



# National Association for State Community Services Programs

COMMUNITY SERVICES BLOCK GRANT

## INSTRUCTIONS MANUAL

For State Use in Completing the  
FY 2008  
CSBG Information System Survey

Completed FY 2008 State-wide survey is due no later than March 31, 2009 to:

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## A Note about these Instructions

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These instructions are designed specifically for states in filling out the survey at the state level and in providing guidance to their local agencies in filling out the IS survey at the agency level. NASCSP provides hard copies of the IS survey forms for distribution to local agencies. An electronic database is distributed to states for compiling and reporting the agency data. The electronic CSBG/IS database for states will be distributed later this year. States are expected to submit agency-level data for Part I. States have the option of submitting state-level data in the database for Part II, National Performance Indicators. All information requested in the survey must be submitted by the state in the electronic database.

**NASCSP does not currently provide an electronic database for local agencies.** Many states have their own data collection systems in place for local reporting. If your state is interested in information on the various data collection systems available, please feel free to contact NASCSP.

These forms should be read thoroughly by the state, and the portions that apply to local agencies can be copied and distributed along with copies of the agency-level forms. Sections A-C of the survey pertain specifically to state CSBG offices and do not need to be filled out by local agencies. However, we include them in the agency packet so that there is a complete survey available for agencies to see all the data that are collected and available in their state network.

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## Overview of the 2008 CSBG/IS Forms

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All data, whether or not funded directly by CSBG, should be reported in Sections D, F, and G in part I, and in the National Performance Indicators in Part II. The FY 2008 CSBG Information Survey has not changed. However, below we have provided additional clarification to the instructions. The forms are available on the NASCSP website at:  
<http://www.nascsp.org/csbg.htm#forms>.

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## What's New This Year

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Part I: Section D      **Accomplishments, Success Stories, and Innovations** Please provide one narrative for both your agency and your state in Item 1. Please provide only one narrative for Items 2, 3, and 4. Please provide one narrative for both a youth-focused and a senior-focused initiative in Item 5.

Part I: Section E      Clarification has been added to emphasize that all CSBG expenditures should be reported by the eligible entities, which includes any funds spent from FY 2007 CSBG, FY 2008 CSBG and any Discretionary funds expended during your states reporting period

**Classifying Programs and Projects** The exception for homeless programs has been removed. Definitions of homeless programs have been added to applicable Section E terminology categories.

**Family Development/Intervention for Family Stabilization** The first sentence has been changed to read “This refers to resource mobilization by agency workers who either provide or have provided case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs.”

Part I: Section F

**Other Resources Generated by the CSBG Network** A definition has been provided to explain that in this section agencies should report the total amount of federal and state funds that were awarded or allocated.

**Federal Resources (other than CSBG)** The last statement in Item I.2, “This amount should be the same as that reported in Section A.2.a and A.2.c,” has been removed.

Community Food and Nutrition (HHS) has been grayed out to show that this program no longer exists.

Under Subsections I and II, Items I.3.x and II.p no longer require the listing of funds in order of size.

**State Resources** Item II.b has been clarified to state that included in this category are housing tax credits.

Part I: Section G

**Program Participant Characteristics** The portion of the first sentence reading, “whose support comes in whole or in part from the Community Services Block Grant (CSBG)” has been removed.

**Preliminary Items** Item 4 includes clarification and examples to assist in determining what individuals can be counted in the **total unduplicated number of persons about whom no characteristics were obtained**.

**Characteristics of Individual Program Participants Receiving Services** Items 9.I.a through 9.II.f are clarified by the addition of Race and Ethnicity definitions from the U.S. Census Bureau.

**Characteristics of Families Receiving Services** Item 14.b now asks for the unduplicated number of families reporting zero income, to clarify that this number should only reflect those families that have absolutely no income coming into their households from any source.

## **Matters of Emphasis**

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Part I: Section B      **Uses of Discretionary Project Funds** Please account for all recipients who received discretionary money in this category. Those entities that also report data and outcomes in the rest of the survey must also be accounted for in Section B. Spaces are provided for the most common recipients of these funds. Please list organizations that do not fit in these categories along with the amount of discretionary funding provided. You may group the totals for organizations of the same type. Please also note that the amounts reported in 5.a must match those reported in 5.b, and must also match Item 2.c in Section A.

Part I: Section E      **Service Category 10, Other** While we have included this category specifically to identify *significant* initiatives, almost all CAA activities can be best described by one of the nine primary service categories listed in Section E. Please use this category *only* if a project clearly does not fit. ***In most cases we do not expect this category to contain any data.*** We encourage you to call us with any questions you might have.

**Administrative Costs** Please refer to OCS Information Memorandum 37 for detailed direction on how to report administrative costs in the CSBG/IS survey. We are making a concerted effort to report our administrative costs as accurately as possible, as this item could have legislative impact on CSBG in the future. As IM 37 indicates, **not all indirect expenses are "administrative,"** especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs.

Part I: Section F      **Federal and State "Other"** Please ensure that each agency has not entered any programs in Federal or state "other" that belong in one of the general categories offered. NASCSP does not want to have to return the data to you for re-entry in the appropriate category. For any program legitimately listed in the "other" subcategories (Items I.3.1 Other HHS, I.3.x Other Federal, and II.p Other State), **please provide as much detail as possible, including the full funding program name and the amount of funding received.** Also, please make sure that all sources reported by eligible entities in Subsection I are of *federal* origin, while all sources reported in Subsection II are of *state* origin, i.e., are appropriated or designated from state revenues by the state's government. PLEASE DO NOT USE ACRONYMS. INCLUDE THE FULL NAME OF THE PROGRAM.

For your convenience, we have included a list of Federal programs from the Catalog of Federal Domestic Assistance (CFDA as Appendix B to these instructions). You may find it helpful to distribute Appendix B to your grantees to help ensure that programs are listed in the proper location within Section F.

**Federal and State Resources** CAAs that administer housing programs may report those resources in the CSBG/IS as long as the programs fall under the auspice of the CSBG-required tri-partite board. Traditional funding sources include USDA and HUD federal programs. In addition, these outcomes may also be reported in Part II under Indicators 1.2, 1.3, 2.1, 3.2, and 6.2.

Part I: Section G

**Changes to Format** You will notice that Section G has been renumbered since last year.

**Race Categories** have been updated to match the Census information that many agencies are required to maintain for other programs.

**Education Levels of Adults** Clarification has been added to indicate that Item F pertains only to adults age 24 and older.

**Checking Category Totals** With the exception of the “Other Characteristics” (Item 11) and “Source of Family Income” (Item 14), the sums of all categories should be consistent with items 3 or 5 at the top of the section. For example, if all individuals providing information reported their age, the sum of individuals in the “Age” category (Item 8.a - Item 8.h) would be equal to the total unduplicated number of persons for whom characteristics were obtained (Item 3). In no case should the sum of answers to questions of characteristics exceed the number of individuals or families reporting (Item 3 and Item 5).

**Total # of Respondents** In Item 11.a-11.b, “Other Characteristics,” we are asking for the number of persons with the specific condition and also for the total number who were surveyed. In Item 14.a we are seeking an unduplicated number of families who list one or more sources of income. These figures will make it possible for us to identify the total number of responses to these questions.

**Source of Family Income** Item 14b has been clarified to specify Unduplicated # of Families Reporting that they have No Income. This is NOT a count of families about whom no income data was created.  
Enter the unduplicated number of families that report no source of income.

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## **Introduction and History**

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This is the twenty-fourth year in which there has been a survey of state uses of federal CSBG funds. The first comprehensive survey was conducted on 1983 operations in a cooperative venture between the National Association for State Community Services Programs (NASCSPP) and the National Governors' Association, with outside assistance from the Center for Community Futures. This led to the development of the National Voluntary Reporting System, or NVRS.

The surveys of FY 1984, 1985, and 1986 activity were conducted by the Center for Community Futures with guidance from the Data Collection Committee of NASCSP.

The FY 1987 through 2006 surveys were conducted by NASCSP. In FY 2001, reporting on the Information System Survey became a federal requirement. These surveys and the reports they generated were amended to focus on information of special interest to state and federal policymakers, such as the relationship of CSBG to other funding sources and the development of innovative programs. The FY 2008 survey incorporates the lessons learned from earlier data collection practices and the analysis of this information. Changes are discussed and agreed upon by the Information System Task Force (ISTF), which includes members from across the CSBG network as well as other stakeholders and partners.

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## How to Complete This Survey

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To assist you in your task, here is an overview of each section and suggestions as to who might be assigned responsibility for its completion.

The agency-level forms are distributed to states by e-mail and by CD. They are also available for downloading from the NASCSP website at: [http://www.nascsp.org/Whats\\_New/whats\\_new.asp](http://www.nascsp.org/Whats_New/whats_new.asp). These forms are designed to be distributed by states to local agencies. An electronic database version of the forms will be distributed to states later this year. States are expected to compile agency level data and enter it into the electronic database. **A 100 percent response from the eligible entities and discretionary grantees in your state is needed, so leadership and management by your office are necessary.**

The Cover Page is provided to assist states in capturing important contact information from local agencies completing the form.

Part I: Section A **This form is to be filled out by the state.** It will be included in the electronic database. We include it with the hard copies of the forms so that you have a complete hard-copy survey, but this form must be filled out in the electronic database. It is a financial statement, asking about the funds available for your 2008 CSBG program and how they were planned to be, and how they actually were, expended. Planned expenditures should be in your 2008 State Plan. Your fiscal officer should have actual expenditures.

Part I: Sections B and C **These forms are to be filled out by the state.** They will be included in the electronic database. We include it with the hard copies of the forms so that you have a complete hard copy survey, but these sections must be filled out in the electronic database. These sections ask for information about how your CSBG program is operated at the local and state levels. Many of the questions ask for a yes or no response, or a check mark if it is a multiple-choice question. You may require your fiscal officer's assistance for portions of these sections.

NOTE: Parts B and C should be relatively simple for anyone with a background in their state's CSBG program. However, if the person completing the report is new to the program, he/she may need to review previous state plans or contact NASCSP for clarification.

Part I: Sections D, E, F, G and Part II require input from local agencies or analysis of their reports, so you need to make implementation decisions or assignments quickly. Part I: Sections E and F are alike in requiring the generation of expenditures and the number of local CSBG agencies providing services, but they differ in several significant respects. Section E identifies only CSBG expenditures by service and demographic category, while Section F seeks to capture information more broadly describing *all* funds that support the entities providing CSBG services.

These sections should be sent to each local agency with instructions on how to complete the forms accurately. States may also consider providing training and technical assistance on how to complete these forms. If your office has already established a contractual relationship with your state CAA association, your simplest approach to Section F may be to contract with the CAA association to collect and compile this data. Another approach might be for you to prepare a cover letter, and mail the forms and instructions to your local CSBG agencies, setting a relatively early return date. Make a pitch for its completion at the next state CAA meeting and assign a staff person to compile the responses and begin making calls if you do not have a complete response by the due date.

Because all eligible entities and discretionary grantees' data are required, leadership and management by your office are necessary.

Part I: Section D asks for examples of your state CSBG network's top management and program accomplishments; how CSBG has eliminated a cause or condition of poverty in 2008; and innovative programs. The 2008 format continues to include the description of programs that mobilized or coordinated resources, and descriptions of senior and youth programs, both of which are recent additions to the information collected. States are expected to select from agency responses and limit their submission to 1-3 responses, depending on the requirements outlined in the survey question. Responses are published in the appendix of the national CSBG Statistical Report, so we urge states and agencies to respond to this section carefully, with attention to spelling and grammar. Please remember to emphasize how state and agency efforts have affected anti-poverty programs. PLEASE DO NOT USE ACRONYMS, and identify agencies specifically by both name and location.

Part I: Section E asks for the number of agencies providing assistance and the CSBG expenditures in nine program categories. The tenth category, "Other," allows you to include programs that cannot be included under one of the nine service categories. Section E also asks for the number of agencies providing assistance and the expenditures in two demographic categories.

Please note that information in Table 2 on Youth and Seniors refers to programs that were also reported, by service category, in Table 1. For example, among the funds reported under housing, a sub-total that represents accommodations installed in homes of frail or disabled elderly should be reported separately in Table 2 as well as in the Table 1 housing services total.

Methods for completing Part I: Section E:

- 1) The easiest way to complete Section E by CSBG service categories may be to use the Microsoft Excel version of Section E, on the NASCSP website at: <http://www.nascsp.org/Publications.htm> to distribute to your local agencies. This way, the totals can be checked electronically to ensure accuracy before they are submitted to the state. Then, the data can be transferred by the state into the run-time version of the forms.
- 2) An alternative method is to prepare Section E as a questionnaire to CAAs and other CSBG grantees or contractors. You will need to make photocopies of the Section E survey forms, the Section E instructions, and the CSBG Lexicon, which serve as reference documents to Section E. You may need to plan a training session for the staff of local CSBG agencies in your state on how to complete Section E, and dedicate a staff person to spend the time necessary to assist local CSBG staff and monitor their progress in completing their questionnaires on time.

Part I: Section F shows the program or initiatives other than CSBG, administered by the CSBG network agencies. It also asks for an accounting of the CSBG resources in the local agencies that fill out this section so that the mix of CSBG and other resources can be described to policymakers. It involves substantial local agency time to retrieve totals of funding and volunteer hours from all sources.

Part I: Section G asks for demographic information on all those utilizing and benefiting from local agency services. Since there is no national intake form, states have been asked to work with their local agencies to design a form that will capture the information required to complete this section of the report.

Part II: Outcomes of Effort gathers information on the 12 national indicators of community action performance. Please refer to the *Guide to Organizing and Reporting National Indicators of Community Action Performance* for further details on reporting for Part II.

### **Telephone Assistance Available**

Telephone assistance to state CSBG administrators and their staff in completing the 2008 CSBG Information System Survey, or to devise approaches to completing it, is available.

If you have questions, call Jenae Bjelland at the National Association for State Community Services Programs (202) 624-5850 or contact her by email at [bjelland@nascsp.org](mailto:bjelland@nascsp.org).

## **PART I: A Description of the Community Services Network**

### **INSTRUCTIONS FOR PART I: SECTION A**

#### **State Allotments of Fiscal Year 2008 CSBG Funds**

**Part I: Section A** has a financial statement format. Please provide planned expenditures in the first column and actual expenditures in the second column in Item 2. Items 3-6 refer to actual expenditures and should be based on the total in 2.d.

##### **Item 1      State Reporting Period**

This item asks you to indicate the 12-month period for which you are reporting data for this survey. "Reporting Period" means the program year in which you expended most of your state's allocation of fiscal year 2008 federal CSBG appropriations.

##### **Items 2.a, 2.b, 2.c, and 2.d    Total obligations of CSBG funds in FY 2008**

Each of these items contains two columns. The **Planned** column asks about the total funding you planned to spend before the start of the fiscal year, in each of these categories. Planned will likely be based on your anticipated state allocation. The **Actual** column asks how much was actually spent at the end of FY 2008 in each category. **The total in the Actual column should be used to calculate Items 3-6.**

The amounts of Items 2.a, 2.b and 2.c are each proportional amounts of the total CSBG funds expended in your state. When added together they produce Item 2.d

##### **Item 2.a      Eligible Entities**

Enter the amount of CSBG funds allocated to all eligible entities. This amount should generally be at least 90 percent of all available funds. Please take the time to check whether the "actual" allocations to eligible entities equal at least 90% of all "actual" expenditures, not including carryover. If the figure you enter is less, please attach an explanation. For a definition of eligible entities, please see the Lexicon.

##### **Item 2.b      State Administrative Costs**

Enter the amount of CSBG funds obligated toward administrative costs borne by your state. This amount should generally not exceed five percent of all available funds.

##### **Item 2.c      Discretionary Projects**

Enter the amount of CSBG funds obligated for discretionary projects throughout the state. Funds for discretionary projects are first identified here and then again in detail in Section B Items 5.a – 5.b. The totals for discretionary funds in Sections A and B must be equal.

##### **Item 2.d      Total Funds**

Enter the sum of Items 2.a, 2.b and 2.c. This amount should represent all available CSBG funds for FY 2008.

**Item 3      Carryover funding**

The amount reported in Item 3, if any, should already exist within the amount of Item 2.d Actual and should not be thought of separately or added again to Item 2.d. For a number of states, the entry in Item 3 should be zero.

Carryover funds would be zero for your state under one or more of the following conditions:

- If your state had expended all of its FY 2008 CSBG funds in FY 2008;
- If most of the in-state allocations will be expended at year-end (including state administrative funds); and
- If subgrantees have the authority to carry over small amounts of unused funds to be expended first in FY 2008, without a requirement to return them to the state.

There are at least two circumstances for which a state might report a carryover to FY 2008:

- If a state requires local CSBG agencies to return unexpended funds at the end of the contract year (in this case FY 2008), these amounts should be considered carryover. (While it may not be possible to provide a final accounting of this carryover amount until local agencies are audited, an estimate will suffice.)
- If a state planned to allocate or expend part of its 2008 CSBG funds in 2009.

**Item 4      Carry-forward of FY 2008 funds**

Enter the carry-forward amount of your FY 2008 appropriation to be utilized in future fiscal years. This amount should have already been subtracted from the total in 2.d Actual and is simply listed here.

**Item 5      State CSBG funds**

This item asks you to enter all state funds appropriated for the same purposes as CSBG, if any. For some states this amount will be zero.

**Item 6      Total CSBG Funds**

To determine the amount of Item 6, add together the values of Item 2.d and Item 5. The electronic state database will calculate this total automatically.

**IMPORTANT**

*Section F of the survey also asks about state funds. The amount entered in Item II.a of Section F should be the same as the total amount reported for Item 5 of Section A.*

## INSTRUCTIONS FOR PART I: SECTION B

### General Information on Local CSBG Agencies

The first four items of Part I: Section B, ask for information about the 90 percent or more of a state's CSBG allocation that must be passed through to “eligible entities,” local agencies eligible to receive CSBG funds. States are asked to provide a list of eligible entities, their addresses and their award amounts. *If you are completing this report electronically, please attach an electronic spreadsheet or word processing file with the necessary information.*

#### **Item 1.a - 1.k**      **Eligible entities receiving FY 2008 funds**

These items count the various types of entities that are eligible for pass-through funding by the CSBG.

##### **Item 1.a**      **Number of CAAs among eligible entities**

Enter the total number of Community Action Agencies (CAAs) in your state that are eligible for pass-through funding. Most CAAs were designated eligible entities in the 1981 CSBG authorizing legislation. By statute, CAAs have a tri-partite board consisting of one-third elected public officials, at least one-third elected representatives of the low-income community, with the balance drawn from leaders within the private sector including businesses, faith-based groups, charities and civic organizations.

##### **Item 1.b**      **Number of LPAs among eligible entities**

Enter the total number of Limited Purpose Agencies (LPAs) in your state that are eligible for pass-through funding. Like a CAA, to be considered an eligible entity, a private non-profit LPA must have a tri-partite board of directors.

##### **Item 1.c**      **Number of organizations serving migrant or seasonal farmworkers**

Enter the total number of organizations specifically devoted to serving migrant or seasonal farmworkers. If this number is not zero, please indicate in **Item 1.d** the number of these organizations that were already counted as CAAs or LPAs under **Item 1.a** and **Item 1.b**.

##### **Item 1.e.**      **Number of tribal organizations**

Enter the total number of organizations specifically designated as tribal organizations. If this number is not zero, please indicate in **Item 1.f** the number of these organizations that were already counted as CAAs or LPAs under **Item 1.a** and **Item 1.b**.

##### **Item 1.g**      **Number of units of local governments**

Enter the total number of units of local government bodies that may be classified as eligible entities. If this number is not zero, please indicate in **Item 1.h** the number of these agencies that were already counted as CAAs, LPAs, organizations serving migrant and seasonal farmworkers or tribal organizations under **Items 1.a** through **1.e**.

**Item 1.i      Others designated eligible by statute**

Enter the number of agencies that qualify as eligible entities due to a provision in your state's authorizing statute. If this number is not zero, please indicate in **Item 1.j** the number of these agencies that were already counted as CAAs, LPAs, organizations serving migrant and seasonal farmworkers, tribal organizations or units of local government under **Items 1.a** through **1.g**.

**Item 1.k      Total unduplicated number of eligible entities**

Enter the total number of local agencies that qualify as eligible entities for CSBG funding. This should equal the total of **Items 1.a** through **1.i** less double-counted agencies. **Please check back to see the number your state reported in total and in each category last year. If the total number of eligible entities is different, either the answer to item 2 is yes, or you have added new areas and they have been reported in items 4b and c.**

**Item 2      Eligible entities dropped in FY 2008**

Item 2 asks if any eligible entities funded in 2007 were dropped in 2008--either de-funded for cause, or because they voluntarily discontinued operations. If the answer to this question is "yes," please enter the number of agencies dropped and the reason their funding was discontinued.

**Item 3      Sub-state allocation method**

Item 3 asks what method you used to allot pass-through funds among eligible entities. You are asked to select one of five sub-state allocation options which most closely describes the method employed in your state:

- The "**historic**" method means continuing to allocate to each eligible entity the share it received under federal funding prior to the creation of CSBG in 1981.
- The "**base + formula**" method is usually adopted when the formula-alone method would fail to provide the smaller eligible entities with enough funding to open their doors for operation. In this case, some minimum funding level, or base, is provided each eligible entity off the top of the state allocations, to be supplemented with whatever amount its formula share might be of the remainder of the state allocation for local agencies.
- The "**formula alone**" allocation method, whereby the allocation to any one eligible entity is calculated solely by determining the share its service area has relative to the total in the state of some factor(s) (such as population below the poverty income level, TANF households, unemployment rate, square miles, etc.).
- The "**formula with variables**" method is used by states that utilize a formula for the in-state allocation of most CSBG funds, but also award a fraction of their monies on a subjective basis, such as the quality of proposals received. "Variable" means elements other than formula factors are considered in distributing funds.
- The "**hold-harmless + formula**" allocation is usually adopted as a transition method in moving from a historic to a formula allocation, but moving in steps in order that eligible entities not be reduced or increased precipitously in any one funding period.

**Item 4.a and Item 4.b      Coverage of counties**

“Coverage” means availability of services and access to a local agency for low-income people in a given county.

**Item 4.a      Percent of counties receiving CSBG services**

The answer to Item 4.a is commonly interpreted as "x% of the counties in this state have a CSBG local multi-purpose agency assigned to provide services." If the percentage answer you provide should not be interpreted that way (e.g., if you mean 50 percent of the people in the state live in counties with CSBG local services but that covers only 10 percent of the counties), please provide us with notes to interpret your data.

**Items 4.b and 4.c      Number of counties newly receiving CSBG services in FY 2008**

For Item 4.b, please indicate the number of counties *newly* covered in FY 2008. List these counties in Item 4.c.

**Item 5.a - 5.b      Uses of CSBG discretionary project funds**

Items 5.a through 5.b represent the uses of discretionary project funds provided in Section A Item 2.c. Use *expenditures* here, not planning figures; that is, include the amounts of grant awards or contracts that were actually made during your 2008 program year.

Item 5.a asks for the types of organizations that received discretionary project funds.

**Item 5.a.1      Awards to tribal organizations**

Enter applicable grant awards from discretionary project funds.

**Item 5.a.2      Awards to migrant or farmworker organizations**

Enter applicable grant awards from discretionary project funds.

**Item 5.a.3      Awards to state sub-grantee associations**

Enter applicable grant awards from discretionary project funds.

**Item 5.a.4      Awards to eligible entities**

Enter applicable grant awards from discretionary project funds.

**Item 5.a.5      Other**

Enter applicable grant awards from discretionary project funds. If discretionary programs in your state do not fall neatly into the previous categories, please provide a description of activities funded that makes clear the purposes and the recipient agencies.

**Item 5.a      Total discretionary funds expended**

Enter the sum of Items 5.a.1 through 5.a.5.

Item 5.b asks about the purpose for which the discretionary fund awards were provided.

**Item 5.b.1      Awards to local agencies for expansion to new areas**

Enter applicable grant awards from discretionary project funds.

**Item 5.b.2 Grants for exemplary or demonstration programs**

Enter applicable grant awards from discretionary project funds.

**Item 5.b.3 Competitive grants for exemplary or demonstration programs**

Enter applicable grant awards from discretionary project funds.

**Item 5.b.4 Training or technical assistance for local agencies**

Enter applicable grant awards from discretionary project funds.

**Item 5.b.5 Awards to statewide programs**

Enter applicable grant awards to statewide programs including grants for the support of state sub-grantee associations and statewide studies/planning.

**Item 5.b.6 General support**

Enter applicable grant awards from discretionary project funds

**Item 5.b.7 Other**

Enter applicable grant awards from discretionary project funds; specify purpose(s) of funds. State the full name of the program or initiative for which the funds were expended.

**Item 5.b Total discretionary funds expended**

Item 5.b should equal the sum of Items 5.b.1 through 5.b.7.

When completing Section B Item 5, please keep in mind that your total at Item 5.a should match both the total of Item 5.b and the total identified in Section A Item 2.c.

If Section A Item 2.c is *greater* than Section B Item 5.a and Item 5.b:

It is possible that some discretionary funds were not expended and therefore should not have been included in the total amount in Section A. Because Section A.2.c is based on the actual total, it should not include discretionary funds that are carried forward. Those are to be included in Item A - funds carried forward to 2008. Please check to make sure there are no funds in Section A.2.c that are included in error.

If Section A Item 2.c is *less* than Section B Item 5.a and Item 5.b:

Check what you have included in Section B Item 5.a and Item 5.b to determine if any amounts other than *federal CSBG funds* have been included (i.e. state dollars) when you totaled the amount. If other monies have been added to the amount, they should not be included in this total.

## INSTRUCTIONS FOR PART I: SECTION C

### General Information on State CSBG Offices

#### **Item 1-Item 4**            **Administrative location, titles and duties**

Please fill in the item blanks with answers reflecting the structure of your state CSBG office.

#### **Item 3**

Please list any other programs administered by the same individual who administers CSBG.

#### **Item 5.a - Item 5.b**            **State statute regarding CSBG**

**Item 5.a** asks if your state legislature has enacted, in 2008 or earlier years, authorizing legislation governing the administration of the federal and/or state CSBG.

If your answer to **Item 5.a** is “no,” proceed to **Item 6.a**. If your answer is “yes,” please answer **Item 5.b** and the nine additional questions about the content of your state CSBG statute. *Please send either an electronic or hard copy of this information along with your database file.*

#### **Item 6.a - Item 6.d**            **Supplementary state funding**

##### **Items 6.a and 6.b**            **Real cost of CSBG administration**

**Item 6.a** asks if the real cost of administering CSBG in your state, i.e. the expenditures required for all state administrative costs, was higher than the federally allowed limit (up to five percent of the federal CSBG allocation).

- If your answer is “yes,” you are asked to list the amount or value of the *extra* costs in **Item 6.b**.

##### **Items 6.c and 6.d**            **State funds used**

**Item 6.c** seeks to determine if state funds provided the extra resources needed to administer the CSBG.

- If your answer is “yes,” you are asked to list the amount of state funds expended in **Item 6.d**.

#### **Items 7.a and 7.b**            **State positions funded**

**Item 7** seeks two figures: **Item 7.a**, the number of state employees funded in part or in whole by federal CSBG funds and **Item 7.b**, the full-time equivalents (FTEs), or the number of full-time staff positions, funded by the CSBG.

FTEs are generally calculated by dividing the total number of person-hours paid for by the CSBG by the number of hours, which is classified as full-time employment in a state's system. In many states, one FTE is 2,080 hours.

## INSTRUCTIONS FOR PART I: SECTION D

### **Accomplishments, Success Stories and Innovations**

All data, whether or not funded directly by CSBG, should be reported in Section D.

Section D calls for narrative descriptions that provide a human face to the facts and figures reported elsewhere in this survey. It is this section that provides a framework for understanding how the CSBG works to improve the lives of low-income families and communities.

This section consists of five questions. The first question focuses on management and program accomplishments, the second focuses on the successes of those served by the CSBG, the third addresses innovative programs, and the last two questions address coordination and mobilization of resources to provide services.

States are required to aggregate agency responses and submit only those they feel best exemplify the state CSBG network (the specific number of narratives to be submitted for each question is detailed below). Please submit the narratives within the database; attachments will not be accepted.

#### **Item 1      State CSBG management**

**“What do you consider to be the top *management or program accomplishments* achieved by both your agency and your state during the FY 2008 program year?”**

This question asks for you to describe efforts by the state office or by your eligible entities to improve the management of CSBG-funded agencies and/or improve program services. For example, was a new reporting or planning system implemented? Was special training provided? Was a new program activity created? States should submit no more than one narrative each from the state and the agency. Please provide a substantive description of why the accomplishment you describe is a positive achievement. This question should not be answered using local examples unless the state managers played an active role and that role is clearly described.

#### **Item 2      Local agency program management**

**“Please provide one narrative or anecdotal account of how a local CSBG program (a) eliminated a cause of poverty, or (b) eliminated a condition of poverty so that one or more *households moved out of poverty status*. Please indicate whether the activity was completely funded by the CSBG, or if not, why the CSBG was important to the outcome.”**

This question asks your agency to provide a description of how an individual, family or community was successfully served by local agencies using CSBG funds. States should submit no more than one narrative.

**Item 3      Innovative statewide or local agency programs**

**“Please provide a description of one *innovative program* funded at least in part by the CSBG that has demonstrated success in eliminating a cause or condition of poverty.”**

This question seeks information on new and successful approaches or programs. The purpose of this question is to share *how* CSBG-supported activities creatively solve community and/or family problems. States should submit no more than one narrative.

**Item 4      Mobilization and coordination of resources**

**“Please describe one project or activity that linked resources from several sources to mobilize or coordinate a solution to a poverty problem in the community.”**

The point of this question is to show CSBG “at work” as it funds staff activities, investments, or services that meet a previously unmet community need. Agencies are to report one narrative for this question. States should then review and select one narrative to report for this survey. You may take as much space as you need and include any pertinent information. However, the elements detailed in the form must be included in the narrative for it to be effective.

**See Appendix A for sample narratives for this question.**

**Item 5      Senior and youth programs**

**“Please provide brief descriptions of one youth-focused and one senior-focused initiative that describe how funding was used and coordinated with other programs and resources.”**

These narratives do not need as much detail about how each element works in coordination with others as the description asked for in question 4, above. Agencies are to report one narrative for each type of initiative. States should then review and select one narrative to report for each type of program. We expect less than a half page for each narrative. Please focus on the elements in the list of items to include.

## INSTRUCTIONS FOR PART I: SECTION E

### 2008 Dollars Spent by Service Category and Special Age Group

Section E focuses on detailed information about the services that were provided to low-income people and communities with CSBG resources in 2008. You may want to duplicate the worksheets (along with Section F and G) immediately and send them to your subgrantees for them to complete. A 100 percent accounting of the 2008 expended CSBG funds is expected from each state. **This section should account for all CSBG dollars expended by eligible entities, including any previous fiscal year's funds, any current fiscal year funds, and any discretionary funds spent during your state's CSBG program year.**

**Section E, Table 1** consists of nine categories of services: Employment; Education; Income Management; Housing; Emergency Services; Nutrition; Linkages with Other Programs; Self-Sufficiency; and Health. For each category of services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended (questions about the amounts of all other federal, state, local and private funds expended have been eliminated). Table 1 **should include** CSBG data on the special age groups, which are listed separately in Table 2.

In addition to the nine categories listed above, there is an additional category, “**Other.**” This category is provided to capture any information on *significant* activities that are funded by the CSBG but are not included in the other nine categories. *Most activities can be properly included in the nine provided categories. Please avoid use of this category whenever possible.*

**Section E, Table 2** is included in response to Congressional interest in programs for two specific groups: youth and seniors. Youth and senior programs are those primarily directed at program participants in those two age categories. For these services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended (questions about the amounts of all other federal, state, local and private funds expended have been eliminated). All CSBG funding reported in Table 2 should be extracted from data already included in Table 1, i.e. youth and senior programs should be reported under the traditional nine CSBG service categories in Table 1 as well as in Table 2.

We have included detailed information describing what activities are covered within each service category in the two tables in the terminology section (pages 24-35) of these instructions. This will help ensure that you can uniformly assign activities within each service category.

#### **General activities that will make the data for this section easier to collect:**

- Identify all projects/programs of all eligible entities and the discretionary grantees in your state, and the amount of 2008 CSBG funds spent for each. Attribute all expenditures to the identified categories. You will be asked to determine how much of the total expenditures of local CSBG agencies went to administrative costs. However, *these administrative costs should also be included in the expenditures for the services they help make possible.*

- Decide how to classify each project/program. Determine its *primary* purpose, and then assign it to whichever of the nine CSBG categories it most closely matches. If it truly does not fit into any one of the defined categories, put it in “Other” and include a description of the program.

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## Basic Definitions

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The steps above contain terms with specific meanings for this section of the CSBG/IS.

- A **program, project or service** is the smallest activity for which CSBG agencies can reasonably be expected to keep track of dollars spent. CSBG/IS has historically referred to these activities as projects. Many agencies consider their activities “programs” or ongoing “services.” Ideally, a CSBG project is designed to fit in one of the nine CSBG service category areas, it follows one implementation strategy, and it is targeted to serve one low-income group.
- Often in practice, CSBG projects have multiple purposes, strategies, and recipient groups. Only the **primary purpose** of a project can be considered in determining where in Section E to enter its data; since dollars spent on the secondary and tertiary purposes of projects cannot be identified by the CSBG operator (or they would be projects in their own right), they must be ignored.
- **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. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services” (<http://www.acf.hhs.gov/programs/ocs/csbg/guidance/im37.html>).

**PLEASE NOTE:** It is important to remember that all indirect expenses are not “administration”, especially if they are paying for the salaries of persons engaged in making linkages that mobilize funds or coordinate programs. CSBG is unique among federal programs in part because “linkages” is a service CSBG funds, not an administrative item. Similarly, when CSBG provides administrative funding for programs of other community organizations because there is a partnership with the subgrantee's own programs, these expenses may well be either Linkages projects or classified as the type of program being operated with the funds.

## Entering Data into the Section E Tables

### Preliminary step:

- For ease of reporting, the forms for distribution to local agencies ask the agencies to provide the name of their agency to help the state keep track of the agency level data that is submitted. However, in the electronic database version of the forms which the state submits, please indicate how many of the local agencies eligible to receive pass-through funding (Item 1.k from Section B) in your state reported data for this section by entering the appropriate number next to the heading “**Total number of agencies reporting.**” The number of agencies reporting is important information that helps us understand what proportion of agencies responded. The federal law requires reporting by all eligible entities, however, if this proportion is less than 100 percent, it gives us a sense of how representative the expenditures reported in this section are of available CSBG resources in your state.

Section E, Table 1 has 10 rows. Table 2 has two rows which require data.

### **Tables 1 & 3, Rows 1-12**

### **Service Category**

The rows of the Section E Table list each of the nine established service categories and one additional “other” category:

1. Employment
2. Education
3. Income Management
4. Housing
5. Emergency Services
6. Nutrition
7. Linkages
8. Self-Sufficiency
9. Health
10. Other

The first nine service categories comprise the primary rows into which CSBG expenditure data will be entered. Please keep in mind that the final service category, “Other” should be used *only* when activities do not fit within the nine established categories.

### IMPORTANT

*If the established nine categories are not adequate to reflect the breadth of your state’s programs, please provide an attachment describing the items included under “Other” so that we can design a more comprehensive system.*

### **Table 1: CSBG by Service Category, FY 2008**

**This table includes all programs offered by the agencies in your state including those for youth and seniors which are identified specifically in Table 2.**

#### **CSBG Funds**

In the second column, “CSBG Funds,” report all CSBG funds used to support the activity in the specific service category. *Administrative costs supported by the CSBG should be included as costs of providing a given service.*

#### **Administrative Costs**

Enter the amount of the CSBG funds reported in Table 1 which were expended for administrative purposes. Administrative costs are those which aren’t readily assignable to a particular program funding stream, but rather relate to the general management of the grantee organization.

### **Table 2: Funds for Services by Special Age Group Category, FY 2008**

This table contains programs that were already included under the nine service categories listed above in Table 1.

Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-17 or 12-21).

Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

#### **CSBG Funds**

Report all CSBG funds used to support the activity serving the specific age group category. *Administrative costs supported by the CSBG should be included as costs of providing a given service.*

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### **Classifying Programs and Projects**

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In general, CSBG projects are not classified by the type of low-income group served--children, teenagers, or the elderly. They are classified by the poverty-causing conditions listed in the CSBG Act--lack of a job, lack of adequate education, lack of decent housing, poor nutrition, etc. For example, data on a nutrition project for the elderly would be entered in the Nutrition Service category, and an elderly employment project would go in the Employment Service category.

The premise of the classification of CSBG services upon which the CSBG/IS has been based is that all projects funded with CSBG funds fit into one of the categories mentioned in the CSBG Act. As some states have developed initiatives that do not fit neatly in these categories but are designed to eliminate a cause of poverty, two more categories (Self-Sufficiency and Health) have been developed for the CSBG/IS and a third (Other) may be used to report significant initiatives in your state which do not fit the nine categories offered.

Several types of support services theoretically can be provided for each of the nine CSBG categories. For example, transportation can be a support service to a project in the education and nutrition categories, and information-and-referral can be a support service in the employment and housing categories. Comprehensive transportation and information and referral projects that serve several of the primary categories should be included in the Linkages Service category *only* if they operate as a separate administrative or program unit. If they are support activities, put them in with the primary project or program supported.

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### **Discretionary Projects**

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Most projects funded from the State's CSBG discretionary funds, whether to eligible entities or other organizations, would be classified just like local pass-through projects. However, certain statewide projects have special classifications.

Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus, would be entered in the Income Management category. Data collection projects, except needs assessments, would also be entered here.

Grants to support participation in planning and/or coordinating services for low-income groups should be included in the Linkages Service category. Also included in this part of Section E are statewide Brokerage/Advocacy Projects, statewide study grants, or funding for statewide forums, conferences or coalitions.

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## **SECTION E TERMINOLOGY**

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### **Service Category 1 - Employment**

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Definitions of specific activities to be included in the Employment Service category are as follows:

#### **Information and Referral (I & R)**

- Information about employment and job training services.
- Referral to community programs.

#### **Job Counseling**

- Periodic counseling of un- or under-employed participants, including help with job hunting skills, formation of job clubs or identification of jobs.
- Can include I & R activities.

#### **Job Placement/Development**

Consists of comprehensive projects to get jobs for low-income persons.

- Development means finding vacant positions for which employers agree to interview low-income job seekers.
- Placement includes setting up job interviews for participating job hunters.
- Can include job counseling, job banks and I & R activities.

#### **On-the-Job Training (OJT)**

On-the-Job Training (OJT) activities to enhance the skills of working persons during their hours of employment.

#### **Summer Youth Jobs (OJT)**

Summer jobs for low-income young people, providing them income, work experience, and perhaps OJT.

#### **Head Start Staff/OJT**

Use of CSBG resources for OJT projects for Head Start staff, in support of that HHS program.

#### **Weatherization Crew (OJT)**

Use of CSBG resources for OJT projects for crews and staff, in support of DOE or other weatherization assistance programs.

#### **Other OJT**

Other OJT projects of local CSBG agencies, such as adult work experience, or career development for the staff of local CSBG agencies.

### **Employment Generating Projects**

- Businesses, services or projects supported or run by local CSBG agencies to provide new job opportunities for low-income people.
- Can also include part-time income-enhancing projects such as establishing produce markets to sell surplus produce from community gardens.

### **Skills Training**

- Training in skills for which there are immediate or reoccurring job opportunities.
- Includes training in word processing, welding, job hunting and similar skills.

### **Other Employment Projects**

- Includes support of Green Thumb and projects to assist in finding jobs for such groups as the elderly, ex-offenders and single mothers.
- Can include provision of transportation to employment project participants and support for Department of Labor programs such as welfare-to-work and former Job Training Partnership Act (JTPA) programs consolidated under the Workforce Investment Act (WIA).

### **Interagency and Statewide Planning and Coordination**

- Participation by CSBG agencies in the local planning and coordination of the Workforce Investment Act (WIA).
- Participation by CSBG agencies in local, regional or statewide planning and/or coordination of other community employment programs.

### **Community Organization and Brokerage/Advocacy**

Projects to mobilize community resources to meet the employment and job training needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor, and to arrange for partnerships and coordinated initiatives in employment projects.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 2 - Education**

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Definitions of specific activities to be included in the Education Service category are as follows:

### **Information and Referral**

- Information about educational opportunities.
- Referral to community programs.

### **Counseling and Guidance**

Providing advice and guidance to low-income youths and adults about their educational aspirations and opportunities. These services may come in the form of:

- Counseling for at-risk students and dropouts;
- Students seeking scholarships to a college or technical school; or
- Adults seeking educational resources.

### **Public Education and Public Information**

Educational or informational activities conducted by local CSBG agencies to inform the general public about the problems and solutions of poverty in their communities.

### **Head Start Support**

Use of CSBG resources to supplement and improve the educational quality of the Head Start programs that are run by local CSBG agencies.

### **Day Care and Child Development**

- Childcare and/or classes, frequently providing both child development instruction and support for working parents.
- Direct instruction in parenting skills.

### **Adult Basic Education (ABE), GED Instruction and/or Other Instruction**

- Classes preparatory to obtaining a high-school equivalency certificate (GED), literacy skills, basic math skills, and English language, as well as all other instruction, workshops and tutoring.
- May also include classes in alternative education for high school dropouts, craft workshops, etc.

### **Other Education Projects**

- Provision of transportation to education project participants.
- Scholarship programs for low-income students.
- In-school dropout prevention.
- Tutoring and counseling, etc.

### **Interagency and Statewide Planning and Coordination**

Cooperation in meeting community education needs through:

- Interagency planning and/or coordination, and
- Statewide meetings or conferences to educate the general public or policymakers about the needs of low-income groups.
- Includes coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions for the statewide needs of low-income groups.

### **Community Organization/and Brokerage/Advocacy**

- Projects to mobilize community resources to meet the educational needs of low-income persons,
- To increase community or employer awareness of identified employment and training needs of the poor, and
- To arrange for partnerships and coordinated initiatives in education projects.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 3 - Income Management**

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**All CSBG-funded energy efficiency activities should be included here.**

Definitions of specific activities to be included in the Income Management Service category are as follows:

### **Household Financial Counseling and Information and Referral**

- Providing information and referral about income management and counseling,
- Instructing low-income individuals and families about preparing and implementing household budgets, and
- Assisting with personal, credit and general consumer education issues.

### **Income Tax Counseling**

Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports, and informing them about the availability of credits and benefits.

### **Alternative Energy Installations, Public Information (Energy Conservation, Residential Energy Conservation Workshops, Weatherization Support)**

- Workshops for low-income people or the general public on do-it-yourself home energy conservation measures.
- The use of CSBG resources to supplement the DOE or other state and federal weatherization programs run by local CSBG agencies with the objective of obtaining greater residential energy savings for low-income families.
- Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.

### **Other Income Management Projects**

Other projects to assist low-income persons to make better use of available income, such as organizing credit unions, food co-ops and car pools or van pools.

### **Interagency or Statewide Planning and Coordination**

Participation in interagency local or statewide planning and/or coordination to meet community needs in areas such as residential energy conservation, tax preparation, consumer education, etc.

### **Community Organization and Brokerage/Advocacy**

- Projects to mobilize community resources to identify or meet the needs of low-income persons to preserve income.
- Projects to increase local awareness of the identified needs of low-income populations to stretch their income and to arrange for partnership and coordinated initiatives in income management projects.

### **Better Use of CSBG Resources**

Initiatives that pioneer more effective CSBG uses.

- Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus.

- Data collection projects, except needs assessments.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 4 - Housing**

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Definitions of specific activities to be included in the Housing Service category are as follows:

### **Information and Referral**

- Information about housing services.
- Referral to existing community programs.

### **Homeownership Counseling/Loan Assistance**

Counseling on homeownership for low-income people, including assistance completing applications for HUD and Rural Development (formerly FmHA) home loan programs.

### **Other Housing Counseling and Landlord/Tenant Advocacy**

Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations, as well as fair housing concerns.

### **Home Repair/Rehabilitation**

- Provision of home repair and residential rehabilitation services to elderly and other low-income households.
- Can include home maintenance workshops.

### **Other Housing Programs**

- Support for group homes;
- Meeting safety and health code standards;
- Home construction for low-income families;
- Urban homesteading;
- Provision of transportation to housing project participants; or
- Initiatives to enforce the Community Reinvestment Act.

### **Interagency and Statewide Planning and Coordination**

Cooperation in meeting community housing needs through interagency or statewide planning and/or coordination.

- Can include participation in preparation of applications from local governments for Community Development Block Grant funds, rural water and wastewater facilities and Section 8 Housing.

### **Community Organization and Brokerage/Advocacy**

Projects to mobilize the resources of communities to identify or meet the housing needs of low-income families.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 5 - Emergency Services**

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Definitions of specific activities to be included in the Emergency Services category are as follows:

### **Information & Referral**

- Information about emergency and disaster relief services.
- Referrals to existing community programs.

### **Cash Assistance/Loans**

One-time payments or short-term loans to families or individuals to help meet emergency needs for shelter, food, clothing, fuel, etc.

### **Emergency Energy Support**

- Use of CSBG resources to amplify or supplement the crisis assistance or fuel payment aspects of any home energy assistance programs that are run by local CSBG agencies.
- Any CSBG resources used to make emergency energy payments, energy-related repairs, energy-related advocacy and/or crisis interventions, especially with energy suppliers.

### **Crisis Intervention & Crisis Case Management**

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse, illness or unemployment.

- Includes temporary shelter for battered women and crisis hotlines.
- Can also include mediation or cases where the loss of benefits from programs such as TANF or Food Stamps causes family emergencies.

### **Donated Goods/Services/Cash**

Mobilizing, storing and distributing donations of money, food, clothing, furniture, wood and other fuels, and professional services to help families and individuals meet one-time emergencies or recover from disasters.

### **Other Emergency Services**

Can include services such as transportation to meet family emergencies, provision of legal aid.

### **Homeless Aid**

Temporary shelter and/or food programs for the homeless.

- Can include other help, such as clothing, medical care and shelter construction.

### **Interagency or Statewide Planning and Coordination**

Cooperation in meeting community emergency or disaster relief needs through interagency planning and/or coordination.

### **Community Organization, Brokerage/Advocacy**

- Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- Projects to increase the awareness of the identified emergency or disaster relief needs of low-income groups.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 6 - Nutrition**

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Definitions of specific activities to be included in the Nutrition Service category are as follows:

### **Information and Referral/Counseling**

- Information about nutrition services.
- Referral to community programs.
- Can include short-term or one-time counseling to individuals or groups about nutrition, diet and food preparation.

### **Surplus Food/Commodities Distribution**

Use of CSBG resources to store and distribute surplus USDA agricultural commodities and other federally provided emergency food to low-income persons.

### **Food Pantries/Shelves**

Organization or operation of community distribution outlets of locally donated food -- such as dented canned goods and overstocked produce -- to low-income persons. This also includes assistance to regional food banks for preparation of food baskets.

### **Hot Meals**

Providing hot breakfasts, lunches or dinners to low-income children, adults or elderly. This includes congregate or home-delivered meals.

### **Gardening/Canning/Self-Help Production**

Assistance with neighborhood or community gardens to improve the diets of low-income families or operation of community canneries, or other projects to assist low-income families with preserving fruits, vegetables and meats.

### **Nutrition Education/Comprehensive Counseling**

Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and infant nutrition training, etc.

### **Other Nutrition Projects**

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) program; summer feeding programs for children; provision of transportation to nutrition project participants; etc.

### **Interagency and Statewide Planning and Coordination**

Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.

### **Community Organization and Brokerage/Advocacy**

Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Thanksgiving basket campaigns and projects to increase local awareness of identified nutritional needs of low-income groups.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 7 - Linkages**

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Definitions of specific activities to be included in the Linkages Service category are as follows:

### **Information & Referral (I & R)**

This is the classification only for CSBG agencies that utilize umbrella I & R units rather than incorporating the function into each program. List funding for that part of the local CSBG agency that fields all inquiries about available services, and makes referrals to community programs.

### **Family/Individual Counseling Programs**

Programs providing one-to-one sessions with multi-problem individuals or families by certified counselors. *Comprehensive case-management for a long-term development program should be listed in Service Category 8, Self-Sufficiency.*

### **Local or State Needs Assessments and Other Community Outreach**

- Projects undertaken by local or state CSBG agencies to identify and prioritize the needs of low-income citizens eligible for CSBG services and covering multiple problem areas and issues.
- Multi-purpose, general activities of units of local CSBG agencies that recruit volunteers and coordinate their activities and/or inform low-income citizens of numerous services for which they are eligible.
- Organizing community meetings.
- Coordinating community activities, such as beautification, recycling or crime prevention campaigns.

### **Transportation Projects**

- Multi-purpose transportation components that take participants, young and old, to services they need within their communities.
- Provision of transportation to meet the various needs of the elderly and handicapped, which cannot be assigned to a single direct program purpose in Service Categories 1 - 6 or in the Health Service category.

### **Elderly Projects**

Multi-purpose or miscellaneous projects not listed in other subcategories and that are primarily for elderly people. (Employment or hot lunch projects, even if exclusively for the elderly, would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects as support for multi-purpose senior centers or recreation, consumer and homemaker services.

### **Neighborhood/Community Development**

General funding for neighborhood or community centers that are multi-purpose satellites of local CSBG agencies; community or economic development projects of local CSBG agencies; etc.

### **Summer Youth Recreation**

Projects to involve low-income youth in summer activities.

### **Other Linkages Projects**

Miscellaneous projects, such as full-year youth recreation projects; multi-purpose services for ex-offenders, etc. Please provide some details describing these projects.

### **Interagency Planning and Coordination**

Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.

### **Community Organization and Brokerage/Advocacy Projects**

- Comprehensive, multiple-purpose projects of local CSBG agencies to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency.
- Projects of state CSBG offices to increase statewide awareness of identified needs of low-income populations.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 8 - Self-Sufficiency**

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The purpose of this section is to capture expenditures being devoted to comprehensive, long-term programs of family development whose purpose is to help program participants achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty. While all CSBG expenditures in some way relate to these purposes, this section is for reporting on specific sub-grantee programs whose name and core purpose is related to such coordinated comprehensive strategies.

A significant number of Community Action Agencies are now incorporating comprehensive self-sufficiency programs into their program participant service practices. Recommendations from the states, CAAs and the National Information Systems Task Force suggested the CSBG/IS address these activities and their distinct services in a separate category. In order to determine

what a comprehensive self-sufficiency program involves, refer to the description of fundamental elements.

**A Comprehensive Self-Sufficiency Program** is a comprehensive system of support services which promotes, empowers and nurtures families or family members toward self-sufficiency. At a minimum, the following elements are included in a comprehensive case management program:

- a comprehensive assessment of the issues facing the family or family members and the resources the family brings to address these issues;
- a written plan toward self-support created with each family;
- a comprehensive assortment of services that are available to implement the plan;
- a case management methodology used to track and evaluate progress, as well as adjust the plan as needed; and
- staff who are flexible and establish trusting and long-term relationships with participants.

Definitions of specific activities to be included in the Self-Sufficiency Service category are as follows:

**Case Management**

A system which helps program participants to achieve self-sufficiency through comprehensive education and other goal-oriented action, etc. under the guidance of a trained professional.

**Child Care**

Expenditures to pay for participants' childcare while they achieve program goals.

**Family/Individual Counseling Programs**

Counseling programs developed as part of the overall strategy for achieving self-sufficiency.

**Cash Assistance**

Purchases or cash grants to program participants.

**Family Development/Intervention for Family Stabilization**

This refers to resource mobilization by agency workers who either provide or have provided case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs. This includes activities to assist families and individuals in preventing or addressing personal and situational problems by arranging and/or providing short-term assistance in developing long-range plans to meet multiple needs and emergencies that are preventing self-sufficiency. Services include outreach, advocacy, informal counseling, information and referral, follow-up and promoting active program participant participation in the process.

**Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

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## **Service Category 9 - Health**

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The purpose of this section is to capture the increasing number of health-related activities that states have historically reported under “Linkages: Other.” The categories below are those mentioned in notes provided by states on their past surveys. Programs historically reported under Nutrition should remain there, even though they promote good health.

Definitions of specific activities to be included in the Health Service category are as follows:

### **Transportation to Medical Services**

Transportation of low-income people to and from medical services.

### **Medical or Dental Screening**

Expenditures for services to assess medical or dental needs.

### **Immunization**

Expenditures in support of immunization programs and/or for providing immunization.

### **Prevention of Drug Abuse or Alcoholism**

Funding for programs of education and support of program participants for prevention of these health problems.

### **Treatment of Alcohol/Drug Abuse**

Expenditures related to identification and in- or out-patient treatment of these addictions.

### **Pregnancy Related Maternal and Infant Health**

Expenditures related to health services for expectant and new mothers and infants. If these services are predominantly nutritional, e.g., education and food, they should continue to be reported under the Nutrition Service category, as should CSBG expenditures which directly support the WIC program. If most of the resources are being spent for non-nutritional screening and services, report them here.

### **Family Planning Services**

Family planning, counseling, information and/or assistance.

### **Rural Health Programs**

All programs designed to coordinate/increase all health resources available in rural areas.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Other Primary Health Care**

This portion is for reporting direct primary services (services to eliminate disease, injury, malnutrition etc., not indirect help like education and prevention) funded by CSBG. Please provide additional information so we can fully understand the services offered. Medication, clinic visits, or home health care not covered in a subcategory above might fit here.

### **Other Health Programs**

Any important health related services we may have missed above. Please provide us as much additional information as possible for any entries you make here.

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### **Service Category 10 - Other Programs to Eliminate Causes of Poverty**

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While NASCSP hopes to keep the number of new categories down, we wish to ensure there is opportunity to report on every significant CSBG funded activity under a relevant heading.

While most leadership, advocacy, and partnership activity should be listed under linkages, if you feel there is a related effort that does not fit in the linkage category and you choose to list it as “Other,” you MUST provide an explanation.

*If any funds are identified under the “Other” service category, please provide an attachment describing the types of programs funded.*

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### **Table 2: Age Group Category - Youth**

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Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically for young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-21).

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### **Table 2: Age Group Category - Seniors**

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Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

## INSTRUCTIONS FOR PART I: SECTION F

### Other Resources Generated by the CSBG Network

All data, whether or not funded directly by CSBG, should be reported in Section F.

Section F collects the data on all other resources administered and generated by the CSBG network. Section F is critical because it permits characterization of the work of the network as a whole and places the CSBG within a realistic context.

Some of the \$7 billion in the CSBG system cannot be categorized as funding coordinated through the CSBG. Section F summarizes all *non*-CSBG resources in local agencies.

This section assumes that states will gather information from their CSBG grantees, and that states will copy these pages for the distribution and collection of all relevant information.

#### IMPORTANT

*Please be extra cautious about identifying the **source** of funds for this section. This is particularly important when it comes to programs like the Childcare Development Block Grant (CCDBG) where funds go to the states, acquire another name, and are then used to contract with CAAs.*

### Subsection I Federal Resources (other than CSBG)

The top of the Section F form asks for two important pieces of information:

**Item I.1      Number of local agencies reporting (Name of Agency Reporting)**

On the forms to be used for distribution to local agencies, this item reads, "Name of Agency Reporting." However, in the electronic database version of the forms which the state compiles and fills out, this item asks states to enter the total number of CAAs and other CSBG agencies whose data is included in this section. This is important information for NASCSP as we determine the baseline of agencies which account for reported program resources.

**Item I.2      Amount of FY 2008 CSBG funds allocated to reporting local agencies**

The amount of FY 2008 CSBG funds allocated to those agencies which are providing data in this section for federal, state, local and private funding. You should include any state CSBG discretionary dollars that were awarded to the eligible entities reporting under this section.

The form then provides a list of federal grant programs whose cash or commodity value should be listed.

**Item I.3.a**     **Weatherization (DOE)** Weatherization Assistance Program funding from the U.S. Department of Energy. Include Petroleum Violation Escrow (PVE) oil overcharge funds used for this program.

**Item I.3.b**     **LIHEAP - Fuel Assistance** Low-Income Home Energy Assistance Program funding from the U.S. Department of Health and Human Services. Include PVE oil overcharge funds used for this program.

**Item I.3.c**     **LIHEAP - Weatherization** Low-Income Home Energy Assistance Program (LIHEAP) funding from the U.S. Department of Health and Human Services used to provide weatherization services.

**Item I.3.d**     **Head Start (HHS)**  
Head Start funding from the U.S. Department of Health and Human Services.

**Item I.3.e**     **Early Head Start (HHS)**  
Early Head Start funding from the U.S. Department of Health and Human Services.

**Item I.3.f**     **Older Americans Act (HHS)**  
Older Americans Act funding from the U.S. Department of Health and Human Services.

**Item I.3.g**     **SSBG (HHS)**  
Social Services Block Grant funding from the U.S. Department of Health and Human Services.

**Item I.3.h**     **Medicare/Medicaid (HHS)**  
Medicare and Medicaid funding from the U.S. Department of Health and Human Services.

**Item I.3.i**     **Community Food and Nutrition (HHS)**  
Community Food and Nutrition funding from the U.S. Department of Health and Human Services. *This program no longer exists.*

**Item I.3.j**     **Temporary Assistance to Needy Families (TANF)**  
TANF Funds provided by the U.S. Department of Health and Human Services. This should include all programs funded by TANF to provide services to former welfare recipients including programs that assist families in remaining self-sufficient. It is critical to examine the ultimate source of the funds because often TANF funds are funneled through other programs.

**Item I.3.k      Childcare Development Block Grant (CCDBG)**

Childcare Development Block Grant funds provided by the U.S. Department of Health and Human Services.

**Item I.3.l      Other HHS Resources**

List all other funding from the U.S. Department of Health and Human Services not listed in Item I.3.a – Item I.3.k. List in order of size. For each program, please list the name and the funding source. Please DO NOT use acronyms and abbreviations.

**Item I.3.m      WIC (USDA)**

Women, Infant and Children nutrition program funded by the U.S. Department of Agriculture.

**Item I.3.n      All USDA Non-Food Programs**

All non-food programs funded by the U.S. Department of Agriculture, such as rural development and housing.

**Item I.3.o      All Other USDA Food Programs**

All other food programs funded by the U.S. Department of Agriculture, including The Emergency Food Assistance Program (TEFAP).

**Item I.3.p      CDBG – Federal, State, and Local**

Community Development Block Grant funding from the U.S. Department of Housing and Urban Development directly or indirectly through contracts with the state or local government.

**Item I.3.q1 – Item I.3.q2      Housing Programs (HUD)**

Funding from Section 8 and Section 202.

**Item I.3.r      All other HUD including Housing Programs (HUD)**

All other homeless and housing programs funded by the U.S. Department of Housing and Urban Development. Includes the HOME program and the McKinney Homeless program.

**Item I.3.s      Employment and Training Programs (US DOL)**

The Department of Labor's JTPA programs were restructured by the Workforce Investment Act (WIA) of 1998. This item asks for all resources from *federal* funding sources that are for employment and training activities, whether through state agencies or Workforce Investment Boards.

**Item I.3.t      Other U.S. DOL Programs**

Funds from any other U.S. Department of Labor resources not captured in Item I.3.s.

**Item I.3.u Corporation for National and Community Service Programs**

Funds provided to programs such as the AmeriCorps\*VISTA and AmeriCorps\*NCCC programs, the SeniorCorps (Foster Grandparent, RSVP, or Senior Companion) programs, Learn and Serve, or America Reads.

**Item I.3.v FEMA**

Emergency funds from the Federal Emergency Management Administration such as food assistance and disaster relief.

**Item I.3.w Transportation (U.S. DOT)**

Transportation funding from the U.S. Department of Transportation.

**Item I.3.x Other Federal Sources**

List all other federal funding sources not listed in Item I.3.a – Item I.3.w. Choose from the list of other federal departments in the pull down menu. If your funding source still is not in the list, record it in one of the empty fields. PLEASE PROVIDE THE FULL NAME OF THE FEDERAL DEPARTMENT. For each program, please list the name and the funding source. Please DO NOT use acronyms or abbreviations.

*It is important that all programs listed under "Other" in Item I.3.l and Item I.3.x are carefully scrutinized at the state level. Often programs entered here belong on the more specific categories listed in Item I.3.a through Item I.3.w. For those programs that are listed in these fields, please provide as much detail as possible. This will aid NASCSP in disseminating the information in our annual statistical report. Please do not use program acronyms.*

**Total: Non-CSBG Federal Resources**

Should equal the sum of Item I.3.a through Item I.3.x.

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**Subsection II State Resources**

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Please group funding sources into the categories provided by Items II.a through II.o.

**Item II.a State-appropriated funds used for the same purpose as federal CSBG funds**

This item asks for the amount of funds appropriated to reporting agencies that are governed under the same criteria as federal CSBG allocations. The figure reported here should include all of and only those funds that were allocated to local agencies as reported in Section A, Item 5.

- Item II.b State Housing and Homeless Programs (including housing tax credits)**
- Item II.c State Nutrition Programs**
- Item II.d State Day Care and Early Childhood Programs**
- Item II.e State Energy Programs**
- Item II.f State Health Programs**
- Item II.g State Youth Development Programs**

|                         |   |
|-------------------------|---|
| <b><u>Item II.h</u></b> | <b><u>State Employment and Training Programs</u></b>            |
| <b><u>Item II.i</u></b> | <b><u>State Head Start Programs</u></b>                         |
| <b><u>Item II.j</u></b> | <b><u>State Senior Services</u></b>                             |
| <b><u>Item II.k</u></b> | <b><u>State Transportation Programs</u></b>                     |
| <b><u>Item II.l</u></b> | <b><u>State Education Programs</u></b>                          |
| <b><u>Item II.m</u></b> | <b><u>State Community and Economic Development Programs</u></b> |
| <b><u>Item II.n</u></b> | <b><u>State Rural Development Programs</u></b>                  |
| <b><u>Item II.o</u></b> | <b><u>State Family Development Programs</u></b>                 |
| <b><u>Item II.p</u></b> | <b><u>Other State Sources</u></b>                               |

For Item II.p, list all other programs that made use of state funding sources. Please list the names of all programs and each program's specific funding source(s) and funding amounts. *Please write out all acronyms and abbreviations.*

*It is important that all programs listed under Item II.p are carefully scrutinized. Often programs entered here belong on the more specific categories listed in Item II.a through Item II.o. For those programs that are listed in this item, please provide as much detail as possible. This will aid NASCSP in disseminating the information in our annual statistical report. *Please do not use program acronyms unless you also provide the full name of a particular program or funding source.**

**Total: State Resources**

Should equal the sum of Item II.a through Item II.p.

**Double Count Amount: State Resources**

If any of the state resources in Subsection II were also reported under Subsection I: Federal Resources, please estimate the amount here.

While it has always been the intent of the CSBG/IS that funds be reported once, by their original source, state practice may have varied. Therefore, please make every effort to report program funds awarded to local agencies by the state under their respective part of Section F. If this proves impossible and the programs in Subsection II, III, or IV include substantial funds from other sources, please estimate at the bottom of Subsection II, III, or IV how much may be double-counted.

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**Subsection III                      Local Resources**

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Please group funding sources into the categories provided by Items III.a through III.c.

|                          |  |
|--------------------------|--|
| <b><u>Item III.a</u></b> | <b><u>Amount of unrestricted funds appropriated by local governments</u></b> |
| <b><u>Item III.b</u></b> | <b><u>Value of contract services</u></b>                                     |
| <b><u>Item III.c</u></b> | <b><u>Value of in-kind goods/services received from local government</u></b> |

**Total: Local Resources**

Should equal the sum of Item III.a through Item III.c.

**Double Count Amount: Local Resources**

If any of the local resources in Subsection III were also reported under Subsection I or II, Federal and State Resources, please estimate the amount here.

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**Subsection IV                      Private Sector Resources**

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Please group funding sources under the categories provided under Items IV.a through IV.g.

**Item IV.a            Funds from Foundations, Corporations, United Way, other non-profits**

**Item IV.b            Other donated funds**

**Item IV.c            Value of donated items, food, clothing, furniture, etc.**

**Item IV.d            Value of in-kind services received from business**

The CSBG office should provide guidelines for valuing in-kind donations. A consistent, reasonable statewide method is all that is required.

**Item IV.e            Fees paid by program participants for services**

Amounts entered for this item should include all resources generated by a local agency for direct services to program participants. Examples are income through “sliding scale” fees charged for medical care, mental health services, or legal/tax assistance.

**Item IV.f            Payments by private entities for goods or services for low-income program participants or communities**

Some subgrantees are paid by private entities, profit or non-profit, to provide services to those corporations. Most such arrangements are contractual. Examples are: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, even rental of space and equipment in the service area. This space is for recording the gross income from such arrangements. Contractual arrangements which are simply direct subcontracts or subgrants of state, local or federal funds, should continue to be reported in the federal, state or local resources - and not reported here. This item is to record funding of a type not previously enumerated or which was historically assigned to a less appropriate category because the survey offered no item to capture these contractual arrangements involving the private or charitable resources of a non-governmental entity.

**Item IV.g            Number of volunteer hours donated**

Volunteer *hours* are requested in Item IV.g. The figure entered here should be a whole number, should *not* be in currency format, and should not be added as part of the subtotal for Part IV.

**Total: Private Sector Resources**

Should equal the sum of Item IV.a through Item IV.f.

**Double Count Amount: Private Sector Resources**

If any of the private sector resources in Part IV were also reported under Subsection I, II, or III, please estimate the amount here.

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**Total Federal, State, Local and Private Resources**

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**TOTAL: OTHER RESOURCES (I, II, III, IV)**

Should equal the sum of the Totals from Subsection I, II, III and IV (this does not include CSBG) less the Double Count Amounts from Subsection II, III and IV.

## INSTRUCTIONS FOR PART I: SECTION G

### **Program Participant Characteristics**

All data, whether or not funded directly by CSBG, should be reported in Sections G.

The purpose of Section G is to gather information on *all* of the program participants served by local agencies. This demographic information will strengthen the 2008 CSBG/IS Statistical Report by demonstrating who is being served by CSBG agencies. For example: Are CAAs serving a significant proportion of the community's elderly population? How many program participants are employed?

While the collection of demographic data is complicated and time-consuming, this information enables decision makers at the federal, state and local levels to better understand who is benefiting from CSBG funded activities.

### **Preliminary Items**

#### **Item 1**      **Number of Agencies Reporting (Name of Agency Reporting)**

On the forms to be used for distribution to local agencies, this item reads, "Name of Agency Reporting." However, in the electronic database version of the forms which the state compiles and fills out, this item asks for the number of CAAs and other CSBG agencies whose data is included in this section. This is important information for NASCSP as we determine the baseline of agencies that account for reported program expenditures.

#### **Item 2.a**      **Total leveraged resources in agencies reporting, including CSBG**

This includes funds other than CSBG dollars. Please take the time to add up the allocations of the agencies reporting. *If all agencies in your state report in both Section G and Section F, the value of this item would be the same as the final total in Section F.*

#### **Item 2.b**      **Total CSBG Funds for FY 2008**

The value of this item is the same as their total CSBG obligations from Section A.2.a and A.2.c Actual.

#### **Item 3**      **Total unduplicated number of persons about whom one or more characteristics were obtained**

To obtain unduplicated counts, an agency will need to have a system to distinguish each individual so the number of services the individual is provided can be assigned to that individual. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, *not* seven services.

#### **Item 4**      **Total unduplicated number of persons about whom no characteristics were obtained**

If an agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics,

please total the number of persons for whom characteristics were not obtained and enter the number here. These items should include all persons served in a local CSBG agency. If an agency cannot provide demographic characteristics for all persons it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported. Individuals calling into Information and Referral lines and those receiving food boxes should not be counted if a way of determining unduplicated individuals here has not been established.

**Item 5**      **Total unduplicated number of families about whom one or more characteristics were obtained**

To obtain unduplicated counts, an agency will need to have a system to distinguish which family unit each individual belongs to so the total number of services the individuals in the family are provided can be assigned to the family. For example, if a 3 person family enters an agency and each individual receives one different service, an unduplicated count would record one family, *not* three individuals receiving services who are each assigned the same family characteristics (income level, household type, etc).

A family can be a single individual. For families of more than one individual, the definition of “family” is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter, her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a “single family.”

For the purposes of this survey, a “family” is defined using the definition provided by the DHHS, in the Federal Register/Vol. 56 No. 34 Wednesday, February 20, 1991, page 6859.

**Item 6**      **Total unduplicated number of families about whom NO characteristics were obtained**

If an agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of families for whom characteristics were not obtained and enter the number here. These items should include all families served in a local CSBG agency. If an agency cannot provide demographic characteristics for all families it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported. Families calling into Information and Referral lines and those receiving food boxes should not be counted if a way of determining unduplicated families here has not been established.

This requires that a similar system of unique identifiers be in place, which, in addition to identifying an individual, also identifies a family. For example, if a family member comes in and receives four services and another family member comes in and receives six services, an unduplicated count would record one family, *not* ten services, or two individuals. Agencies generally append the family code to all family members' individual identifiers.

## **Items 7-11: Characteristics of Individual Program Participants Receiving Services**

### **Item 7.a - Item 7.b                      Gender**

Gender should be noted as either male or female for each individual receiving services.

*If all program participants listed in Item 3 reported their gender, the sum of Item 7.a and Item 7.b should be equal to Item 3. The sum should not exceed the value in Item 3.*

### **Item 8.a - Item 8.h                      Age**

This item applies only to the individual who is *receiving* services. Most agencies record the date of birth and later tally ages annually to provide this information.

*If all program participants listed in Item 3 reported their age, the sum of Item 8.a through Item 8.h should be equal to Item 3. The sum should not exceed the value in Item 3.*

### **Item 9.I.a - Item 9.II.f                      Ethnicity/Race**

*NOTE: This section has been modified to conform to the changes made by the U.S. Census Bureau in reporting race and Hispanic origin on the 2000 Census.*

*We are now asking for information both on Ethnicity (Hispanic or not Hispanic) and Race. These are now two separate categories. Therefore, someone who reports Hispanic for ethnicity in Item 9.I will also report a race from the racial categories in 9.II.*

**Hispanic or Latino origin:** For Census 2000, American Community Survey: People who identify with the terms "Hispanic" or "Latino" are those who classify themselves in one of the specific Hispanic or Latino categories listed on the Census 2000 or ACS questionnaire - "Mexican," "Puerto Rican," or "Cuban" - as well as those who indicate that they are "other Spanish, Hispanic, or Latino." Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

**Black or African American.** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black, African Am., or Negro," or provide written entries such as African American, Afro American, Kenyan, Nigerian, or Haitian.

**American Indian and Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia,

Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian."

**Native Hawaiian and Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," "Samoaan," and "Other Pacific Islander."

**Other race.** Includes all other responses not included in the "White", "Black or African American", "American Indian and Alaska Native", "Asian" and "Native Hawaiian and Other Pacific Islander" race categories described above. Respondents identifying as multiracial, mixed, interracial, Wesort, or a Hispanic/Latino group (for example, Mexican, Puerto Rican, or Cuban) in the "Some other race" category are included here.

**Multi-Race.** Any two or more of the aforementioned race categories.

This item concerns only the individual who is *receiving* services. We are seeking information on the race and the ethnicity of program participants. Please select only one description for each individual.

Each program participant should be reported under Item 9.I.a or I.b. *No participant should be reported under both Items I.a. and I.b.*

Additionally each program participant should be under Item 9, II.a, II.b, II.c, II.d, or II.e. Each participant should only be reported once under Item 9.II. If a program participant self-identifies himself or herself as falling into more than one racial category they should be reported in Item II.f (multi-race).

*If all program participants listed in Item 3 reported their ethnicity, the sum of Items 9.I.a through I.b should be equal to Item 3. The sum should not exceed the value in Item 3.*

*If all program participants listed in Item 3 reported their race, the sum of Items 9.II.a through II.f should be equal to Item 3. The sum should not exceed the value in Item 3.*

**Item 10.a - Item 10.e                      Education**

Please note that this item **only** applies to individuals **24 years of age or older**. We are no longer asking for the characteristics "Non-HS grad/GED, teen or adult." Instead, we will determine the number of non-high school graduates based on the education levels reported for individuals 24 years of age or older. If you have any questions about this item, please call us.

*Even if all adults listed in Item 3 reported their education, the sum of Item 10.a through Item 10.e should be significantly less than the value in Item 3 because Items 10.a through 10.e only include adults. The sum of Item 10 should not exceed the sum of Items 6.e through 6.h (age of adults).*

**Item 11.a - Item 11.b**                      **Other characteristics**

Please note: We are attempting to gather the total number of individuals responding to each of these particular questions. *This requires that all program participants responding to the question be represented in the “number surveyed” column.*

For Item 11.a every individual who responded to this question should be included in the “number surveyed” column. Only those responding who do *not* have health insurance should be included in the “number of persons” column. If an individual receiving services has any form of health insurance, including Medicare or Medicaid, they should be included in the “number surveyed” column only.

For Item 11.b every individual who responded to this question should be included in the “number surveyed” column. Only those responding who are disabled should be included in the “number of persons” column. The definition of “disabled” used in this report is taken from the Americans with Disabilities Act of 1990: “The term disability means, with respect to an individual - (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (b) a record of such an impairment, (c) being regarded as having such an impairment.” Any individual who responded to this question but is not disabled should be included in the “number served” column only.

**Items 12-16: Characteristics of Families Receiving Services**

**Item 12.a - Item 12.f**                      **Family Type**

Based on the composition of the family of the recipient, one of the five family types should be noted. If the family type of the recipient is not reflected in one of these types please mark “other.” If more than one member of a family receives services, the family should only be counted once.

*If all families listed in Item 5 reported their family type, the sum of Item 12.a through Item 12.f should be equal to Item 5. The sum should not exceed the value in Item 5.*

**Item 13.a - Item 13.h**                      **Family Size**

Please enter the number of people in the family of the person receiving services.

*If all families listed in Item 5 reported their family size, the sum of Item 13.a through Item 13.h should be equal to Item 5. The sum should not exceed the value in Item 5.*

**Item 14.a - Item 14.k**                      **Source of Family Income**

Please enter the type or types of income received by all persons in the family. It is understood that a family may have several sources of income, please indicate all sources of income for each family. Food Stamps, Medicaid and other in-kind benefits (LIHEAP, WAP, etc.) will not be included in these calculations.

**Item 14.a**                      **Unduplicated # of Families Reporting Income Source**

With this item we are attempting to collect an *unduplicated* count of families who provided information on sources of income in items 14c through 14k This will aid

NASCSP in determining what percentage of families responding were receiving a particular source of income and in understanding how many were in programs that record their income sources. If all families reported on their source(s) of income, the number would match the figure in Item 10. If you have any questions about this item, please call us.

**Item 14.b      Unduplicated # of Families Reporting Zero Income**

Enter the unduplicated number of families reporting zero income.

**Item 14.c      TANF**

Enter the unduplicated number of families that receive funds from the HHS Temporary Assistance for Needy Families program.

**Item 14.d      SSI - Supplemental Security Income**

Enter the unduplicated number of families that receive SSI benefits. This is federal assistance usually provided to persons whose Social Security payments are inadequate.

**Item 14.e      Social Security**

Enter the unduplicated number of families that receive Social Security benefits.

**Item 14.f      Pension**

Enter the number of families that receive Pension benefits, including any type of income earned from private pensions, e.g. company retirement, IRA income or 401(k)(Keough).

**Item 14.g      General Assistance**

Enter the unduplicated number of families that receive General Assistance. This is usually a state-funded program available for emergencies and in some instances becomes a regular source of income for single program participants. It has a variety of names, for instance, in some states it is called General Relief.

**Item 14.h      Unemployment Insurance payments**

Enter the unduplicated number of families that receive Unemployment Insurance payments.

**Item 14.i      Employment plus any other sources**

Enter the unduplicated number of families that have income from employment *and* from any other sources such as those included in this list.

**Item 14.j      Employment only**

Enter the unduplicated number of families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses. Items 14.i and 14.j are mutually exclusive.

**Item 14.k      Other**

Enter the unduplicated number of families that report other sources of income, including investments, rent etc.

**Item 15.a - Item 15.f      Level of Income**

This item refers to income levels of the families served compared to the current HHS Poverty Income Guidelines for 2008, published annually in the Federal Register. Note that in 2006 we divided the categories, “up to 50%” and “51% to 75%”. Data is required for these new categories in 2008. If possible for FY 2008, please record the number of families at each of the six percentage ranges of the poverty level. If your agency cannot delineate income levels by these categories at this time, please record data for income up to 75% of poverty as in previous years.

*If all families listed in Item 5 reported on their level of income, the sum of Item 15.a through Item 15.f should be equal to Item 5. The sum should not exceed the value in Item 5.*

**Item 16.a - Item 16.d**      **Housing**

**Item 16.a**      **Own**

Enter the number of families that own their home.

**Item 16.b**      **Rent**

Enter the number of families that rent their housing. Rent can be considered as money or services exchanged for housing and payment of a portion of rent in units shared with others.

**Item 16.c**      **Homeless**

Enter the number of families that were homeless.

The definition of the term “Homeless” used for this report, taken from the Stuart B. McKinney Act, follows:

“Homeless” or “homeless individual” includes: (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and (2) An individual who has a primary nighttime residence that is: A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.” The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

**Item 16.d**      **Other**

If neither Item 16.a, nor Item 16.b or Item 16.c describes the family’s housing situation, record them here.

*If all families listed in 5 reported their housing, the sum of Item 16.a through Item 16.d should be equal to Item 5. The sum should not exceed the value in Item 5.*

## PART II: Outcomes of Efforts

Part II of the NASCSP CSBG/IS Report is concerned with the **outcomes** that have been observed as a **result of the efforts** of local Community Action Agencies (CAAs). This section is about what has changed for low income families and communities, rather than the services and strategies the CAA has delivered. This section answers the “so what?” question that is at the heart of the Results Oriented Management and Accountability (ROMA, see below) principles and practices.

All observed and documented results of the efforts of CAAs, whether funded directly by CSBG or by other resources leveraged by CSBG funding, should be reported in Part II (refer to IM 49).

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### Results Oriented Management and Accountability

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The 1994 Amendment to the CSBG Act specifically mentioned a requirement for CSBG eligible entities to **provide outcome measures** to monitor success in three areas: promoting self-sufficiency, family stability, and community revitalization as a response to the Government Performance and Results Act (GPRA) of 1993. GPRA requires that federally funded programs demonstrate measurable outcomes.

In August of 1994, Donald Sykes, the Director of the Office of Community Services (OCS), chartered the Community Services Block Grant (CSBG) Monitoring and Assessment Task Force (MATF). The MATF created six broad national goals for members of the Community Action Network to use when responding to GPRA. Two goals focus on family level outcomes, two goals address community level outcomes, and two goals specify agency level outcomes:

- ☐ Low-Income People Become More Self-Sufficient. (Family level)
- ☐ The Conditions in which Low- Income People Live Are Improved. (Community level)
- ☐ Low-Income People Own a Stake in Their Community. (Community level)
- ☐ Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved. (Agency level)
- ☐ Agencies Increase Their Capacity to Achieve Results. (Agency level)
- ☐ Low-Income People, especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems. (Family level)

The MATF advised OCS to support the development of their own management and accountability practices, and recommended a system to be known as “**Results-Oriented Management and Accountability**,” or ROMA. ROMA is the Community Action/CSBG Network approach to management and accountability that builds “results thinking” into the daily activities of employees and the daily operations of an organization. The ROMA principles and practices provide an avenue for organizations to continually evaluate the effectiveness of their programs and plot a course for improvements in agency capacity and performance. ROMA was defined as “a performance-based initiative designed to preserve the anti-poverty focus of community action and to promote greater effectiveness among state and local agencies receiving Community Services Block Grant (CSBG) funds.”

According to OCS guidance from 1996, “ROMA is a framework for marrying traditional management functions with the new focus on accountability. It is the common language for CAAs to use to respond to the Government Performance and Results Act of 1993, which requires that federally funded programs demonstrate measurable outcomes.”

When the CSBG Act was reauthorized in 1998, a specific reference to performance based reporting was included. Mandatory reporting was effective as of October 1, 2001. ROMA was identified as the framework to enable agencies to identify their results.

*Note: Some of this information was provided by the National Peer to Peer ROMA Training and Certification Project. Additional history and background is available at their web site, [www.roma-nptp.org](http://www.roma-nptp.org), under the e-course tab.*

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## **Information Memorandum 49** – Program Challenges, Responsibilities and Strategies

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In preparation for the 2001 mandatory report, OCS issued a memorandum (Feb. 2001) to be used to guide implementation of ROMA toward this end. Information Memorandum 49 (IM 49) provides guidance to states and local CAAs about how OCS views the implementation of ROMA. IM 49 reminds us of the original purpose of our network – and focuses on the family, agency and community dimensions (identified in the six national goals) of our work. IM 49 is the public policy document that sets ROMA within the context of compliance under GPRA, and provides guidance for both state CSBG agencies and the CAAs for managing client activities and reporting results.

### **OCS identified the following Core Activities as constituting ROMA implementation**

*(Quoted from IM 49):*

#### *For State Agencies*

- 1. The agency has developed, in coordination with eligible entities and the State CAA association, a State-wide vision statement that speaks to the goals and purposes of community action within the State and that supports the six national ROMA goals. The agency is encouraged to participate in, and contribute to, broader State anti-poverty/community development initiatives with outcome measures and goals compatible with ROMA;*
- 2. The agency has trained all its eligible entities (staff and boards) in outcome-based management, and that 80% of the entities use ROMA concepts to guide needs assessment, agency mission review, activity planning, resource allocations, service delivery, measuring and reporting results; Revised 2/21/01*
- 3. Eighty percent of the plans and program reports received from eligible entities in the State describe plans to achieve projected outcomes, and evaluate results based on measurable improvements of condition(s) among clients and/or communities served; and*
- 4. The agency submits complete, accurate, and timely annual reports to OCS on the "measured performance of the State and the eligible entities in the State" as required by Section 678E of Public Law 105-285, the Community Services Block Grant Reauthorization Act of 1998.*

### For Eligible Entities

1. *The entity and its board complete regular assessments of the entity's overall mission, desired impact(s) and program structure, taking into account: 1) the needs of the community and its residents; 2) the relationship, or context, of the activities supported by the entity to other anti-poverty, community development services in the community; and 3) the extent to which the entity's activities contribute to the accomplishment of one or more of the six ROMA national goals;*
2. *Based upon the periodic assessments described above, the entity and its board has identified yearly (or multi-annually) specific improvements, or results, it plans to help achieve in the lives of individuals, families, and/or the community as a whole;*
3. *The entity organizes and operates all its programs, services, and activities toward accomplishing these improvements, or outcomes, including linking with other agencies in the community when services beyond the scope of the entity are required. All staff are helped by the entity to understand the direct or indirect relationship of their efforts to achieving specific client or community outcomes; and*
4. *The entity provides reports to the State that describe client and community outcomes and that capture the contribution of all entity programs, services, and activities to the achievement of those outcomes.*

*OCS received a number of comments from the Network questioning whether ROMA should involve programs beyond the Community Services Block Grant. After careful examination of the CSBG authorizing legislation, which speaks to program coordination requirements both within and beyond eligible entities, consultation with the MATF, and review of ROMA implementation activities that have occurred to date, OCS has concluded that it is both necessary and appropriate to apply ROMA concepts to the **work of community action, not CSBG alone.***

*OCS believes that the six national ROMA goals reflect a number of important concepts that transcend CSBG as a stand-alone program. The goals convey the unique strengths that the broader concept of community action brings to the Nation's anti-poverty efforts:*

1. *Focusing our efforts on client/community/organizational change, not particular programs or services. As such, the goals provide a basis for results-oriented, not process-based or program-specific plans, activities, and reports.*
2. *Understanding the interdependence of programs, clients and community. The goals recognize that client improvements aggregate to, and reinforce, community improvements, and that strong and well administered programs underpin both.*
3. *Recognizing that CSBG does not succeed as an individual program. The goals presume that community action is most successful when activities supported by a number of funding sources are organized around client and community outcomes, both within an agency and with other service providers.*

*Note: For the full text of IM 49, see [www.roma1.org/files/CSBG\\_IM\\_49.pdf](http://www.roma1.org/files/CSBG_IM_49.pdf).*

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## **National Performance Indicators**

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In 2004, in an effort to capture consistent national outcome data around the Six National Goals, the MATF, with the assistance of the National Information System Data Collection Task Force (ISTF) and input from the entire Community Action Network, developed 12 national indicators of community action performance. These indicators were selected because they capture many of the significant efforts community action engages in and because they are indicators that were commonly reported.

These national indicators represent an effort to standardize some outcome measures to support efforts to aggregate and utilize outcome data at the national level. It is expected that agencies will continue to collect and report all indicators that are useful to their accountability and management efforts, beyond the 12 national indicators. These 12 indicators are helpful at the national level but are in no way intended to replace agencies' current data collection efforts.

The National Performance Indicators form the basis of a national system, adopted to standardize reporting of performance goals and performance indicator information for everyone in the CSBG network. These indicators are the framework for Part II of the NASCSP CSBG/IS Report: the Outcome of Efforts.

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## Instructions for completing Part II of the Survey

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Please refer to the *Guide to Organizing and Reporting National Performance Indicators of Community Action Performance* for this section of the survey. On the forms, each national performance indicator is listed in its own chart with a row for each of the sub-indicators.

### **Blank Rows**

There are several blank rows in each chart where you may include any additional indicators that cannot reasonably be included within the national indicators. However, please make every effort to include as many of your indicators as possible in the national performance indicators so that we can include them in our national analysis.

### **Notes and Clarifications**

The charts also include space for you to record any significant narrative information for each of the six national goals, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data.

### **The Guide**

The *Guide* is a detailed document to assist you in the implementation of collecting and reporting the national indicators. **PLEASE NOTE: You are strongly encouraged to read the entire guide before beginning to report your outcomes.** Each chart contains page references to the relevant sections of the guide for each indicator and many of the sub-indicators. Please refer to these sections of the guide for more information on the specifics of how to report each indicator.

Although the guide provides direction on how to report the national indicators in a standardized format and details, generally, what we are looking for under each indicator, it intentionally does not include definitions of terms. It is expected and encouraged that states and agencies will define their own terms based on their unique needs and communities.

**IMPORTANT**

*Pilot tests were conducted to assist with the design and format of the Part II forms. Surveys indicated that those who were most successful at filling out these forms had read and familiarized themselves with the Guide, in its entirety, before attempting to complete the forms.*

## Appendix A

### Examples to Guide the Section D Narratives

In general, keep in mind that the IS Report is trying to omit onerous financial accounting of all non-CSBG funding for each CSBG category in Section E, by replacing the numbers with clear, real-life examples showing what mobilizing and coordinating resources (both monetary and other) can do to address one or more of the causes of poverty. In the past, we asked how much HUD, HHS, state, and private or local funding was linked with CSBG programs. The stories that have replaced this should include information about your program, and give much more detailed information about how you link resources to meet needs. Therefore, your response should include facts about the process, the partners and their roles and financial contributions, and the exact uses of the CSBG funds that make it all possible, as well as identifying the need for and result of the program. Please keep the narrative to **one page or less**.

The stories below are examples. They were submitted in 2001 for Section D “success stories”; although they were not focused on explaining how resources are combined with CSBG to reduce poverty, they happen to include a lot of the necessary information, so we have showcased them together with comments on the additional information needed to complete your narrative for the new section E item.

Identify full name of CAA.

Well-defined need, programs and program gaps identified.

**Idaho EL-ADA, INC.: Meals and Transportation for Homeless**

In response to an increase in the homeless population in Boise late in 2001, the City of Boise, Idaho and the Salvation Army opened an emergency Winter Relief Shelter (WRS) and feeding program, where overnight lodging, lunch and dinner would be provided. However, the shelter is located a few miles from the city center where participants would typically obtain work and breakfast from the Boise Rescue mission. It was difficult for the homeless to get to the shelter and still come into town to try to obtain work, and many consequently remained on the streets without food overnight so they could find work in the morning.

Great touch to document - emphasizes the strong work ethic of the participants.

Tells who identified the problem and took the initiative. Good addition would be to tell how the problem was identified.

Good specifics!

No acronyms, please.

El-Ada, Inc., the Boise area CAA, contacted the City of Boise to see what could be done to provide transportation for the homeless from the shelter to downtown Boise. The City’s budget was insufficient to secure transportation, and the Salvation Army had the staff and vehicles, but could not afford to provide the transportation without reimbursement. El-Ada pooled \$2,175 in CFNP funds with the City, and the Salvation Army to provide transportation for up to 132 people per day to and from the shelter. Running routes three times per day allows the residents to come into town for

breakfast and work in the morning, return to the WRS for lunch and afternoon programs, dinner and night shelter. Those not staying over night at WRS can be returned to town for dinner or work.

Demonstrates outreach to partners, mobilizing and problem solving. Include who paid your staff to do these tasks.

This service is the result of an effective partnership between local government, the faith community, and the local community action agency. Alone, none of the three agencies could provide the service, but they work together, and homeless people are able to secure shelter and food while maintaining employment and other responsibilities.

Good impact description!

**Massachusetts Hampshire Community Action Commission - Housing:**

The lack of affordable housing in Northampton, Massachusetts is a major issue for the low-income population. Over the last few years, as Northampton has “gentrified” and as Smith College has expanded in the center of the city, the amount of affordable housing stock has declined. When it became clear that Meadowbrook Apartments would be sold, with 252 units, 80% reserved for low and moderate income tenants, Hampshire Community Action Commission (HCAC) knew it had a role to play in preserving the affordability of those units. In partnership with the City of Northampton and others, HCAC worked at a variety of levels to see that the new owners did not reduce the number of affordable units.

Key partner named; name all partners and role of each.

A list would be OK here - which partners and levels?

Need and goal clearly defined; include explanation of the “gap” the CAA is filling – why could no other agency do what’s needed?

Detail what CSBG paid for, i.e. staff time and materials, etc.

Good touch to give a sense of time needed to develop project.

Using CSBG funds, HCAC’s Organizing Program helped the Meadowbrook tenants create a tenant’s organization and learn the skills necessary to advocate for their own interests. After working with the Mayor of Northampton and the tenants for six or seven months, HCAC organizers empowered the tenants to become proactive in addressing their concerns with the incoming management company. Through staff support and technical assistance, HCAC helped the tenants elect officers, take positions and conduct community actions.

Clear partnership definition.

As a result of these and other actions, including negotiations between the new owners and the Massachusetts Housing Finance Authority, HCAC expects that these buildings will become 100% affordable housing for thirty years. The tenants have new skills and an organization to help them look out for their own interests and HCAC is helping to eliminate a significant condition of poverty in the county.

Good to list important new partner.  
Include list of all  
contributed by partners.

Nice extra touch to  
give a human example of  
the outcome of the project,  
but please replace real names  
for confidentiality.

Too modest!  
That's a change from  
80% to 100%- 51 more  
low-income units than  
planned! Emphasize  
your own victories!

Helen is a 38-year-old white, single mother of an eight year old. She has an Associate degree but does not work because of multiple disabilities. She is a low-income person who has lived in subsidized housing at Meadowbrook since her son was born. She was very concerned about losing her subsidized housing. Helen doesn't own a car and relies on buses and taxis to get around. She says, "Living at Meadowbrook means I can pay my rent, my bills and buy food to feed my family. If I had to move, I couldn't meet all these obligations".

Here would be the place  
to list any data on outcomes, impact,  
value, and future expectations.

## Appendix B

### Federal Resources

| AGENCY  | FEDERAL PROGRAMS  |
|---|---|
| USDA  | Rural Rental Housing Loans  |
|   | Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program)   |
|   | Child and Adult Care Food Program   |
|   | Summer Food Service Program for Children  |
|   | Nutrition Education Training Program  |
|   | Emergency Food Assistance Program (Administrative Costs)                                |
|   | Nutrition Program for the Elderly (Commodities)   |
|   | WIC Farmer's Market Nutrition Program   |
|   | Rural Development Grants (formerly FmHA)  |
|   | Empowerment Zones Program   |
| HUD   | Housing Counseling Assistance Program   |
|   | Community Development Block Grants/Entitlement Grants                                   |
|   | Community Development Block Grant/Small Cities Program                                  |
|   | Emergency Shelter Grants Program  |
|   | Supportive Housing Program  |
|   | Shelter Plus Care   |
|   | HOME Investment Partnerships Program  |
|   | HOPE 3  |
|   | Housing Opportunities for Persons with AIDS   |
|   | Opportunities for Youth - Youthbuild Program  |
|   | New Approach Anti-Drug Grants   |
| Section 8 Housing Choice Vouchers                 |   |
| Lead-Based Paint Hazard Control - Privately Owned |   |
| DOJ   | Crime Victim Assistance   |
|   | Edward Byrne Memorial State & Local Enforcement Assistance Discretionary Grants Program |
|   | S.T.O.P. Violence Against Women (Violence Against Women Formula Grants)                 |
|   | Grants to Encourage Arrest Policies & Enforcement of Protection Orders                  |
| DOL   | Senior Community Service Employment Program   |
|   | Migrant and Seasonal Farmworkers  |
|   | Job Training Partnership Act  |
|   | Welfare to Work Grants to States and Localities   |
|   | Workforce Investment Act  |
|   | One-Stop Career Center Initiative   |
| WIA Dislocated Workers                            |   |

|  |  |
|--|--|
| AGENCY   | FEDERAL PROGRAMS   |
|  | Employment and Training Administration Pilots, Demonstrations                        |
|  | Homeless Veterans Reintegration Project  |
| DOT  | Formula Grants for Other than Urbanized Areas  |
|  | Capital Assistance Program for Elderly Persons and Persons with Disabilities         |
|  | Occupant Protection Grants   |
| IRS  | Tax Counseling for the Elderly   |
| ARC  | Wrap Around Childcare  |
| SBA  | Small Business Loans   |
| EPA  | State Indoor Radon Grants  |
|  | Sustainable Development and Challenge Grants (Innovative Community Partnerships)     |
| DOE  | Weatherization Assistance for Low-Income Persons                                     |
| FEMA   | Emergency Food and Shelter National Board Program                                    |
| EDU  | Adult Education - State Grant Program  |
|  | Title I Program for Neglected and Delinquent Children                                |
|  | Special Education - Grants to States   |
|  | Rehabilitation Services  |
|  | Special Education - Preschool Grants   |
|  | Safe and Drug-Free Schools and Communities - State Grants                            |
|  | Adult Education National Leadership Activities                                       |
|  | Even Start - State Educational Agencies  |
| Even Start - Statewide Family Literacy Program |  |
| HHS  | Programs for Prevention of Elder Abuse Neglect and Exploitation Title VII            |
|  | Long Term Care Ombudsman Services for Older Individuals Title VII Chapter II         |
|  | Disease Prevention and Health Promotion Services Title III - F                       |
|  | Special Programs for the Aging Title III, Part B Support Services and Senior Centers |
|  | Special Programs for the Aging Title III, Part C, Nutrition                          |
|  | In Home Services for Frail Older Individuals Title III – Part D                      |
|  | National Family Caregiver Program  |
|  | Centers for Research and Demonstration for Health Promotion                          |
|  | Ryan White Title IV  |
|  | Childhood Lead Poisoning Prevention Projects   |
|  | Abstinence Education   |
|  | Transitional Living for Homeless Youth   |
|  | Education and Prevention to Reduce Sexual Abuse of Runaway, Homeless Street Youth    |
|  | Temporary Assistance for Needy Families  |
|  | Low-Income Home Energy Assistance  |

|                     |   |
|---------------------|---|
| HHS                 | Healthy Start Initiative  |
|                     | HIV Prevention Activities - Non-Governmental Organization Based   |
|                     | Block Grant for Prevention and Treatment of Substance Abuse   |
|                     | Preventive Health and Health Services Block Grant   |
| CNCS                | Maternal and Child Health Services Block Grant  |
|                     | Retired and Senior Volunteer Program  |
|                     | AmeriCorps  |
|                     | Foster Grandparent Program  |
| SSA                 | Volunteers in Service to America  |
|                     | Senior Companion Program  |
|                     | Social Security - Disability Insurance  |
| AGENCY              | Supplemental Security Income  |
|                     | FEDERAL PROGRAMS  |
|                     | Community Services Block Grant - Discretionary Awards   |
|                     | Community Food and Nutrition  |
|                     | Childcare and Development Block Grant   |
|                     | Family Violence Prevention and Services   |
|                     | Family Violence Prevention & Services/Grants for Battered Women's Shelter   |
|                     | Head Start  |
|                     | Native American Programs Title V  |
|                     | Community Food and Nutrition  |
|                     | Runaway and Homeless Youth  |
|                     | Foster Care Title IV-E  |
|                     | Social Services Block Grant   |
|                     | Family Violence Prevention and Services/Grants for Battered Women's Shelters - Grants to States and Indian Tribes |
|                     | Independent Living Program  |
|                     | State Children's Insurance Program (Title XXI) (Child Health Plus)  |
|                     | Medicare - Supplementary Medical Insurance  |
|                     | Medical Assistance Program  |
|                     | Health Care Financing Research, Demonstrations and Evaluations  |
|                     | Ryan White Title I  |
| Ryan White Title II |   |