

## CSBG CARES Supplemental Instructional Notes

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

**Section A: Individual and Family NPIs Data Entry Form** is comprised of indicators to report outcomes that fall under National Goal 1: Individuals and families with low incomes are stable and achieve economic security. The indicators are the vehicle by which CSBG Eligible Entities measure and report the outcomes they have achieved for individuals and families. All Individual and Family NPIs are **optional**, and there is a category for "Other Outcome Indicator." For the CSBG CARES Supplemental submission, please include only information on people, services and outcomes directly supported with CSBG CARES Supplemental resources. This information may be determined based on a direct count of individuals for services and activities supported only with CSBG CARES Supplemental funds or based on a proportional analysis of recipients of services funded through regularly-appropriated CSBG funds or other sources and supplemented by CSBG CARES Act funds.

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

**Section B: Individual and Family Services Data Entry Form** provides information on the work CSBG Eligible Entities did to help individuals and families achieve the outcomes listed in Section A. This standardized Individual and Family Services list will aid in analysis of the relationship between people, services, and outcomes. Information provided in this section must include services and activities supported only with CSBG CARES funds either through a direct count for services funded only with CSBG CARES funds or based on a proportional analysis for services supplemented with CSBG CARES funds and also funded through regularly-appropriated CSBG funds or other sources.

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

**Section C:** While the regular submission of the **The All Characteristics Report Data Entry Form** collects data on all individuals and households; this submission should focus *only* on the individuals and households that received services supported by CSBG CARES Supplemental grant funds. This demographic information strengthens the CSBG Annual Report by demonstrating who is being served by CSBG Eligible Entities. This information may be determined based on a direct count of individuals for services and activities supported only with CSBG CARES Supplemental funds or based on a proportional analysis for services supplemented with CSBG CARES funds and also funded through regularly-appropriated CSBG funds or other sources.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this collection is to meet the requirement of the Community Services Block Grant (CSBG) Act (42 U.S.C. § 9901, et seq) that all states that receive CSBG funding participate in a performance management system (Section 678E(a)(1)(A)) and submit a report to the Secretary on an annual basis (Section 678E(a)(2)). Public reporting burden for this collection of information is estimated to average 198 hours per grantee and 697 hours per sub-grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information per the Community Services Block Grant (CSBG) Act (42 U.S.C. § 9901, et seq) Section 678E(a)(1)(A) and Section 678E(a)(2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact [CSBGStates@acf.hhs.gov](mailto:CSBGStates@acf.hhs.gov).

**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:		DUNS:			
State:					
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 <b>youth</b> who obtained employment to gain skills or income.					
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).					
FNPI 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>up to a living wage</b> ).					
FNPI 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>up to a living wage</b> ).					
FNPI 1e The number of unemployed <b>adults</b> who obtained employment ( <b>with a living wage or higher</b> ).					
FNPI 1f The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>with a living wage or higher</b> ).					
FNPI 1g The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>with a living wage or higher</b> ).					
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 <b>entered or transitioned</b> into a position that provided increased income and/or benefits.					
FNPI 1h.1 Of the above, the number of employed participants who increased income from employment through <b>wage or salary amount increase</b> .					
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through <b>hours worked increase</b> .					
FNPI 1h.3 Of the above, the number of employed participants who <b>increased benefits</b> related to employment.					

**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 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 1z.1 The number of individuals _____.					

**Comments:**

**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:					
State:	DUNS:				
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 <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.					
FNPI 2b The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.					
FNPI 2c The number of <b>children</b> and <b>youth</b> who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0				
FNPI 2c.1 Early Childhood Education (ages 0-5)					
FNPI 2c.2 1st grade-8th grade					
FNPI 2c.3 9th grade-12th grade					
FNPI 2d The number of <b>children</b> and <b>youth</b> who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0				
FNPI 2d.1 Early Childhood Education (ages 0-5)					
FNPI 2d.2 1st grade-8th grade					
FNPI 2d.3 9th grade-12th grade					
FNPI 2e The number of <b>parents/caregivers</b> who improved their home environments.					
FNPI 2f The number of <b>adults</b> who demonstrated improved basic education.					
FNPI 2g The number of <b>individuals</b> who obtained a high school diploma and/or obtained an equivalency certificate or diploma.					
FNPI 2h The number of <b>individuals</b> who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.					
FNPI 2i The number of <b>individuals</b> who obtained an Associate's degree.					
FNPI 2j The number of <b>individuals</b> who obtained a Bachelor's degree.					

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 _____.					

**Comments:**

**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:					
State:	DUNS:				
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 <b>90 days</b> .					
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for <b>180 days</b> .					
FNPI 3c The number of individuals who opened a <b>savings account or IDA</b> .					
FNPI 3d The number of individuals who <b>increased their savings</b> .					
FNPI 3e The number of individuals who used their savings to <b>purchase an asset</b> .					
FNPI 3f The number of individuals who purchased a home.					
FNPI 3g The number of individuals who <b>improved their credit scores</b> .					
FNPI 3h The number of individuals who <b>increased their net worth</b> .					
FNPI 3i The number of individuals engaged with the Community Action Agency who report <b>improved financial well-being</b> .					

Other Income and Asset Building Outcome Indicator (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 _____.					

**Comments:**

**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:					
State:		DUNS:			
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 individuals experiencing homelessness who obtained <b>safe temporary shelter</b> .					
FNPI 4b The number of individuals who obtained <b>safe and affordable housing</b> .					
FNPI 4c The number of individuals who maintained safe and affordable housing for <b>90 days</b> .					
FNPI 4d The number of individuals who maintained safe and affordable housing for <b>180 days</b> .					
FNPI 4e The number of individuals who <b>avoided eviction</b> .					
FNPI 4f The number of individuals who <b>avoided foreclosure</b> .					
FNPI 4g The number of individuals who <b>experienced improved health and safety</b> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).					
FNPI 4h The number of individuals with <b>improved energy efficiency and/or energy burden reduction</b> in their homes.					

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 _____.					

**Comments:**

**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:					
State:		DUNS:			
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 <b>increased nutrition skills</b> (e.g. cooking, shopping, and growing food).					
FNPI 5b The number of individuals who demonstrated <b>improved physical health</b> and well-being.					
FNPI 5c The number of individuals who demonstrated <b>improved mental and behavioral health and well-being</b> .					
FNPI 5d The number of individuals who <b>improved skills</b> related to the adult role of parents/ caregivers.					
FNPI 5e The number of parents/caregivers who <b>demonstrated increased sensitivity and responsiveness</b> in their interactions with their children.					
FNPI 5f The number of <b>seniors (65+)</b> who maintained an independent living situation.					
FNPI 5g The number of <b>individuals with disabilities</b> who maintained an independent living situation.					
FNPI 5h The number of <b>individuals with a chronic illness</b> who maintained an independent living situation.					
FNPI 5i The number of individuals with <b>no recidivating event</b> for six months.	0				
FNPI 5i.1 Youth (ages 14-17)					
FNPI 5i.2 Adults (ages 18+)					

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 _____.					

Comments:

**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:		DUNS:			
State:					
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 individuals who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.					
FNPI 6a.1 Of the above, the number of Community Action program participants who <b>improved their leadership skills.</b>					
FNPI 6a.2 Of the above, the number of Community Action program participants who <b>improved their social networks.</b>					
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <b>enhance their ability to engage.</b>					

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 _____.					

**Comments:**



**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 Achieved Across One or More Domains**

<b>Name of CSBG Eligible Entity Reporting:</b>					
<b>State:</b>		<b>DUNS:</b>			
<b>Outcomes Across Multiple Domains (FNPI 7)</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)</b>	<b>V.) Performance Target Accuracy (III/II = V] (% auto calculated)</b>
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.					

<b>Other Outcome Indicator (FNPI 7z)</b>	<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)</b>	<b>V.) Performance Target Accuracy (III/II = V] (% auto calculated)</b>
FNPI 7z.1 The number of individuals _____.					

**Comments:**

**Module 4, Section B: Individual and Family Services  
Employment Services**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Employment Services (SRV 1)</b>	<b>Unduplicated Number of Individuals Served</b>
<b>Skills Training and Opportunities for Experience (SRV 1a-f)</b>	
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	
<b>Career Counseling (SRV 1g-h)</b>	
SRV 1g Workshops	
SRV 1h Coaching	
<b>Job Search (SRV 1i-n)</b>	
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.	
<b>Post Employment Supports (SRV 1o-p)</b>	
SRV 1o Coaching	
SRV 1p Interactions with employers	
<b>Employment Supplies (SRV 1q)</b>	
SRV 1q Employment Supplies	

**Module 4, Section B: Individual and Family Services  
Education and Cognitive Development Services**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Education and Cognitive Development Services (SRV 2)</b>	<b>Unduplicated Number of Individuals Served</b>
<b>Child/Young Adult Education Programs (SRV 2a-j)</b>	
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	
<b>School Supplies (SRV 2k)</b>	
SRV 2k School Supplies	
<b>Extra-curricular Programs (SRV 2l-q)</b>	
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	
<b>Adult Education Programs (SRV 2r-z)</b>	
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	
<b>Post-Secondary Education Supports (SRV 2aa)</b>	
SRV 2aa College applications, text books, computers, etc.	
<b>Financial Aid Assistance (SRV 2bb)</b>	
SRV 2bb Scholarships	

Home Visits (SVR 2cc)	
SRV 2cc Home Visits	

**Module 4, Section B: Individual and Family Services  
Income and Asset Building Services**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Income and Asset Building Services (SRV 3)</b>	<b>Unduplicated Number of Individuals Served</b>
<b>Training and Counseling Services (SRV 3a-f)</b>	
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	
<b>Benefit Coordination and Advocacy (SRV 3g-l)</b>	
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	
<b>Asset Building (SRV 3m-o)</b>	
SRV 3m Saving Accounts/IDAs and other asset building accounts	
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
SRV 3o EITC, or Other Tax Preparation programs	
<b>SRV 3p Loans And Grants (SRV 3p-q)</b>	
SRV 3p Micro-loans	
SRV 3q Business incubator/business development loans	

**Module 4, Section B: Individual and Family Services**  
**Housing Services**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Housing Services (SRV 4)</b>	<b>Unduplicated Number of Individuals Served</b>
<b>Housing Payment Assistance (SRV 4a-e)</b>	
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)	
<b>Eviction Prevention Services (SRV 4f-h)</b>	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
<b>Utility Payment Assistance (SRV 4i-l)</b>	
SRV 4i Utility Payments (includes Emergency Utility Payments)	
SRV 4j Utility Deposits	
SRV 4k Utility Arrears Payments	
SRV 4l Level Billing Assistance	
<b>Housing Placement/Rapid Re-housing (SRV 4m-p)</b>	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	
SRV 4n Transitional Housing Placements	
SRV 4o Permanent Housing Placements	
SRV 4p Rental Counseling	
<b>Housing Maintenance &amp; Improvements (SRV 4q)</b>	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	
<b>Weatherization Services (SRV 4r-t)</b>	
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 monoxide and/or fire hazards or electrical issues, etc.)	
SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)	

**Module 4, Section B: Individual and Family Services  
Health and Social/Behavioral Development**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Health and Social/Behavioral Development Services (SRV 5)</b>	<b>Unduplicated Number of Individuals Served</b>
<b>Health Services, Screening and Assessments (SRV 5a-j)</b>	
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	
<b>Reproductive Health Services (SRV 5k-o)</b>	
SRV 5k Coaching Sessions	
SRV 5l Family Planning Classes	
SRV 5m Contraceptives	
SRV 5n STI/HIV Prevention Counseling Sessions	
SRV 5o STI/HIV Screenings	
<b>Wellness Education (SRV 5p-q)</b>	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	
SRV 5q Exercise/Fitness	
<b>Mental/Behavioral Health (SRV 5r-x)</b>	
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	
<b>Support Groups (SRV 5y-aa)</b>	
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  
Health and Social/Behavioral Development**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Health and Social/Behavioral Development Services (Cont'd.)</b>	<b>Unduplicated Number of Individuals Served</b>
<b>Dental Services, Screenings and Exams (SRV 5bb-ee)</b>	
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)	
<b>Nutrition and Food/Meals (SRV 5ff-jj)</b>	
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)	
<b>Family Skills Development (SRV 5kk-mm)</b>	
SRV 5kk Family Mentoring Sessions	
SRV 5ll Life Skills Coaching Sessions	
SRV 5mm Parenting Classes	
<b>Emergency Hygiene Assistance (SRV 5nn-oo)</b>	
SRV 5nn Kits/boxes	
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	



**Module 4, Section B: Individual and Family Services  
Civic Engagement and Community Involvement**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>Civic Engagement and Community Involvement Services (SRV 6a-f)</b>	<b>Unduplicated Number of Individuals Served</b>
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  
Services Supporting Multiple Domains**

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

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

#### C. INDIVIDUAL LEVEL CHARACTERISTICS

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

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

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	[ ]	[ ]
b. Grades 9-12/Non-Graduate	[ ]	[ ]
c. High School Graduate	[ ]	[ ]
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	[ ]	[ ]
<b>i. TOTAL (auto calculated)</b>	<b>0</b>	<b>0</b>

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

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

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

#### Health Insurance Sources

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	[ ]
<b>c.9. TOTAL (auto calculated)</b>	<b>0</b>

6. Ethnicity/Race	Number of Individuals
<b>a. Ethnicity</b>	
a.1. Hispanic, Latino or Spanish Origins	[ ]
a.2. Not Hispanic, Latino or Spanish Origins	[ ]
a.3. Unknown/not reported	[ ]
<b>a.4. TOTAL (auto calculated)</b>	<b>0</b>

<b>b. Race</b>	
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>b.9. TOTAL (auto calculated)</b>	<b>0</b>

7. Military Status	Number of Individuals
a. Veteran	[ ]
b. Active Military	[ ]
c. Never Served in the Military	[ ]
d. Unknown/not reported	[ ]
<b>e. TOTAL (auto calculated)</b>	<b>0</b>

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

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

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

Name of CSBG Eligible Entity Reporting:	
State:	DUNS:

#### D. HOUSEHOLD LEVEL CHARACTERISTICS

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

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

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

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. 251% and over	
j. Unknown/not reported	
<b>k. TOTAL (auto calculated)</b>	<b>0</b>

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

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

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

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

#### E. Number of Individuals Who May or May Not be 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

**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:																					
State:	DUNS:																				
<b>F. Number of Households Who May or May Not be Included in the Totals Above</b> <i>(due to data collection system integration barriers)</i>																					
a. Please list the unduplicated number of HOUSEHOLDS served in each program*:																					
	<table border="1"><thead><tr><th>Program Name</th><th>Number of Households</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	Program Name	Number of Households																		
Program Name	Number of Households																				
<i>*The system will add rows to allow reporting on multiple programs.</i>																					