

## **Instructions for Community Service Block Grant Back Up Sheet for ARRA Expenditure Report**

(1) Employment Programs include activities designed for the primary purpose of assisting low-income individuals in obtaining and maintaining employment. Examples of these services include support for job retention, including counseling, training, job application assistance, résumé writing, job placement, on-the-job training and opportunities for work, facilitating interviews, creating job banks, and partnerships with potential employers to recruit employees in high need areas.

(2) Education Programs include activities designed with for general education. Examples include adult education programs, General Education Development (GED) preparation, guidance about education opportunities in the community, programs to enhance academic achievement of students in grades K–12.

(3) Income Management Programs include programs designed to help individuals and households with development of individual and household assets. Examples of these services include savings, assistance with budgeting techniques, consumer credit counseling, business development support for individuals, tax counseling and tax preparation assistance, and development of individual and family plans for becoming more financially independent and self-supporting.

(4) Housing Programs include programs to improve the living environment of low-income individuals and families. Examples of these services include homeownership counseling and loan assistance, assistance in locating affordable housing and applying for rent subsidies and other housing assistance, counseling and advocacy about landlord/tenant relations and fair housing concerns, transitional shelters and services for the homeless, and support for management of group homes.

(5) Emergency Services Programs include projects to help individuals and families manage crises. Examples of activities include emergency clothing, and furniture, crisis intervention counseling, crisis assistance hotlines.

(6) Nutrition Programs include projects with the primary purpose of addressing individual and family nutritional needs. Examples of services include food banks; counseling regarding family and children's nutrition and food preparation, preparing and delivering meals, especially to the homebound elderly, providing meals in group settings; and self-help projects, such as community gardens, community canneries, and food buying groups.

(7) Service Coordination and Linkages include projects to coordinate services among community organizations and facilities serving low-income populations. Examples include shared information systems, communications systems, and shared procedures, community needs assessments, followed by community planning, organization, and advocacy to meet these needs.

**(8) Community Economic Development Projects** include initiatives specifically designed to stimulate economic recovery for low income communities. Examples include creation of coalitions for community changes and partnerships with businesses with low-income neighborhoods in order to stimulate economic development.

**(9) Health Services** include initiatives that are designed to identify and combat health problems in the community served. Examples of services include recruitment of uninsured children to a State insurance group or State Children's Health Insurance Program (SCHIP), recruitment of volunteer medical personnel to assist uninsured low-income families, health screening, assistance with pharmaceutical donation programs, health education and information initiatives, Medicare/Medicaid enrollment and claims filing, immunization services, substance abuse services, and transportation to health care facilities and medical appointments.

**(10) Other Services** include any poverty alleviation projects not specifically related to other services categories included in this report. These activities (e.g. types of services and service populations) must be specifically identified.

**(11) Administrative Costs** include general agency administrative expenses not directly related to a specific service category, such as general administrative salaries.

**(12) Indirect Cost** includes any negotiated indirect rates included in State contracts or grants.

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