sector Resources Allocated (autocalculated)	2.	\$ -	
3.	<i>If any of these resources were also reported under Item 15, 17, or 20 (Federal, State or Local Resources), please estimate the amount.</i>	3.		

G.	Total Non-CSBG Resources Allocated: (Federal, State, Local & Private) (autocalculated)	G.	\$ -
H.	Total Resources in CSBG Eligible Entity (including CSBG) (autocalculated)	H.	\$ -

Note : * All totals are autocalculated

Module 3

Community Level

Instructional Notes

Module 3 - Community Level

Module 3, Section A: Community Initiative Status Form

CSBG Eligible Entities will complete the **Community Initiative Status Form** for the CSBG Eligible Entity identified initiatives intended to achieve community level outcomes. This form provides a central place to report valuable information about a single community initiative that started, continued, or ended during the current reporting period. The information reported on the status form will be selected via a dropdown menu or written as a narrative. In future reporting periods, CSBG Eligible Entities will update the status form based on the initiative's progress. Please see additional notes below:

Problem Identification: CSBG Eligible Entities will provide information on how the problem was identified in the Community Needs Assessment. This will include any data collected.

Issue/CSBG Community Domains: Select the domain(s) category(ies) that best describe the issue addressed by the initiative. A full list is provided in the Status Form.

Ultimate Expected Outcomes: Select the indicator(s) from the Community Level NPIs (full list is found in Section B) that measures the ultimate expected outcome of the initiative OR enter an "Other Outcome Indicator".

Partnership Type: Select the partnership type from the choices provided. For example, a multi-partner initiative includes the CSBG Eligible Entity and one or more partners.

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form

To facilitate the reporting, use, and learning from Community NPIs the Annual Report provides two types of indicators (**Counts of Change** and **Rates of Change**). Based on the community-level work in which the CSBG Eligible Entity is engaged, select the appropriate NPIs in either section. All the NPIs are optional and a category of "other" exists for a CSBG Eligible Entity to create its own indicator if none of those provided captures what the CSBG Eligible Entity is trying to achieve.

The first way to report impact is the **Counts of Change** indicators. These are basic measures that provide the number of units being measured, e.g. jobs, houses, resources, etc. that have been added (created) or subtracted (eliminated), and in some cases maintained, in the community the CSBG Eligible Entity has targeted.

The second way to report impact is the **Rates of Change** indicators. While requiring a bit more information, these indicators tell the full story of the *magnitude of the impact* a community initiative (usually involving multiple organizations) has had in a community.

Instructional Notes

Module 3 - Community Level

In the **Rates of Change** section, the measures call for reporting the “percent change”—the increase or decrease of something from one year to the next. Please see the examples below.

Example 1: If you are measuring a percent increase in shelter beds, you would provide the following information:

II.) Baseline existing starting point used for comparisons (#): Total Number of shelter beds (last year)

III.) Target (#): Targeted Number of shelter beds

V.) Actual Results (#): Actual number of shelter beds for the year

Example 2: If you are measuring a percent increase in the high school **graduation rate** in the identified community (in this case one school district), you would provide the following information:

II.) Baseline existing starting point used for comparisons (#): High School Graduation Rate (last year)

III.) Target (#): Targeted High School Graduation Rate

V.) Actual Results (#): Actual High School Graduation Rate (at the end of the initiative)

The calculation for a percent increase or decrease for the community NPI rates of change is auto calculated in column VI (actual percent change from baseline). The same logic applies when reporting a percent decrease.

Note, outcomes will only be reported once a community initiative has been reached or when progress has been made toward the ultimate expected outcome. If progress has not been made, there is a place to identify this in the Community Initiative Status Form.

Assistance with these types of calculations can either be obtained locally or from the national partners.

Module 3, Section C: Community Strategies List

CSBG Eligible Entities will use the Community Strategies field provided in the Community Initiative Status form to identify relevant strategies community level initiative. A complete listing of the Community Strategies is found in Section C. The Community Strategies List provides a basic identification of strategies, arranged by Domain and by topic area. The list cannot be all-inclusive, as such an “other” category is included. This standardized list will aid in local and state analysis of the relationship between community-level strategies and outcomes.

Module 3, Section A: Community Initiative Status Form

Name of CSBG Eligible Entity Reporting:

	Use the dropdown menu to select the response where appropriate.
1. Initiative Name	
2. Initiative Year	1-7+ years
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem)
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)
5. Issue/CSBG Community Domains	Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement
6. Ultimate Expected Outcome	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
7. Identified Community	Neighborhood, City, School District, County, Service Area, State, Region, or Other
8. Expected Duration	Narrative (Provide the range in years, e.g. 1-3 years)
9. Partnership Type	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners
10. Partners	Narrative (Provide a narrative on the key 1-3 partners)
11. Strategy(ies)	Select from the Community Level Strategies listed in Section C
12. Progress on Outcomes/Indicators	No Outcomes to Report, Interim Outcomes, Final Outcomes
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)
14. Outcomes/Indicators to Report	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
15. Final Status	Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value
16. Lessons Learned	Narrative

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Employment Indicators

Name of CSBG Eligible Entity Reporting: _____

Counts of Change	Counts of Change for Employment Indicators	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	1. Number of jobs created to increase opportunities for people with low incomes in the identified community.				
	2. Number of job opportunities maintained in the identified community.				
	3. Number of "living wage" jobs created in the identified community*.				
	4. Number of "living wage" jobs maintained in the identified community*.				
	5. Number of jobs created in the identified community with a benefit package.				

*When reporting on indicators related to living wage, agencies can provide their own definition or select from national or locally-defined models. Please indicate the living wage definition used in the General Comment box.

Other Counts of Change	Other Counts of Change for Employment Indicators - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)

Rates of Change	Rates of Change for Employment Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	1. Percent decrease of the unemployment rate .							
	2. Percent decrease of the youth unemployment rate .							
	3. Percent decrease of the underemployment rate .							

Other Rates of Change	Other Rates of Change for Employment Indicators - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)

General comments:

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Education and Cognitive Development Indicators

Name of CSBG Eligible Entity Reporting: _____

	Counts of Change for Education and Cognitive Development Indicators	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	1. Number of accessible and affordable <u>early childhood or pre-school education</u> assets or resources added to the identified community.				
	2. Number of accredited or licensed <u>affordable child care facilities</u> added in the identified community.				
	3. Number of new <u>Early Childhood Screenings</u> offered to children (ages 0-5) of families with low-incomes in the identified community.				
	4. Number of accessible and affordable education assets or resources added for <u>school age children</u> in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)				
	5. Number of accessible and affordable <u>post secondary education</u> assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)				
	6. Number of accessible and affordable <u>basic or secondary education</u> assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)				
Other Counts of Change	Other Counts of Change for Education and Cognitive Development Indicators - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Education and Cognitive Development Indicators

	Rates of Change for Education and Cognitive Development Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	1. Percent increase of children in the identified community who are kindergarten ready .							
	2. Percent increase of children in the identified community at (or above) the basic reading level .							
	3. Percent increase of children in the identified community at (or above) the basic math level .							
	4. Percent increase in high school (or high school equivalency) graduation rate in the identified community.							
	5. Percent increase of the rate of youth in the identified community who attend post-secondary education .							
	6. Percent increase of the rate of youth in the identified community who graduate from post-secondary education .							
	7. Percent increase of adults in the identified community who attend post-secondary education .							
	8. Percent increase of adults in the identified community who graduate from post-secondary education .							
	9. Percent increase in the adult literacy rate in the identified community .							

	Other Rates of Change for Education and Cognitive Development Indicators - Please specify below.	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change								

General comments:

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Infrastructure and Asset Building Indicators

Name of CSBG Eligible Entity Reporting: _____

Counts of Change	Counts of Change for Infrastructure and Asset Building Indicators	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	Counts of Change	1. Number of new accessible assets/resources created in the identified community:			
a. Commercial					
b. Financial					
c. Technological/ Communications (e.g. broadband)					
d. Transportation					
e. Recreational (e.g. parks, gardens, libraries)					
f. Other Public Assets/Physical Improvements					
2. Number of existing assets/resources made accessible to the identified community:					
a. Commercial					
b. Financial					
c. Technological/ Communications (e.g. broadband)					
d. Transportation					
e. Recreational (e.g. parks, gardens, libraries)					
f. Other Public Assets/Physical Improvements					
Other Counts of Change	Other Counts of Change for Infrastructure and Asset Building Indicators - Please specify below.	I.) Identified Community (auto populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Infrastructure and Asset Building Indicators

	Rates of Change for Infrastructure and Asset Building Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	1. Percent decrease of <u>abandoned or neglected buildings</u> in the identified community.							
	2. Percent decrease in <u>emergency response time</u> measured in minutes in the identified community. (EMT, Police, Fire, etc.).							
	3. Percent decrease of <u>predatory lenders and/or lending practices</u> in the identified community.							
	4. Percent decrease of <u>environmental threats</u> to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.							
	5. Percent increase of <u>transportation services</u> in the identified community.							
Other Rates of Change	Other Rates of Change for Infrastructure and Asset Building Indicators - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)

General comments:

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Housing Indicators

Name of CSBG Eligible Entity Reporting: _____

Counts of Change for Housing Indicators		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)			
Counts of Change	1. Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).							
	2. Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.							
	3. Number of shelter beds created in the identified community.							
	4. Number of shelter beds maintained in the identified community.							
Other Counts of Change	Other Counts of Change for Housing Indicators- Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)			
Rates of Change	Rates of Change for Housing Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	1. Percent decrease in the rate of homelessness in the identified community.							
	2. Percent decrease in the foreclosure rate in the identified community.							
	3. Percent increase in the rate of home ownership of people with low incomes in the identified community.							
	4. Percent increase of affordable housing in the identified community.							
	5. Percent increase of shelter beds in the identified community.							
Other Rates of Change	Other Rates of Change for Housing Indicators - Please specify below.	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)

General comments:

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Health and Social/Behavioral Indicators

Name of CSBG Eligible Entity Reporting: _____

Counts of Change for Health and Social/Behavioral Indicators		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	1. Number of accessible and affordable <u>physical health</u> assets or resources created in the identified community.				
	2. Number of accessible and affordable <u>behavioral and mental health</u> assets or resources created in the identified community.				
	3. Number of <u>public safety</u> assets and resources created in the identified community.				
	4. Number of accessible and affordable healthy <u>food resources</u> created in the identified community.				
	5. Number of activities designed to <u>improve police and community relations</u> within the identified community.				
Other Counts of Change	Other Counts of Change for Health and Social/Behavioral Indicators- Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)

Rates of Change	Rates of Change for Physical Health, Wellbeing, and Development Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	1. Percent decrease in <u>infant mortality rate</u> in the identified community.							
	2. Percent decrease in <u>childhood obesity rate</u> in the identified community.							
	3. Percent decrease in <u>adult obesity rate</u> in the identified community.							
	4. Percent increase in <u>child immunization rate</u> in the identified community.							
	5. Percent decrease in <u>uninsured families</u> in the identified community.							

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Health and Social/Behavioral Indicators

	Rates of Change for Behavioral and Mental health, Emotional Wellbeing, and Development Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	1. Percent decrease in the teen pregnancy rate in the identified community.							
	2. Percent decrease in unplanned pregnancies in the identified community.							
	3. Percent decrease in substance abuse rate in the identified community.(e.g. cigarettes, prescription drugs, narcotics, alcohol).							
	4. Percent decrease in domestic violence rate in the identified community.							
	5. Percent decrease in the child abuse rate in the identified community.							
	6. Percent decrease in the child neglect rate in the identified community.							
	7. Percent decrease in the elder abuse rate in the identified community.							
	8. Percent decrease in the elder neglect rate in the identified community.							
Rates of Change	Rates of Change for Public Safety Indicators	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	1. Percent decrease in recidivism rate in the identified community.							
	2. Percent decrease in non-violent crime rate in the identified community.							
	3. Percent decrease in violent crime rate in the identified community.							
	4. Percent decrease in teens involved with the juvenile court system in the identified community.							
Other Rates of Change	Other Rates of Change for Health and Social/Behavioral Indicators - Please specify below.	I.) Identified Community (auto populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)

General comments:

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting: _____

	Rates of Change for Civic Engagement and Community Involvement Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	1. Percent increase of donated time to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.							
	2. Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.							
	3. Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.							

	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Other Rates of Change								

General comments:

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
Goal 3: People with low-incomes are engaged and active in building opportunities in communities.
Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting: _____

Rates of Change	Rates of Change for Civic Engagement and Community Involvement Indicators	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
	1. Percent increase of people with low incomes <u>who support</u> the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.							
	2. Percent increase of people with low incomes <u>who acquire and maintain leadership roles</u> with the CSBG Eligible Entity or other organizations within the identified community.							
Other Rates of Change	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (#)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)

General comments:

Module 3, Section C: Community Strategies List

Employment Strategies
Minimum/Living Wage Campaign
Job Creation/Employment Generation
Job Fairs
Earned Income Tax Credit (EITC) Promotion
Commercial Space Development
Employer Education
Employment Policy Changes
Employment Legislative Changes
Other Employment Strategy: (please specify)

Education and Cognitive Development Strategies
Preschool for All Campaign
Charter School Development
After School Enrichment Activities Promotion
Pre K-College/Community College Support
Children's Trust Fund Creation
Scholarship Creation
Child Tax Credit (CTC) Promotion
Adoption Child Care Quality Rating
Adult Education Establishment
Education and Cognitive Development Policy Changes
Education and Cognitive Development Legislative Changes
Other Education and Cognitive Development Strategy: (please specify)

Infrastructure and Asset Building Strategies
Cultural Asset Creation
Police/Community Relations Campaign
Neighborhood Safety Watch Programs
Anti-Predatory Lending Campaign
Asset Building and Savings Promotion
Develop/Build/Rehab Spaces
Maintain or Host Income Tax Preparation Sites
Community-Wide Data Collection Systems Development
Local 211 or Resource/Referral System Development
Water/Sewer System Development
Community Financial Institution Creation
Infrastructure Planning Coalition
Park or Recreation Creation and Maintenance
Rehabilitation/Weatherization of Housing Stock
Community Center/Community Facility Establishment
Asset Limit Barriers for Benefits Policy Changes
Infrastructure and Asset Building Policy Changes
Infrastructure and Asset Building Legislative Changes
Other Infrastructure and Asset Building Strategy: (please specify)

Module 3, Section C: Community Strategies List

Housing Strategies
End Chronic Homelessness Campaign
New Affordable Single Unit Housing Creation
New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
Tenants' Rights Campaign
New Shelters Creation (including day shelters and domestic violence shelters)
Housing or Land Trust Creation
Building Codes Campaign
Housing Policy Changes
Housing Legislative Changes
Other Housing Strategy: (please specify)

Health and Social/Behavioral Development Strategies
Health Specific Campaign
Farmers Market or Community Garden Development
Grocery Store Development
Gun Safety/Control Campaign
Healthy Food Campaign
Nutrition Education Collaborative
Food Bank Development
Domestic Violence Court Development
Drug Court Development
Alternative Energy Source Development
Develop or Maintain a Health Clinic
Health and Social/Behavioral Development Policy Changes
Health and Social/Behavioral Development Legislative Changes
Other Health and Social/Behavioral Development Strategy: (please specify)

Community Support Strategies
Off-Hours (Non-Traditional Hours) Child Care Development
Transportation System Development
Transportation Services Coordination and Support
Community Support Policy Changes
Community Support Legislative Changes
Other Community Support Strategy: (please specify)

Emergency Management Strategies
State or Local Emergency Management Board Enhancement
Community wide Emergency Disaster Relief Service Creation
Disaster Preparation Planning
Emergency Management Policy Changes
Emergency Management Legislative Changes
Other Emergency Management Strategy: (please specify)

Module 3, Section C: Community Strategies List

Civic Engagement and Community Involvement Strategies- Goal 2
Development of Health and Social Service Provider Partnerships
Recruiting and Coordinating Community Volunteers
Poverty Simulations
Attract Capital Investments
Build/Support Increased Equity
Equity Awareness Campaign
Coordinated Community-wide Needs Assessment
Civic Engagement and Community Involvement in Advocacy Efforts
Civic Engagement Policy Changes
Civic Engagement Legislative Changes
Other Civic Engagement and Community Involvement Strategy: (please specify)

Civic Engagement and Community Involvement Strategies — Goal 3
Empowerment of Individuals/Families with Low-Incomes
Campaign to Ensure Individuals with Low-Incomes are Represented on Local Governing Bodies
Social Capital Building Campaign for Individuals/Families with Low-Incomes
Campaign for Volunteer Placement and Coordination
Civic Engagement Policy Changes
Civic Engagement Legislative Changes
Other Civic Engagement and Community Involvement Strategy: (please specify)

Module 4

Individual and Family Level

Instructional Notes

Module 4 - Individual and Family Level

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

All Individual and Family NPIs are **optional** there is a category for "Other Outcome Indicator". CSBG Eligible Entities will only report an "Other Outcome Indicator" if the current NPIs do not capture the outcomes the CSBG Eligible Entity is trying to achieve. Sample language is provided in the "Other Outcome Indicator" data entry section and will be modified by the CSBG Eligible Entity as necessary.

Please see additional notes below:

For All Individual and Family Domains:

Targeting: Targets are set in the Community Action Plan and are identified through the planning phase of the CAA's ROMA (Results Oriented Management and Accountability) cycle. The following will be reported for every indicator:

Column I: Number of Participants Served

Column II: Target (number planned to achieve an outcome in the reporting period)

Column III: Actual Results (actual number of participants who achieved the outcome)

Please note, it is rare that 100% of the people served will achieve the proposed outcome.

Domain Specific Instructions:

Employment, Income and Asset Building, and Housing Domains

Indicators tracking outcomes for 90 or 180 days: CSBG Eligible Entities are **only** expected to report on indicators with retention time frames for programs that specifically include follow up. If the CSBG Eligible Entity does not conduct follow up activities as a part of their programs, outcomes for indicators with retention time frames **will not be reported**.

Employment Domain

NPI 5-7: When reporting on indicators related to **living wage**, CSBG Eligible Entities can provide their own definition or select from national or locally-defined models. Please identify the living wage definition used in the General Comments Section.

Income and Asset Building Domain

NPI 1 and 2: CSBG Eligible Entities are **only expected** to report on basic needs indicators as applicable to the CSBG Eligible Entity's programs. When reporting on indicators related to **basics needs**, CSBG Eligible Entities can provide their own definition or select from national or locally-defined models. Please identify the basic needs definition used in the General Comments Section.

NPI 8: This indicator requires agencies to keep an unduplicated count of people who report improved financial well-being based on responses to the CFPB Financial Well Being Scale (found in the link below)

<http://www.consumerfinance.gov/reports/financial-well-being-scale/>

Instructional Notes

Module 4 - Individual and Family Level

Outcomes Across Multiple Domains:

The data from this indicator will help tell the story of how many lives were improved because of the CSBG Network. Reporting on this indicator requires CSBG Eligible Entities to keep an unduplicated count of individuals who achieved one or more outcomes reported in the NPIs.

Module 4, Section B: Individual and Family Services - Data Entry Form

CSBG Eligible Entities will report unduplicated counts of individuals receiving any of the services listed on the **Individual and Family Services form**. This standardized Individual and Family Services list will aid in analysis of the relationship between people, services, and outcomes.

Module 4, Section C: All Characteristics Report - Data Entry Form

The **All Characteristics Report** collects data on all individuals and households, whether or not funded directly by CSBG. This demographic information will strengthen the CSBG Annual Report by demonstrating who is being served by CSBG Eligible Entities.

To obtain unduplicated counts, a CSBG Eligible Entity will need to have a system that distinguishes the characteristics for each individual/household. While some individuals and households may be served by several programs within a reporting year and entered into multiple data systems (e.g. LIHEAP, WIC, etc.), they must be reported as unduplicated individuals (in row A) and unduplicated households (in row B) in this report. Please note, a single person is reported as an unduplicated individual and an unduplicated household.

We recognize that CSBG Eligible Entities have multiple data systems and may not be able to have an unduplicated count across several systems. If you are unable to collect any characteristics on unduplicated individuals or households due to data systems issues, include those individuals in row E and households in row F at the end of this report. Additionally, please indicate the programs in which these individuals and households were enrolled. The system will allow multiple programs to be added.

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting:

Employment	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
1. The number of unemployed youth who obtained employment to gain skills or income.					
2. The number of unemployed adults who obtained employment (up to a living wage).					
3. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).					
4. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).					
5. The number of unemployed adults who obtained employment (with a living wage or higher).					
6. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).					
7. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).					

Employment	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
8. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.					
a. Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase .					
b. Of the above, the number of employed participants who increased income from employment through hours worked increase .					
c. Of the above, the number of employed participants who increased benefits related to employment.					

Other Employment Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
9. The number of individuals or households _____.					

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Education and Cognitive Development Indicators

Name of CSBG Eligible Entity Reporting: _____

Education and Cognitive Development	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III / I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto calculated)
1. The number of children (0 to 5) who demonstrated improved emergent literacy skills.					
2. The number of children (0 to 5) who demonstrated skills for school readiness.					
3. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).					
a. Early Childhood Education (ages 0-5)					
b. 1st grade-8th grade					
c. 9th grade-12th grade					
4. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)					
a. Early Childhood Education (ages 0-5)					
b. 1st grade-8th grade					
c. 9th grade-12th grade					
5. The number of parents/caregivers who improved their home environments.					
6. The number of adults who demonstrated improved basic education.					
7. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.					
8. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.					
9. The number of individuals who obtained an Associate's degree.					
10. The number of individuals who obtained a Bachelor's degree.					

Other Education and Cognitive Development Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III / I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto calculated)
11. The number of individuals or households _____.					

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Income and Asset Building Indicators

Name of CSBG Eligible Entity Reporting: _____

Income and Asset Building	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
1. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days .					
2. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days .					
3. The number of individuals who opened a savings account or IDA .					
4. The number of individuals who increased their savings .					
5. The number of individuals who used their savings to purchase an asset .					
a. Of the above, the number of individuals who purchased a home .					
6. The number of individuals who improved their credit scores .					
7. The number of individuals who increased their net worth .					
8. The number of individuals engaged with the Community Action Agency who report improved financial well-being .					

Other Income and Asset Building Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
9. The number of individuals or households _____.					

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Housing Indicators

Name of CSBG Eligible Entity Reporting: _____

Housing	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
1. The number of households experiencing homelessness who obtained <u>safe temporary shelter</u> .					
2. The number of households who obtained <u>safe and affordable housing</u> .					
3. The number of households who maintained safe and affordable housing for <u>90 days</u> .					
4. The number of households who maintained safe and affordable housing for <u>180 days</u> .					
5. The number of households who <u>avoided eviction</u> .					
6. The number of households who <u>avoided foreclosure</u> .					
7. The number of households who <u>experienced improved health and safety</u> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).					
8. The number of households with <u>improved energy efficiency and/or energy burden reduction</u> in their homes.					

Other Housing Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
9. The number of individuals or households _____.					

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Health and Social/Behavioral Development Indicators

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
1. The number of individuals who demonstrated <u>increased nutrition skills</u> (e.g. cooking, shopping, and growing food).					
2. The number of individuals who demonstrated <u>improved physical health</u> and well-being.					
3. The number of individuals who demonstrated <u>improved mental and behavioral health and well-being</u> .					
4. The number of individuals who <u>improved skills</u> related to the adult role of parents/ caregivers.					
5. The number of parents/caregivers who <u>demonstrated increased sensitivity and responsiveness</u> in their interactions with their children.					
6. The number of <u>seniors (65+)</u> who maintained an independent living situation.					
7. The number of <u>individuals with disabilities</u> who maintained an independent living situation.					
8. The number of <u>individuals with chronic illness</u> who maintained an independent living situation.					
9. The number of individuals with <u>no recidivating event</u> for six months.					
a. Youth (ages 14-17)					
b. Adults (ages 18+)					

Other Health and Social/Behavioral Development Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
10. The number of individuals or households _____.					

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting: _____

Civic Engagement and Community Involvement	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)
1. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.					
a. Of the above, the number of Community Action program participants who <u>improved their leadership skills.</u>					
b. Of the above, the number of Community Action program participants who <u>improved their social networks.</u>					
c. Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <u>enhance their ability to engage.</u>					

Other Civic Engagement and Community Involvement Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy [III/II = V] (% auto calculated)
2. The number of individuals or households _____.					

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Outcomes Across Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Outcomes Across Multiple Domains	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
1. The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.					

Other Outcome Indicator	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
2. The number of individuals or households _____.					

Comments:

**Module 4, Section B: Individual and Family Services -
Data Entry Form**

**Goal 1: Individuals and Families with low-incomes are stable
and achieve economic security.**

Employment Services

Name of CSBG Eligible Entity Reporting: _____

Employment Services	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience	
Vocational Training	
On-the-Job and other Work Experience	
Youth Summer Work Placements	
Apprenticeship/Internship	
Self-Employment Skills Training	
Job Readiness Training	
Career Counseling	
Workshops	
Coaching	
Job Search	
Coaching	
Resume Development	
Interview Skills Training	
Job Referrals	
Job Placements	
Pre-employment physicals, background checks, etc.	
Post Employment Supports	
Coaching	
Interactions with employers	
Employment Supplies	
Employment Supplies	

**Module 4, Section B: Individual and Family Services -
Data Entry Form**

**Goal 1: Individuals and Families with low-incomes are stable
and achieve economic security.**

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting:

Education and Cognitive Development Services	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs	
Early Head Start	
Head Start	
Other Early-Childhood (0-5 yr. old) Education	
K-12 Education	
K-12 Support Services	
Financial Literacy Education	
Literacy/English Language Education	
College-Readiness Preparation/Support	
Other Post Secondary Preparation	
Other Post Secondary Support	
School Supplies	
School Supplies	
Extra-curricular Programs	
Before and After School Activities	
Summer Youth Recreational Activities	
Summer Education Programs	
Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
Mentoring	
Leadership Training	
Adult Education Programs	
Adult Literacy Classes	
English Language Classes	
Basic Education Classes	
High School Equivalency Classes	
Leadership Training	
Parenting Supports (may be a part of the early childhood programs identified above)	
Applied Technology Classes	
Post-Secondary Education Preparation	
Financial Literacy Education	
Post-Secondary Education Supports	
College applications, text books, computers, etc.	
Financial Aid Assistance	
Scholarships	
Home Visits	
Home Visits	

**Module 4, Section B: Individual and Family Services -
Data Entry Form**

**Goal 1: Individuals and Families with low incomes are stable and
achieve economic security.**

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting: _____

Income and Asset Building Services	Unduplicated Number of Individuals Served
Training and Counseling Services	
Financial Capability Skills Training	
Financial Coaching/Counseling	
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	
First-time Homebuyer Counseling	
Foreclosure Prevention Counseling	
Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy	
Child Support Payments	
Health Insurance	
Social Security/SSI Payments	
Veteran's Benefits	
TANF Benefits	
SNAP Benefits	
Asset Building	
Saving Accounts/IDAs and other asset building accounts	
Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
VITA, EITC, or Other Tax Preparation programs	
Loans And Grants	
Micro-loans	
Business incubator/business development loans	

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Services

Name of CSBG Eligible Entity Reporting: _____

Housing Services	Unduplicated Number of Individuals Served
Housing Payment Assistance	
Financial Capability Skill Training	
Financial Coaching/Counseling	
Rent Payments (includes Emergency Rent Payments)	
Deposit Payments	
Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services	
Eviction Counseling	
Landlord/Tenant Mediations	
Landlord/Tenant Rights Education	
Utility Payment Assistance	
Utility Payments (LIHEAP-includes Emergency Utility Payments)	
Utility Deposits	
Utility Arrears Payments	
Level Billing Assistance	
Housing Placement/Rapid Re-housing	
Temporary Housing Placement (includes Emergency Shelters)	
Transitional Housing Placements	
Permanent Housing Placements	
Rental Counseling	
Housing Maintenance & Improvements	
Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	
Weatherization Services	
Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	
Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	

**Module 4, Section B: Individual and Family Services -
Data Entry Form**

**Goal 1: Individuals and Families with low incomes are stable and
achieve economic security.**

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development Services	Unduplicated Number of Individuals Served
Health Services, Screening and Assessments	
Immunizations	
Physicals	
Developmental Delay Screening	
Vision Screening	
Prescription Payments	
Doctor Visit Payments	
Maternal/Child Health	
Nursing Care Sessions	
In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
Health Insurance Options Counseling	
Reproductive Health Services	
Coaching Sessions	
Family Planning Classes	
Contraceptives	
STI/HIV Prevention Counseling Sessions	
STI/HIV Screenings	
Wellness Education	
Wellness Classes (stress reduction, medication management, mindfulness, etc.)	
Exercise/Fitness	
Mental/Behavioral Health	
Detoxification Sessions	
Substance Abuse Screenings	
Substance Abuse Counseling	
Mental Health Assessments	
Mental Health Counseling	
Crisis Response/Call-In Responses	
Domestic Violence Programs	
Support Groups	
Substance Abuse Support Group Meetings	
Domestic Violence Support Group Meetings	
Mental Health Support Group Meeting	

**Module 4, Section B: Individual and Family Services -
Data Entry Form**

**Goal 1: Individuals and Families with low incomes are stable and
achieve economic security.**

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development Services (Cont'd.)	Unduplicated Number of Individuals Served
Dental Services, Screenings and Exams	
Adult Dental Screening/Exams	
Adult Dental Services (including Emergency Dental Procedures)	
Child Dental Screenings/Exams	
Child Dental Services (including Emergency Dental Procedures)	
Nutrition and Food/Meals	
Skills Classes (Gardening, Cooking, Nutrition)	
Community Gardening Activities	
Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
Prepared Meals	
Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	
Family Skills Development	
Family Mentoring Sessions	
Life Skills Coaching Sessions	
Parenting Classes	
Emergency Hygiene Assistance	
Kits/boxes	
Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Services Supporting Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Services Supporting Multiple Domains	Unduplicated Number of Individuals Served
Case Management	
Case Management	
Eligibility Determinations	
Eligibility Determinations	
Referrals	
Referrals	
Transportation Services	
Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	
Childcare	
Child Care subsidies	
Child Care payments	
Eldercare	
Day Centers	
Identification Documents	
Birth Certificate	
Social Security Card	
Driver's License	
Re-Entry Services	
Criminal Record Expungements	
Immigration Support Services	
Immigration Support Services (relocation, food, clothing)	
Legal Assistance (includes emergency legal assistance)	
Legal Assistance	
Emergency Clothing Assistance	
Emergency Clothing Assistance	
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)	
Mediation/Customer Advocacy Interventions	

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting: _____

Civic Engagement and Community Involvement Services	Unduplicated Number of Individuals Served
Voter Education and Access	
Leadership Training	
Tri-partite Board Membership	
Citizenship Classes	
Getting Ahead Classes	
Volunteer Training	

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	
b. Female	
c. Other	
d. Unknown/not reported	
TOTAL (auto calculated)	0

2. Age	Number of Individuals
a. 0-5	
b. 6-13	
c. 14-17	
d. 18-24	
e. 25-44	
f. 45-54	
g. 55-59	
h. 60-64	
i. 65-74	
j. 75+	
k. Unknown/not reported	
TOTAL (auto calculated)	0

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12/Non-Graduate		
c. High School Graduate/ Equivalency Diploma		
d. 12 grade + Some Post-Secondary		
e. 2 or 4 years College Graduate		
f. Graduate of other post-secondary school		
g. Unknown/not reported		
TOTAL (auto calculated)	0	0

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition			
	Yes	No	Unknown
b. Health Insurance*			

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

i. Medicaid	
ii. Medicare	
iii. State Children's Health Insurance Program	
iv. State Health Insurance for Adults	
v. Military Health Care	
vi. Direct-Purchase	
vii. Employment Based	
viii. Unknown/not reported	
TOTAL (auto calculated)	0

6. Ethnicity/Race	Number of Individuals
I. Ethnicity	
a. Hispanic, Latino or Spanish Origins	
b. Not Hispanic, Latino or Spanish Origins	
c. Unknown/not reported	
TOTAL (auto calculated)	0

II. Race	
a. American Indian or Alaska Native	
b. Asian	
c. Black or African American	
d. Native Hawaiian and Other Pacific Islander	
e. White	
f. Other	
g. Multi-race (two or more of the above)	
h. Unknown/not reported	
TOTAL (auto calculated)	0

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. Unknown/not reported	
TOTAL (auto calculated)	0

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown/not reported	
TOTAL (auto calculated)	0

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	
b. Two Adults NO Children	
c. Single Parent Female	
d. Single Parent Male	
e. Two Parent Household	
f. Non-related Adults with Children	
g. Multigenerational Household	
h. Other	
i. Unknown/not reported	
TOTAL (auto calculated)	0

10. Household Size	Number of Households
a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown/not reported	
TOTAL (auto calculated)	0

11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown/not reported	
TOTAL (auto calculated)	0

12. Level of Household Income	Number of Households
<i>(% of HHS Guideline)</i>	
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 250% and over	
j. Unknown/not reported	
TOTAL (auto calculated)	0

13. Sources of Household Income	Number of Households
a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
TOTAL (auto calculated)	0

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	
b. Supplemental Security Income (SSI)	
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	
h. Retirement Income from Social Security	
i. Pension	
j. Child Support	
k. Alimony or other Spousal Support	
l. Unemployment Insurance	
m. EITC	
n. Other	
o. Unknown/not reported	

15. Non-Cash Benefits	Number of Households
a. SNAP	
b. WIC	
c. LIHEAP	
d. Housing Choice Voucher	
e. Public Housing	
f. Permanent Supportive Housing	
g. HUD-VASH	
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	
k. Unknown/not reported	

E. Number of Individuals Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

F. Number of Households Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of HOUSEHOLDS served in each program*:

Program Name	Number of Households

*The system will add rows to allow reporting on multiple programs.

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