



State of California
 Department of Community Services and Development
 Community Services Division
 Work Plan CSD 641
 Rev. 12/10/21

Contract Number: XXX-XXXX
 Date Submitted:
 Contract Year: 2024

Contractor Name: Choose an item.

Contact Person and Title: Click or tap here to enter text.

Phone Number and Ext.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Program/Service Name	Program Description	Domain(s) (check all that apply)
Example: Homeless Care Program	Example: A six bed, 24-hour recuperative care program at Memorial Shelter for homeless clients discharged from the hospital.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement

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

Name of CSBG Eligible Entity: _____

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

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

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	

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

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	
B.5b. Faith Based	
B.5c. Local Government	
B.5d. State Government	
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	
B.5g. Consortia/Collaborations	
B.5h. School Districts	
B.5i. Institutions of Post-Secondary Education/Training	
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	
B.5l. Statewide Associations or Collaborations	

Instructional Notes

Module 4 - Individual and Family Level

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

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

Please see additional notes below:

For All Individual and Family Domains:

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

Column I: Number of Participants Served

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

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

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

Domain Specific Instructions:

Employment, Income and Asset Building, and Housing Domains

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

Employment Domain

FNPI 1e-1g: When reporting on indicators related to **living wage**, CSBG Eligible Entities can provide their own definition or select from national or locally-defined models. Please identify the living wage definition used in the General Comments Section.

Income and Asset Building Domain

FNPI 3a and 3b: CSBG Eligible Entities are **only expected** to report on basic needs indicators as applicable to the CSBG Eligible Entity's programs. When reporting on indicators related to **basics needs**, CSBG Eligible Entities can provide their own definition or select from national or locally-defined models. Please identify the basic needs definition used in the General Comments Section.

FNPI 3h: This indicator requires agencies to keep an unduplicated count of people who report improved financial well-being based on responses to the CFPB Financial Well Being Scale (found in the link below)

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

Instructional Notes

Module 4 - Individual and Family Level

Outcomes Across Multiple Domains:

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

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

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

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

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

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

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

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

Name of CSBG Eligible Entity Reporting:

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed adults who obtained employment (<u>up to a living wage</u>).				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (<u>up to a living wage</u>).				#DIV/0!	#DIV/0!
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (<u>up to a living wage</u>).				#DIV/0!	#DIV/0!
FNPI 1e The number of unemployed adults who obtained employment (<u>with a living wage or higher</u>).				#DIV/0!	#DIV/0!
FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (<u>with a living wage or higher</u>).				#DIV/0!	#DIV/0!
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (<u>with a living wage or higher</u>).				#DIV/0!	#DIV/0!
Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.				#DIV/0!	#DIV/0!
FNPI 1h.1 Of the above, the number of employed participants who increased income from employment through <u>wage or salary amount increase</u> .				#DIV/0!	#DIV/0!
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through <u>hours worked increase</u> .				#VALUE!	#DIV/0!
FNPI 1h.3 Of the above, the number of employed participants who <u>increased benefits</u> related to employment.				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting:

Other Employment Outcome Indicator (FNPI 1z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/I = V] (%) auto calculated)
FNPI 1z.1 The number of individuals or households _____ . (write in the indicator)				#DIV/0!	#DIV/0!
FNPI 1z.1 Number of employed individuals at risk of losing employment who maintained employment as a result of CAA interventions				#DIV/0!	#DIV/0!
FNPI 1z.1 Number of youth who maintained employment for 90 days.				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting: _____

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

Other Education and Cognitive Development Outcome Indicator (FNPI 2z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 2z.1 The number of individuals or households _____ . (write in the indicator)				#DIV/0!	#DIV/0!
FNPI 2z.1 The number of individuals who obtained and moved from a high school diploma and/or equivalent to post secondary education (of any kind)				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting: _____

Income and Asset Building (FNPI 3)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for 90 days .				#DIV/0!	#DIV/0!
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for 180 days .				#DIV/0!	#DIV/0!
FNPI 3c The number of individuals who opened a savings account or IDA .				#DIV/0!	#DIV/0!
FNPI 3d The number of individuals who increased their savings .				#DIV/0!	#DIV/0!
FNPI 3e The number of individuals who used their savings to purchase an asset .				#DIV/0!	#DIV/0!
FNPI 3e.1 Of the above, the number of individuals who purchased a home .				#DIV/0!	#DIV/0!
FNPI 3f The number of individuals who improved their credit scores .				#DIV/0!	#DIV/0!
FNPI 3g The number of individuals who increased their net worth .				#DIV/0!	#DIV/0!
FNPI 3h The number of individuals engaged with the Community Action Agency who report improved financial well-being .				#DIV/0!	#DIV/0!

Other Income and Asset Building Outcome Indicator (FNPI 3z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 3z.1 The number of individuals or households _____. (write in the indicator)				#DIV/0!	#DIV/0!
FNPI 3z.1 The number of individuals who started their own business				#DIV/0!	#DIV/0!
FNPI 3z.1 The number of individuals who maintained their own business for 180 days.				#DIV/0!	#DIV/0!
FNPI 3z.1 The number of individuals who increased their income from a non-employment source.				#DIV/0!	#DIV/0!
FNPI 3z.1 The number of individuals who reduced their reliance on public subsidies.				#DIV/0!	#DIV/0!
FNPI 3z.1 The number of individuals who reduced debt.				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting: _____

Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)
FNPI 4a The number of households experiencing homelessness who obtained <u>safe temporary shelter</u> .				#DIV/0!	#DIV/0!
FNPI 4b The number of households who obtained <u>safe and affordable housing</u> .				#DIV/0!	#DIV/0!
FNPI 4c The number of households who maintained safe and affordable housing for <u>90 days</u> .				#DIV/0!	#DIV/0!
FNPI 4d The number of households who maintained safe and affordable housing for <u>180 days</u> .				#DIV/0!	#DIV/0!
FNPI 4e The number of households who <u>avoided eviction</u> .				#DIV/0!	#DIV/0!
FNPI 4f The number of households who <u>avoided foreclosure</u> .				#DIV/0!	#DIV/0!
FNPI 4g The number of households who <u>experienced improved health and safety</u> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).				#DIV/0!	#DIV/0!
FNPI 4h The number of households with <u>improved energy efficiency and/or energy burden reduction</u> in their homes.				#DIV/0!	#DIV/0!

Other Housing Outcome Indicator (FNPI 4z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)
FNPI 4z.1 The number of individuals or households _____ . (write in the indicator)				#DIV/0!	#DIV/0!
FNPI 4z.1 The number of individuals who improved physical access in their living space (wheel chair ramps, grab bars, etc.)				#DIV/0!	#DIV/0!
FNPI 4z.1 The number of individuals who avoided a utility shut-off.				#DIV/0!	#DIV/0!
FNPI 4z.1 The number of individuals who obtained utilities.				#DIV/0!	#DIV/0!
FNPI 4z.1 The number of individuals whose energy service was restored after disconnection.				#DIV/0!	#DIV/0!
FNPI 4z.1 The number of individuals whose inoperable home energy equipment was repaired or replaced.				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome {III/I = IV } (% auto calculated)	V.) Performance Target Accuracy {III/II = V} (% auto calculated)
FNPI 5a The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).				#DIV/0!	#DIV/0!
FNPI 5b The number of individuals who demonstrated improved physical health and well-being.				#DIV/0!	#DIV/0!
FNPI 5c The number of individuals who demonstrated improved mental and behavioral health and well-being .				#DIV/0!	#DIV/0!
FNPI 5d The number of individuals who improved skills related to the adult role of parents/ caregivers.				#DIV/0!	#DIV/0!
FNPI 5e The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.				#DIV/0!	#DIV/0!
FNPI 5f The number of seniors (65+) who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5g The number of individuals with disabilities who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5h The number of individuals with chronic illness who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5i The number of individuals with no recidivating event for six months.	0	0	0	#DIV/0!	#DIV/0!
FNPI 5i.1 Youth (ages 14-17)				#DIV/0!	#DIV/0!
FNPI 5i.2 Adults (ages 18+)				#DIV/0!	#DIV/0!
Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome {III/I = IV } (% auto calculated)	V.) Performance Target Accuracy {III/II = V} (% auto calculated)
FNPI 5z.1 The number of individuals or households _____ . (write in the indicator)				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting: _____

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.				#DIV/0!	#DIV/0!
FNPI 6a.1 Of the above, the number of Community Action program participants who <u>improved their leadership skills.</u>				#DIV/0!	#DIV/0!
FNPI 6a.2 Of the above, the number of Community Action program participants who <u>improved their social networks.</u>				#DIV/0!	#DIV/0!
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <u>enhance their ability to engage.</u>				#DIV/0!	#DIV/0!

Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 6z.1 The number of individuals or households _____. (write in the indicator)				#DIV/0!	#DIV/0!

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

Name of CSBG Eligible Entity Reporting: _____

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy {III/II = V} (% auto calculated)
FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.				#DIV/0!	#DIV/0!

Other Outcome Indicator (FNPI 7z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy {III/II = V} (% auto calculated)
FNPI 7z.1 The number of individuals or households _____ . (write in the indicator)				#DIV/0!	#DIV/0!

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

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

Employment Services

Name of CSBG Eligible Entity Reporting: _____

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience (SRV 1a-f)	
SRV 1a Vocational Training	
SRV 1b On-the-Job and other Work Experience	
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	
SRV 1f Job Readiness Training	
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	
SRV 1h Coaching	
Job Search (SRV 1i-n)	
SRV 1i Coaching	
SRV 1j Resume Development	
SRV 1k Interview Skills Training	
SRV 1l Job Referrals	
SRV 1m Job Placements	
SRV 1n Pre-employment physicals, background checks, etc.	
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	
SRV 1p Interactions with employers	
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	

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

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

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting:

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	
SRV 2b Head Start	
SRV 2c Other Early-Childhood (0-5 yr. old) Education	
SRV 2d K-12 Education	
SRV 2e K-12 Support Services	
SRV 2f Financial Literacy Education	
SRV 2g Literacy/English Language Education	
SRV 2h College-Readiness Preparation/Support	
SRV 2i Other Post Secondary Preparation	
SRV 2j Other Post Secondary Support	
School Supplies (SRV 2k)	
SRV 2k School Supplies	
Extra-curricular Programs (SRV 2l-q)	
SRV 2l Before and After School Activities	
SRV 2m Summer Youth Recreational Activities	
SRV 2n Summer Education Programs	
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
SRV 2p Mentoring	
SRV 2q Leadership Training	
Adult Education Programs (SRV 2r-z)	
SRV 2r Adult Literacy Classes	
SRV 2s English Language Classes	
SRV 2t Basic Education Classes	
SRV 2u High School Equivalency Classes	
SRV 2v Leadership Training	
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	
SRV 2x Applied Technology Classes	
SRV 2y Post-Secondary Education Preparation	
SRV 2z Financial Literacy Education	
Post-Secondary Education Supports (SRV 2aa)	
SRV 2aa College applications, text books, computers, etc.	
Financial Aid Assistance (SRV 2bb)	
SRV 2bb Scholarships	
Home Visits (SVR 2cc)	
SRV 2cc Home Visits	

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

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

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting: _____

Income and Asset Building Services (SRV 3)	Unduplicated Number of Individuals Served
Training and Counseling Services (SRV 3a-f)	
SRV 3a Financial Capability Skills Training	
SRV 3b Financial Coaching/Counseling	
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	
SRV 3d First-time Homebuyer Counseling	
SRV 3e Foreclosure Prevention Counseling	
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy (SRV 3g-l)	
SRV 3g Child Support Payments	
SRV 3h Health Insurance	
SRV 3i Social Security/SSI Payments	
SRV 3j Veteran's Benefits	
SRV 3k TANF Benefits	
SRV 3l SNAP Benefits	
Asset Building (SRV 3m-o)	
SRV 3m Saving Accounts/IDAs and other asset building accounts	
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
SRV 3o VITA, EITC, or Other Tax Preparation programs	
SRV 3p Loans And Grants (SRV 3p-q)	
SRV 3p Micro-loans	
SRV 3q Business incubator/business development loans	

Module 4, Section B: Individual and Family Services - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Services

Name of CSBG Eligible Entity Reporting: _____

Housing Services (SRV 4)	Unduplicated Number of Individuals Served
Housing Payment Assistance (SRV 4a-e)	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	
SRV 4d Deposit Payments	
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services (SRV 4f-h)	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
Utility Payment Assistance (SRV 4i-l)	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	
SRV 4j Utility Deposits	
SRV 4k Utility Arrears Payments	
SRV 4l Level Billing Assistance	
Housing Placement/Rapid Re-housing (SRV 4m-p)	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	
SRV 4n Transitional Housing Placements	
SRV 4o Permanent Housing Placements	
SRV 4p Rental Counseling	
Housing Maintenance & Improvements (SRV 4q)	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	
Weatherization Services (SRV 4r-t)	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	
SRV 4t Energy Efficiency Improvements (e.g. insullation, air sealing, furnace repair, etc.)	

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

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

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
Health Services, Screening and Assessments (SRV 5a-j)	
SRV 5a Immunizations	
SRV 5b Physicals	
SRV 5c Developmental Delay Screening	
SRV 5d Vision Screening	
SRV 5e Prescription Payments	
SRV 5f Doctor Visit Payments	
SRV 5g Maternal/Child Health	
SRV 5h Nursing Care Sessions	
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
SRV 5j Health Insurance Options Counseling	
Reproductive Health Services (SRV 5k-o)	
SRV 5k Coaching Sessions	
SRV 5l Family Planning Classes	
SRV 5m Contraceptives	
SRV 5n STI/HIV Prevention Counseling Sessions	
SRV 5o STI/HIV Screenings	
Wellness Education (SRV 5p-q)	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	
SRV 5q Exercise/Fitness	
Mental/Behavioral Health (SRV 5r-x)	
SRV 5r Detoxification Sessions	
SRV 5s Substance Abuse Screenings	
SRV 5t Substance Abuse Counseling	
SRV 5u Mental Health Assessments	
SRV 5v Mental Health Counseling	
SRV 5w Crisis Response/Call-In Responses	
SRV 5x Domestic Violence Programs	
Support Groups (SRV 5y-aa)	
SRV 5y Substance Abuse Support Group Meetings	
SRV 5z Domestic Violence Support Group Meetings	
SRV 5aa Mental Health Support Group Meeting	

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

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

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development Services (Cont'd.)	Unduplicated Number of Individuals Served
Dental Services, Screenings and Exams (SRV 5bb-ee)	
SRV 5bb Adult Dental Screening/Exams	
SRV 5cc Adult Dental Services (including Emergency Dental Procedures)	
SRV 5dd Child Dental Screenings/Exams	
SRV 5ee Child Dental Services (including Emergency Dental Procedures)	
Nutrition and Food/Meals (SRV 5ff-jj)	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	
SRV 5gg Community Gardening Activities	
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
SRV 5ii Prepared Meals	
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	
Family Skills Development (SRV 5kk-mm)	
SRV 5kk Family Mentoring Sessions	
SRV 5ll Life Skills Coaching Sessions	
SRV 5mm Parenting Classes	
Emergency Hygiene Assistance (SRV 5nn-oo)	
SRV 5nn Kits/boxes	
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	

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

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

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting: _____

Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served
SRV 6a Voter Education and Access	
SRV 6b Leadership Training	
SRV 6c Tri-partite Board Membership	
SRV 6d Citizenship Classes	
SRV 6e Getting Ahead Classes	
SRV 6f Volunteer Training	

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

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

Services Supporting Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served
Case Management (SRV 7a)	
SRV 7a Case Management	
Eligibility Determinations (SRV 7b)	
SRV 7b Eligibility Determinations	
Referrals (SRV 7c)	
SRV 7c Referrals	
Transportation Services (SRV 7d)	
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	
Childcare (SRV 7e-f)	
SRV 7e Child Care subsidies	
SRV 7f Child Care payments	
Eldercare (SRV 7g)	
SRV 7g Day Centers	
Identification Documents (SRV 7h-j)	
SRV 7h Birth Certificate	
SRV 7i Social Security Card	
SRV 7j Driver's License	
Re-Entry Services (SRV 7k)	
SRV 7k Criminal Record Expungements	
Immigration Support Services (SRV 7l)	
SRV 7l Immigration Support Services (relocation, food, clothing)	
Legal Assistance (includes emergency legal assistance) (SRV 7m)	
SRV 7m Legal Assistance	
Emergency Clothing Assistance (SRV 7n)	
SRV 7n Emergency Clothing Assistance	
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)	
SRV 7o Mediation/Customer Advocacy Interventions	

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

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

Name of CSBG Eligible Entity Reporting:

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

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

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender Number of Individuals

a. Male	
b. Female	
c. Other	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

2. Age Number of Individuals

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

3. Education Levels Number of Individuals

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

4. Disconnected Youth Number of Individuals

a. Youth ages 14-24 who are neither working or in school	
--	--

5. Health Number of Individuals

	Yes	No	Unknown
a. Disabling Condition			
b. Health Insurance*			

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

Health Insurance Sources

c.1. Medicaid	
c.2. Medicare	
c.3. State Children's Health Insurance Program	
c.4. State Health Insurance for Adults	
c.5. Military Health Care	
c.6. Direct-Purchase	
c.7. Employment Based	
c.8. Unknown/not reported	
c.9. TOTAL (auto calculated)	0

6. Ethnicity/Race Number of Individuals

a. Ethnicity

a.1. Hispanic, Latino or Spanish Origins	
a.2. Not Hispanic, Latino or Spanish Origins	
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	0

b. Race

b.1. American Indian or Alaska Native	
b.2. Asian	
b.3. Black or African American	
b.4. Native Hawaiian and Other Pacific Islander	
b.5. White	
b.6. Other	
b.7. Multi-race (two or more of the above)	
b.8. Unknown/not reported	
b.9. TOTAL (auto calculated)	0

7. Military Status (Individuals 18+) Number of Individuals

a. Veteran	
b. Active Military	
c. Never Served in the Military	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

8. Work Status (Individuals 18+) Number of Individuals

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

Module 4, Section C: All Characteristics Report - Data Entry Form
Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

D. HOUSEHOLD LEVEL CHARACTERISTICS

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

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

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

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

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

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

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

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

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

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

Program Name	Number of Individuals

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

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

Program Name	Number of Households

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