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Expiration date: 01/31/2020

# Community Services Block Grant (CSBG) Annual Report

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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

Formerly State  
Contact  
Information -  
CSBG IS Access  
Database

[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

CSBG IS, Section  
C, Question 1

[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:

CSBG IS,  
Section C,  
Question 2

**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]

CSBG State Plan

[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]

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]

CSBG IS,  
Section D,  
Question 2a

- 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]

CSBG IS,  
Section D,  
Question 2b

- 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]

CSBG IS,  
Section D,  
Questions 3a

## 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"
<b>Auto-populated</b> [Narrative, 2500 characters]	<b>Auto-populated</b> [Select Public or Nonprofit]	<b>Auto-populated</b> <ul style="list-style-type: none"> <li>Community Action Agency</li> <li>Limited Purpose Agency</li> <li>Local Government Agency</li> <li>Migrant or Seasonal Farmworker Organization</li> <li>Tribe or Tribal Organization</li> <li>Other (describe in column 5)</li> </ul>	<b>Auto-populated</b> [Narrative, 2500 characters]	<b>Auto-populated</b> [Narrative, 2500 characters]  If "Other" is selected in column 3, provide further detail here
<b>ADD A ROW function</b> 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]
<b>Progress Indicators</b> <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>
<b>Total</b>	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

NEW

**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.

CSBG IS,  
Section A,  
Question 2b

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]

CSBG IS,  
Section C,  
Question 7a

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)?

CSBG IS,  
Section C,  
Question 7b

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.

CSBG IS,  
Section A,  
Question 2c  
and Section B,  
Question 5a-b

**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).

CSBG IS,  
Section B,  
Question 5a

**[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).

CSBG  
IS,  
Section  
A,  
Question  
2

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

CSBG  
IS,  
Section  
A,

CSBG IS,  
Section A,  
Question 4



## 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 <ul style="list-style-type: none"> <li>• Training</li> <li>• Technical Assistance</li> <li>• Both</li> </ul>	Auto-populated from Table 8.1 of the CSBG State Plan <ul style="list-style-type: none"> <li>• Fiscal</li> <li>• Governance/Tripartite Boards</li> <li>• Organizational Standards – General</li> <li>• Organizational Standards – for CSBG Eligible Entities with unmet standards on Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs)</li> <li>• Correcting Significant Deficiencies Among CSBG Eligible Entities</li> <li>• Reporting</li> <li>• ROMA</li> <li>• Community Assessment</li> <li>• Strategic Planning</li> <li>• Monitoring</li> <li>• Communication</li> <li>• Technology</li> <li>• Other</li> </ul>	[Enter Date or Range]	<b>[Narrative, 2500 characters]</b>  Provide additional brief explanation of the technical assistance activities implemented. If "Other" was selected in column 3, describe in this column.
<b>ADD a ROW function</b> Note: Rows may be added for each additional training			

CSBG IS,  
Access  
Database,  
T/TA

**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 IS,  
Access  
Database and  
Section B,  
Question 5A

- ☐ 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.	<b>Dropdown Options:</b> <ul style="list-style-type: none"> <li>• Full onsite</li> <li>• Newly Designated</li> <li>• Follow-up</li> <li>• Other</li> <li>• No review</li> </ul>	Enter dates	<p><b>Note:</b> 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).</p> <p style="text-align: right;"><b>[Narrative, 500 characters]</b></p>
<b>ADD a ROW function Note: Rows may be added for each additional Monitoring Visit</b>			

- 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: \_\_\_\_\_

CSBG IS,  
Section  
A,  
Question  
1

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	CSBG IS, Section E, Table 1
2. Education and Cognitive Development	
3. Income, Infrastructure, and Asset Building	
4. Housing	
5. Health and Social/Behavioral Development <i>(includes nutrition)</i>	Revised
6. Civic Engagement and Community Involvement	NEW
7. Services Supporting Multiple Domains	Revised
8. Linkages <i>(e.g. partnerships that support multiple domains)</i>	Revised
9. Agency Capacity Building <i>(detailed below in Table C)</i>	NEW
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.](#)

CSBG IS,  
Section E,  
Table 1

<b>C. Details on Agency Capacity Building Activities Funded by CSBG:</b>		
1. Please identify which activities were funded by CSBG under Agency Capacity in Table B. Please check all that apply.		
<input type="checkbox"/> Community Needs Assessment	<input type="checkbox"/> Data Management & Reporting	<input type="checkbox"/> Other* ← NEW
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> 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	

CSBG IS, NPI 5.1 E-H

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	

CSBG IS, NPI 2.3.b and 3.1

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):	

CSBG IS, NPI 5.1 A-D and NEW

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	

CSBG IS, NPI 4.1 Column 1

## 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. <input style="width: 150px;" type="text"/>
2. Health and Human Services (HHS)		
a. LIHEAP - Fuel Assistance <i>(include oil overcharge \$\$)</i>	2a.	<input style="width: 150px;" type="text"/>
b. LIHEAP - Weatherization <i>(include oil overcharge \$\$)</i>	2b.	<input style="width: 150px;" type="text"/>
c. Head Start	2c.	<input style="width: 150px;" type="text"/>
d. Early Head Start	2d.	<input style="width: 150px;" type="text"/>
e. Older Americans Act	2e.	<input style="width: 150px;" type="text"/>
f. Social Services Block Grant (SSBG)	2f.	<input style="width: 150px;" type="text"/>
g. Medicare/Medicaid	2g.	<input style="width: 150px;" type="text"/>
h. Assets for Independence (AFI)	2h.	<input style="width: 150px;" type="text"/>
i. Temporary Assistance for Needy Families (TANF)	2i.	<input style="width: 150px;" type="text"/>
j. Child Care Development Block Grant (CCDBG)	2j.	<input style="width: 150px;" type="text"/>
k. Community Economic Development (CED)	2k.	<input style="width: 150px;" type="text"/>
l. Other HHS Resources		
i. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	2l.i. <input style="width: 150px;" type="text"/>
ii. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	2l.ii. <input style="width: 150px;" type="text"/>
iii. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	2l.iii. <input style="width: 150px;" type="text"/>
iv. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	2l.iv. <input style="width: 150px;" type="text"/>
2l. Total Other HHS Resources (autocalculated)		2l. <input style="width: 150px;" type="text" value="\$ -"/>
3. Department of Agriculture (USDA)		
a. Special Supplemental Nutrition for Women, Infants, and Children (WIC)	3a.	<input style="width: 150px;" type="text"/>
b. All USDA Non-Food programs (e.g. rural development)	3b.	<input style="width: 150px;" type="text"/>
c. All other USDA Food programs	3c.	<input style="width: 150px;" type="text"/>
4. Department of Housing and Urban Development (HUD)		
a. Community Development Block Grant (CDBG) - Federal, State, and Local	4a.	<input style="width: 150px;" type="text"/>
b. Section 8	4b.	<input style="width: 150px;" type="text"/>
c. Section 202	4c.	<input style="width: 150px;" type="text"/>
d. Home Tenant-Based Rental Assistance (HOME TBRA)	4d.	<input style="width: 150px;" type="text"/>
e. HOPE for Homeowners Program (H4H)	4e.	<input style="width: 150px;" type="text"/>
f. Emergency Solutions Grant (ESG)	4f.	<input style="width: 150px;" type="text"/>
g. Continuum of Care (CoC)	4g.	<input style="width: 150px;" type="text"/>
h. All other HUD programs, including homeless programs	4h.	<input style="width: 150px;" type="text"/>
5. Department of Labor (DOL)		
a. Workforce Innovation and Opportunity Act (WIOA) *previously WIA	5a.	<input style="width: 150px;" type="text"/>
b. Other DOL Employment and Training programs	5b.	<input style="width: 150px;" type="text"/>
c. All other DOL programs	5c.	<input style="width: 150px;" type="text"/>
6. Corporation for National and Community Service (CNCS) programs		6. <input style="width: 150px;" type="text"/>
7. Federal Emergency Management Agency (FEMA)		7. <input style="width: 150px;" type="text"/>
8. Department of Transportation		8. <input style="width: 150px;" type="text"/>
9. Department of Education		9. <input style="width: 150px;" type="text"/>
10. Department of Justice		10. <input style="width: 150px;" type="text"/>
11. Department of Treasury		11. <input style="width: 150px;" type="text"/>
12. Other Federal Resources		
i. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	12.i. <input style="width: 150px;" type="text"/>
ii. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	12.ii. <input style="width: 150px;" type="text"/>
iii. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	12.iii. <input style="width: 150px;" type="text"/>
iv. <input style="width: 150px;" type="text"/>	CFDA #: <input style="width: 50px;" type="text"/>	12.iv. <input style="width: 150px;" type="text"/>
13. Total Other Federal Resources (autocalculated)		13. <input style="width: 150px;" type="text" value="\$ -"/>
14. Total: Non-CSBG Federal Resources Allocated (autocalculated)		14. <input style="width: 150px;" type="text" value="\$ -"/>

**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 (include housing tax credits )	1b.	
	c.	State Nutrition programs	1c.	
	d.	State Early Childhood Programs (e.g. Head Start, Day Care )	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.	<b>Other State Resources</b>		
	i.		1n.i	
	ii.		1n.ii	
	iii.		1n.iii	
	iv.		1n.iv	
	1n.	<b>Total Other State Resources (autocalculated)</b>	1n.	\$ -

2.	Total: State Resources Allocated (autocalculated)	2.	\$ -
3.	If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.	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.	If any of these resources were also reported under Item 15 or 17 (Federal or State Resources), please estimate the amount.	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.	If any of these resources were also reported under Item 15, 17, or 20 (Federal, State or Local Resources), please estimate the amount.	3.		

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

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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.
<b>1. Initiative Name</b>	
<b>2. Initiative Year</b>	1-7+ years
<b>3. Problem Identification</b>	Narrative (Provide a narrative on the scope of the problem)
<b>4. Goal/Agenda</b>	Narrative (Provide a narrative on the goal/agenda)
<b>5. Issue/CSBG Community Domains</b>	Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement
<b>6. Ultimate Expected Outcome</b>	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
<b>7. Identified Community</b>	Neighborhood, City, School District, County, Service Area, State, Region, or Other
<b>8. Expected Duration</b>	Narrative (Provide the range in years, e.g. 1-3 years)
<b>9. Partnership Type</b>	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners
<b>10. Partners</b>	Narrative (Provide a narrative on the key 1-3 partners)
<b>11. Strategy(ies)</b>	Select from the Community Level Strategies listed in Section C
<b>12. Progress on Outcomes/Indicators</b>	No Outcomes to Report, Interim Outcomes, Final Outcomes
<b>13. Impact of Outcomes</b>	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.)
<b>14. Outcomes/Indicators to Report</b>	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
<b>15. Final Status</b>	Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value
<b>16. Lessons Learned</b>	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 <b>created</b> to increase opportunities for people with low incomes in the identified community.	Similar to CSBG IS, NPI 1.1 A - D			
	2. Number of job opportunities <b>maintained</b> in the identified community.				
	3. Number of "living wage" jobs <b>created</b> in the identified community*.				
	4. Number of "living wage" jobs <b>maintained</b> in the identified community*.				
	5. Number of jobs <b>created</b> 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 <b>unemployment rate</b> .							
	2. Percent decrease of the <b>youth unemployment rate</b> .		NEW					
	3. Percent decrease of the <b>underemployment rate</b> .							

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)
<b>Counts of Change</b>	1. Number of accessible and affordable <u>early childhood or pre-school education</u> assets or resources added to the identified community.	Similar to CSBG IS, NPI 6.3 C-D			
	2. Number of accredited or licensed <u>affordable child care facilities</u> added in the identified community.		NEW		
	3. Number of new <u>Early Childhood Screenings</u> offered to <b>children</b> (ages 0-5) of families with low-incomes in the identified community.	Expands on CSBG IS, NPI 6.3.A			
	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)		Expands on CSBG IS, NPI 2.1.G		
	5. Number of accessible and affordable <u>post secondary education</u> assets or resources added for newly graduating <b>youth</b> in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)		Expands on CSBG IS, NPI 2.1.I		
	6. Number of accessible and affordable <u>basic or secondary education</u> assets or resources added for <b>adults</b> in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)		Expands on CSBG IS, NPI 2.1.I		
<b>Other Counts of Change</b>	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	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)
	1. Percent increase of <b>children</b> in the identified community who are <b>kindergarten ready</b> .							
	2. Percent increase of <b>children</b> in the identified community at (or above) the <b>basic reading level</b> .							
	3. Percent increase of <b>children</b> in the identified community at (or above) the <b>basic math level</b> .							
	4. Percent increase in high school (or high school equivalency) <b>graduation rate</b> in the identified community.							
	5. Percent increase of the rate of <b>youth</b> in the identified community who <b>attend post-secondary education</b> .							
	6. Percent increase of the rate of <b>youth</b> in the identified community who <b>graduate from post-secondary education</b> .							
	7. Percent increase of <b>adults</b> in the identified community who <b>attend post-secondary education</b> .							
	8. Percent increase of <b>adults</b> in the identified community who <b>graduate from post-secondary education</b> .							
	9. Percent increase in the <b>adult literacy rate</b> in the identified community .							

NEW

Other Rates of Change	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)

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 <b>new</b> accessible assets/resources <b>created</b> 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 <b>existing</b> assets/resources <b>made accessible</b> 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)

Expands on CSBG IS, NPI 2.2 A - D

**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)			
<b>Counts of Change</b>	1. Number of safe and affordable housing units <u>developed in</u> the identified community (e.g. built or set aside units for people with low incomes).		Similar to CSBG IS, NPI 2.1.C					
	2. Number of safe and affordable housing units <u>maintained</u> and/or <u>improved</u> through WAP or other rehabilitation efforts in the identified community.		Similar to CSBG IS, NPI 2.1.D					
	3. Number of shelter beds <u>created</u> in the identified community.		NEW					
	4. Number of shelter beds <u>maintained</u> in the identified community.		NEW					
<b>Other Counts of Change</b>	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)			
<b>Rates of Change</b>	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 <u>rate of homelessness</u> in the identified community.							
	2. Percent decrease in the <u>foreclosure rate</u> in the identified community.							
	3. Percent increase in the <u>rate of home ownership</u> of people with low incomes in the identified community.					NEW		
	4. Percent increase of <u>affordable housing</u> in the identified community.							
	5. Percent increase of <u>shelter beds</u> in the identified community.							
<b>Other Rates of Change</b>	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 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)
Rates of Change	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.							

Greatly expands on CSBG IS, NPI 2.2 A - E

NEW

**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 <b>teen pregnancy rate</b> in the identified community.							
	2. Percent decrease in <b>unplanned pregnancies</b> in the identified community.							
	3. Percent decrease in <b>substance abuse rate</b> in the identified community.(e.g. cigarettes, prescription drugs, narcotics, alcohol).							
	4. Percent decrease in <b>domestic violence rate</b> in the identified community.							
	5. Percent decrease in the <b>child abuse rate</b> in the identified community.							
	6. Percent decrease in the <b>child neglect rate</b> in the identified community.							
	7. Percent decrease in the <b>elder abuse rate</b> in the identified community.							
	8. Percent decrease in the <b>elder neglect rate</b> 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 <b>recidivism rate</b> in the identified community.							
	2. Percent decrease in <b>non-violent crime rate</b> in the identified community.							
	3. Percent decrease in <b>violent crime rate</b> in the identified community.							
	4. Percent decrease in <b>teens involved with the juvenile court system</b> 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 <b>donated time</b> to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.				Expands on CSBG IS, NPI 2.3 and 3.1			
	2. Percent increase of <b>donated resources</b> to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.				Expands on CSBG IS, Section F, 22 a-d			
	3. Percent increase of <b>people participating</b> 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.				Expands on CSBG IS, NPI 3.2.A			

	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	Expands on NPIs 2.1.A and B, 2.2.A and NEW
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	Expands on NPIs 2.1.F, G, I, 2.2.A and NEW
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	Expands on NPI 2.2 A-E and NEW
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)	Expands on NPI 2.1 D-E, 2.2.A and NEW
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	Expands on NPI 2.1.E, 2.2 A-E and NEW
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	Expands on NPI 2.1.H, 2.2.A and NEW
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	Expands on NPI 2.2.C and NEW
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	Expands on NPI 2.1.A, E and NEW
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	Expands on 2.1.A and NEW
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

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#### 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 <b>youth</b> who obtained employment to gain skills or income.					
2. The number of unemployed <b>adults</b> who obtained employment ( <u>up to a living wage</u> ).					
3. The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <u>up to a living wage</u> ).					
4. The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <u>up to a living wage</u> ).					
5. The number of unemployed <b>adults</b> who obtained employment ( <u>with a living wage or higher</u> ).					
6. The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <u>with a living wage or higher</u> ).					
7. The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <u>with a living wage or higher</u> ).					

Expands on NPI 1.1.A, B, and D

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 <u>entered or transitioned</u> 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 <u>wage or salary amount increase</u> .					
b. Of the above, the number of employed participants who increased income from employment through <u>hours worked increase</u> .					
c. Of the above, the number of employed participants who <u>increased benefits</u> related to employment.					

Expands on NPI 1.1.C

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 <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.					
2. The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.					
3. The number of <b>children</b> and <b>youth</b> 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 <b>children</b> and <b>youth</b> 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 <b>parents/caregivers</b> who improved their home environments.					
6. The number of <b>adults</b> who demonstrated improved basic education.					
7. The number of <b>individuals</b> who obtained a high school diploma and/or obtained an equivalency certificate or diploma.					
8. The number of <b>individuals</b> who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.					
9. The number of <b>individuals</b> who obtained an Associate's degree.					
10. The number of <b>individuals</b> who obtained a Bachelor's degree.					

Expands on NPI 6.3.C, D and I

Expands NPI 6.3.J and K

Expands NPI 1.2.B and C

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 <b>90 days</b> .					
2. The number of individuals who achieved and maintained capacity to meet basic needs for <b>180 days</b> .					
3. The number of individuals who opened a <b>savings account or IDA</b> .					
4. The number of individuals who <b>increased their savings</b> .					
5. The number of individuals who used their savings to <b>purchase an asset</b> .					
a. Of the above, the number of individuals who <b>purchased a home</b> .					
6. The number of individuals who <b>improved their credit scores</b> .					
7. The number of individuals who <b>increased their net worth</b> .					
8. The number of individuals engaged with the Community Action Agency who report <b>improved financial well-being</b> .					

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> .		CSBG IS, NPI 6.2.E			
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> .		Combines and Expands CSBG IS, NPI 1.2.H and 6.4.E			
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).		NEW			
8. The number of households with <u>improved energy efficiency and/or energy burden reduction</u> in their homes.		NEW			

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>					

NEW

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.		NEW			

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 _____.		NEW			

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

Expands on CSBG  
IS, NPI 1.2.A

**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
<b>Child/Young Adult Education Programs</b>	
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	
<b>School Supplies</b>	
School Supplies	NEW
<b>Extra-curricular Programs</b>	
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	
<b>Adult Education Programs</b>	
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	
<b>Post-Secondary Education Supports</b>	
College applications, text books, computers, etc.	NEW
<b>Financial Aid Assistance</b>	
Scholarships	NEW
<b>Home Visits</b>	
Home Visits	NEW

NEW and Expands  
on CSBG IS, NPI  
6.3 and 1.2

NEW and Expands  
on CSBG IS, NPI  
1.2.D

NEW and Expands  
on CSBG IS, NPI  
1.2 A-C

**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
<b>Training and Counseling Services</b>	
Financial Capability Skills Training	
Financial Coaching/Counseling	
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	NEW
First-time Homebuyer Counseling	
Foreclosure Prevention Counseling	
Small Business Start-Up and Development Counseling Sessions/Classes	
<b>Benefit Coordination and Advocacy</b>	
Child Support Payments	CSBG IS, NPI 1.3.B
Health Insurance	
Social Security/SSI Payments	
Veteran's Benefits	NEW
TANF Benefits	
SNAP Benefits	
<b>Asset Building</b>	
Saving Accounts/IDAs and other asset building accounts	CSBG IS, NPI 1.3.D
Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	NEW
VITA, EITC, or Other Tax Preparation programs	CSBG IS, NPI 1.3.A
<b>Loans And Grants</b>	
Micro-loans	
Business incubator/business development loans	NEW

**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
<b>Housing Payment Assistance</b>	
Financial Capability Skill Training	NEW
Financial Coaching/Counseling	
Rent Payments (includes Emergency Rent Payments)	CSBG IS, NPI 6.2.C
Deposit Payments	NEW
Mortgage Payments (includes Emergency Mortgage Payments)	
<b>Eviction Prevention Services</b>	
Eviction Counseling	
Landlord/Tenant Mediations	NEW
Landlord/Tenant Rights Education	
<b>Utility Payment Assistance</b>	
Utility Payments (LIHEAP-includes Emergency Utility Payments)	Combines CSBG IS, NPI 1.2.J and K, 6.2.B and 6.4.G and I
Utility Deposits	
Utility Arrears Payments	
Level Billing Assistance	NEW
<b>Housing Placement/Rapid Re-housing</b>	
Temporary Housing Placement (includes Emergency Shelters)	
Transitional Housing Placements	NEW
Permanent Housing Placements	
Rental Counseling	
<b>Housing Maintenance &amp; Improvements</b>	
Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	CSBG IS 6.2.D
<b>Weatherization Services</b>	
Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	Combines and Expands CSBG IS, NPI 1.2.K, 6.2.D and 6.4.H
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	Combines and Expands NPI 1.2.G, 6.2.F, 6.3.A and 6.4.D
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	NEW
Family Planning Classes	
Contraceptives	
STI/HIV Prevention Counseling Sessions	
STI/HIV Screenings	
Wellness Education	
Wellness Classes (stress reduction, medication management, mindfulness, etc.)	NEW
Exercise/Fitness	
Mental/Behavioral Health	
Detoxification Sessions	NEW
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	NEW
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
<b>Dental Services, Screenings and Exams</b>	
Adult Dental Screening/Exams	Combines and Expands CSBG IS, NPI 1.2.G, 6.2.F, 6.3.A and 6.4.D
Adult Dental Services (including Emergency Dental Procedures)	
Child Dental Screenings/Exams	
Child Dental Services (including Emergency Dental Procedures)	
<b>Nutrition and Food/Meals</b>	
Skills Classes (Gardening, Cooking, Nutrition)	Combines and Expands CSBG IS, NPI 1.2.I, 6.2.A, 6.3.B and 6.4.F
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)	
<b>Family Skills Development</b>	
Family Mentoring Sessions	NEW
Life Skills Coaching Sessions	
Parenting Classes	
<b>Emergency Hygiene Assistance</b>	
Kits/boxes	NEW
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
<b>Case Management</b>	
Case Management	
<b>Eligibility Determinations</b>	
Eligibility Determinations	
<b>Referrals</b>	
Referrals	
<b>Transportation Services</b>	
Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	
<b>Childcare</b>	
Child Care subsidies	NEW
Child Care payments	
<b>Eldercare</b>	
Day Centers	
<b>Identification Documents</b>	
Birth Certificate	
Social Security Card	
Driver's License	
<b>Re-Entry Services</b>	
Criminal Record Expungements	
<b>Immigration Support Services</b>	
Immigration Support Services (relocation, food, clothing)	
<b>Legal Assistance (includes emergency legal assistance)</b>	
Legal Assistance	CSBG IS, NPI 6.2.H
<b>Emergency Clothing Assistance</b>	
Emergency Clothing Assistance	CSBG IS, NPI 6.2.K
<b>Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)</b>	
Mediation/Customer Advocacy Interventions	NEW

**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	NEW
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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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		
<b>TOTAL (auto calculated)</b>	<b>0</b>	<b>0</b>

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			
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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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

<b>II. Race</b>	
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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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

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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

## 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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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

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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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	
<b>TOTAL (auto calculated)</b>	<b>0</b>

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.



THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 203 hours per response for State CSBG Lead Agencies and 756 hours per response for eligible entities, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please send to: [infocollection@acf.hhs.gov](mailto:infocollection@acf.hhs.gov)

