

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services



Annual Report 3.0

Annual Report

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PUBLIC BURDEN STATEMENT

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) 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 4,629 hours per grant recipient, 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 CSBGData@acf.hhs.gov.

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State and Territory Administration

Module 1

The reporting time frames for all information in the state or territory administration module are based on the **federal fiscal year (FY)**, which runs from October 1 of a given calendar year until September 30 of the following calendar year. When completing the annual report, respondents will first indicate the FY for which the state is submitting data.

Community Services Block Grant (CSBG) Annual Report – State and Territory Administration Module

Section A: CSBG Administrative Information

A.1. Lead Agency: Review and update (as applicable) the following information in relation to the lead agency designated to administer the CSBG in the state or territory, as required by Section 676(a) of the CSBG Act.

A.1a. Lead agency

A.1b. Cabinet or administrative department of this lead agency

- ☐ ☐ Community Services Department
- ☐ ☐ Human Services Department
- ☐ ☐ Social Services Department
- ☐ ☐ Governor's Office
- ☐ ☐ Community Affairs Department
- ☐ ☐ Other, describe:

A.1c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official.

A.1d. Authorized official of the lead agency

Name: _____ Title: _____

A.1e. Street address

A.1f. City

A.1g. State

A.1h. Zip code

A.1i. Work Telephone number and Extension (if applicable)

A.1j. Fax number

A.1k. Email address

A.1l. Lead agency website

Section B: CSBG Eligible Entity Update

B.1. Changes to Eligible Entities: The table below includes a list of CSBG eligible entities receiving 90 percent funds within the state or territory, as reported within the CSBG State Plan for this reporting period.

Did the list of eligible entities change during the reporting year (FFY)? If yes, briefly describe the changes. Please also update the Master List prior to the submission of your next CSBG State Plan.

If the eligible entity was designated or re-designated, de-designated or voluntarily relinquished, or merged with another eligible entity(ies), provide additional details in the next submission of the CSBG State Plan.

CSBG Eligible Entity	Geographical Area Served (by county)	Public or Nonprofit	Type of Entity	A change occurred during the reporting period (FFY)	Briefly describe changes
				☐ Yes, please describe. ☐ No ☐ Designated or re-designated ☐ De-designated or voluntarily relinquished ☐ Merged ☐ Addition	Describe changes for each eligible entity for which you select "Yes."

Instructional Note: Limited Purpose Agency refers to a CSBG eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for the fiscal year 1981, served the general purposes of a community action agency under Title II of the Economic Opportunity Act, did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act, and has not lost its designation as a CSBG eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide "no less than 90 percent" of their CSBG allocation, under Section 675B, to the eligible entities.

B.2. Total number of CSBG eligible entities:

Section C: Organizational Standards for Eligible Entities

C.1. Assessment of Organizational Standards: Review and update, where applicable, how the state or territory assessed CSBG eligible entities in meeting organizational standards.

- ☐ Peer-to-Peer Review
- ☐ Self-Assessment
- ☐ State-Authorized Third-Party Validation
- ☐ Routine, On-Site CSBG Monitoring
- ☐ Other

C.1.b. Describe in detail, the assessment process as implemented by the state or territory. Include any changes in the assessment process occurring since the most recent CSBG State Plan. With the exception of regular on-site CSBG monitoring, all assessment options above may include on-site, desk review, or a combination of both. The specific state process should be included in the response.

C.2. Technical Assistance for Unmet Organizational Standards: Did the state provide technical assistance specifically for eligible entities with unmet organizational standards to assist in meeting the standards in a reasonable time frame?

☐ Yes ☐ No

C.2.a. If yes, provide the number of eligible entities actively receiving technical assistance for unmet organizational standards. The numerical response should be between 0-99.

C.2.b. Describe in detail, how the state provided technical assistance. This can include the type of tools, strategies, and outcome.

Section D: State or Territory Use of Funds

Note: The purpose of this section is to report on the funds received and spent during the FFY, October 1 to September 30. Please review the final award letter received during the FFY for the reporting period and the Federal Financial Report (FFR) submitted using standard form 425 (SF-425) for this reporting period. Please ensure all allocations, obligations, and carry-over amounts reported below are for funds awarded in this FFY and are reconciled with the amounts reported in the FFR.

D1. Distribution Formula: Did the state or territory institute any changes in the distribution formula for the CSBG eligible entities during the reporting period covered by this report?

☐ Yes ☐ No

D.1.a. If yes, please describe any specific changes and describe how the state or territory complied with the assurances provided in Question 14.8 of the CSBG State Plan as required under Section 676(b)(8) of the State CSBG Act?

D.2. Planned vs. Actual Allocation and Expenditures: Using the table below, specify the actual allocation of 90 percent of CSBG funds to CSBG eligible entities, as described under Section 675C(a) of the CSBG Act. This table must be based on actual dollars allocated, obligated to, and expended (liquidated) for each CSBG eligible entity during the FFY. For each CSBG eligible entity receiving CSBG funds, provide the Funding Amount allocated to the CSBG eligible entity during the FFY.

Note: The Amount Allocated and the Amount Obligated are going to be an exact match the majority of the time. Amounts expended (liquidated) should reflect actual payments made to eligible entities.

CSBG Eligible Entity	Planned Allocations	Actual Amount of Allocations (The Amount Allotted to each entity based on State Formula from current FFY funding)	Actual Amount of Obligations (The actual amount made available through sub-awards to each entity during the FFY from current FFY funding)	Actual Expenditures (The actual amount liquidated to each entity during the FFY from current FFY funding)	Carry-over Expenditures (The actual amount liquidated to each entity during the FFY from prior FFY funding)
Total					

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

D.3. Administrative Funds: What amount of state or territory CSBG funds did the state or territory obligate for administrative activities during the FFY? The amount must be based on actual dollars allocated during the FFY. If you provided a percentage in Question 7.6 in the CSBG State Plan, please convert to dollars.

CSBG State Plan Target	Actual Amount of Allocation <i>(The amount allotted for state or territory administrative activities)</i>	Actual Amount of Obligation <i>(The actual amount formally committed for procurement or direct expenditure activities during the FFY through state or territory)</i>	Actual Amount of Expenditures <i>(The actual amount liquidated through procurement or direct expenditure activities during the FFY through state or territory)</i>	Actual Carryover Expenditures <i>(The actual amount liquidated through procurement or direct expenditure activities from prior year FFY through State or territory)</i>

D.4. Staff Positions Funded: How many state or territory staff positions were funded in whole or in part with CSBG funds in the reporting period (FFY)?

CSBG State Plan	Actual Number

D.5. State FTEs: How many state or territory Full Time Equivalents (FTEs) were funded with CSBG funds in the reporting period (FFY)?

CSBG State Plan	Actual Number

Remainder or Discretionary Funds [Section 675C(b) of the CSBG Act]

D.6. Describe how the state or territory used remainder or discretionary funds in the table below.

Instructional Note: This table in the administrative report must be based on actual dollars. obligated to each budget category using funds awarded in this FFY. States and territories that do not have remainder or discretionary funds will not complete this item. If a funded activity fits under more than one category in the table, allocate the funds among the categories.

For example, if the state provides funds under a contract with the state or territory community action association to provide TTA to CSBG eligible entities and create a statewide data system, the funds for that contract should be allocated appropriately between Row a and Row c. If an allocation is not possible, the state or territory may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa.

Remainder or Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned Allocation	Actual Allocation (The Actual Amount Allotted)	Description of Activities
D.6a. Training and Technical Assistance to eligible entities			
D.6b. Coordination of state-operated or territory-operated programs or local programs			
D.6c. Statewide coordination and communication among eligible entities			
D.6d. Analysis of distribution of CSBG funds to determine if targeting greatest need			
D.6e. Asset-building programs			
D.6f. Innovative programs or activities by eligible entities or other neighborhood groups			
D.6g. State or territory charity tax credits			
D.6h. Other activities, specify			
Totals			

D.7. What types of organizations, if any, did the state or territory work with (by grant or contract using remainder or discretionary funds) to carry out some or all of the activities in Table C.6. (above)? Check all that apply and provide a narrative where applicable.

- ☐ State or territory offices (if checked, include the name of the state or territory office(s))
- ☐ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds)
- ☐ Other community-based organizations
- ☐ State or territory community action association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and tribal organizations
- ☐ Other
- ☐ None (the state will carry out activities directly)

D.8. Total Obligations and Expenditures: Total CSBG funds obligated and expended from CSBG funds awarded for the FFY. Review and confirm from the chart below).

Category	Actual Obligations	Actual Expenditures
D.8a. CSBG Eligible Entities Funds (from state or territory CSBG 90% formula funds)		
D.8b. State or Territory Administrative Costs		
D.8c. Remainder or Discretionary Funds		
D.8d. Total		

Section E: State Training and Technical Assistance

E.1. Training and Technical Assistance: Describe how the state or territory delivered CSBG-funded training and technical assistance to CSBG eligible entities by completing the table below. Add a row for each activity: indicate the time frame; whether it was training, technical assistance, or both; and the topic.

Training, Technical Assistance, Both	Topic	Evaluation Measures for TTA	TTA Organization	Brief Description
From Table 8.1 of the CSBG State Plan • Training • Technical Assistance • Both	From Table 8.1 of the CSBG State Plan • Fiscal • Governance or Tripartite Boards • Organizational Standards – General • Organizational Standards – for Eligible Entities with unmet standards on TAPs or QIPs • Correcting Significant Deficiencies Among CSBG Eligible Entities • Reporting • ROMA • Community Assessment • Strategic Planning • Monitoring • Communication • Technology • Other		• CSBG Eligible Entities • Other Community-Based Organizations • State Community Action Association • Regional CSBG Technical Assistance Provider(s) • National Technical Assistance Provider(s) • Individual consultant(s) • Tribes and Tribal Organizations • Other	<i>Provide additional brief explanation of the technical assistance activities implemented. If “Other” was selected in Column 3, describe in this column. Indicate the types of organizations through which the state or territory provided training or technical assistance and briefly describe their involvement.</i>

Section F: State Linkages and Communication

- F.1. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Combined Plan Activities (if applicable):** If the state or territory included CSBG employment and training activities as part of a WIOA Unified or Combined State Plan as a required one-stop partner program designated under Section 121(b)(1)(B)(x) of WIOA or as an optional combined plan partner program, provide a brief narrative describing the status of WIOA coordination activities, including web links, if available, to any publicly accessible WIOA plans and reports.
- F.2. Coordination and feedback among CSBG Eligible Entities and the State or Territory Community Action Association:** Review and update state or territory activities that took place to support coordination among the CSBG eligible entities and the state or territory community action association.
- F.3. State Linkages and Coordination at the State Level:** Provide an update on the linkages and coordination identified in the CSBG State Plan intended to ensure increased access to CSBG services to people and communities with low –incomes.

Section G: Monitoring, Corrective Action, and Fiscal Controls

- G.1. Monitoring Schedule:** Update the monitoring schedule below. Briefly describe the actual monitoring visits conducted during the FFY, including: full on-site reviews; on-site reviews of newly designated entities; follow-up reviews—including return visits to entities that failed to meet state or territory goals, standards, and requirements; and other reviews as appropriate.

If a monitoring visit was planned during the year but not implemented, provide a brief explanation in the far-right column of the table below.

CSBG Eligible Entity	Monitoring Type	Review Type	Monitoring Start Date	Monitoring End Date	Brief Description of Purpose
	Dropdown Options: • Full on-site • Newly Designated • Follow-up • Other • No Review	Dropdown Options: • On-site Review • Desk Review	[Enter Date]	[Enter End Date]	Note: If the visit was not a part of the original monitoring plan, provide a brief explanation for the purpose of the visit (e.g., a follow-up regarding a special issue). This section should not be used to outline findings.

- G.2. Monitoring Policies:** Were any modifications made to the state or territory's monitoring policies and procedures during the reporting period (FFY)?

☐ Yes ☐ No

If changes were made to state or territory monitoring policies and procedures, attach or provide a hyperlink to the modified documents.

- G.3. Initial Monitoring Reports:** Were all state or territory monitoring reports conducted in a manner consistent with state or territory monitoring policies and procedures and disseminated to CSBG eligible entities within 60 calendar days?

☐ Yes ☐ No

Corrective Action, Termination, and Reduction of Funding and Assurance Requirements
(Section 678C of the CSBG Act)

- G.4. Technical Assistance (TA):** How many CSBG eligible entities within the state or territory are receiving technical assistance due to issues of noncompliance during the FFY?
[INSERT NUMBER]

Of the CSBG eligible entities receiving technical assistance, how many were not resolved during the FFY and why? [NARRATIVE]

- G.5. Quality Improvement Plans (QIPs):** How many CSBG eligible entities within the state or territory are on a QIP due to issues of noncompliance during the FFY? [INSERT NUMBER]

Of the CSBG eligible entities on a QIP, how many were not resolved during the FFY and why? [NARRATIVE]

- G.6. Single Audit Review:** Pass-through entities are required by 2 CFR 200.331(f) to verify that every sub-recipient is audited as required by 2 CFR 200.501. In the table below, provide the information for any CSBG eligible entity single audit in the Federal Audit Clearinghouse (FAC) submitted during FFY.

2 CFR 200.521 requires pass-through entities to provide a management decision for findings related to federal awards the pass-through makes to the sub-recipients. If applicable, provide the information regarding these decisions.

Eligible Entity	Eligible Entity Required to Report Single Audit in FAC	Eligible Entity Submitted a Single Audit in FAC?	Date Audit was Accepted by FAC	If Entity did not submit as required, has the state taken steps to ensure compliance?	State Management Decision Required? (As Applicable)	Date Management Decision Issued (As applicable)

- G.7. Single Audit Management Decisions:** Briefly describe any management decisions issued according to state or territory procedures of CSBG eligible entity single audit. Provide the audit finding reference number from the FAC and describe any required actions and timelines for correction.

G.8. Actual Distribution Time Frame: Did the state or territory make funds available to CSBG eligible entities no later than 30 days after OCS distributed the federal award?

☐Yes ☐No

G.8a. If no, did the state or territory implement procedures to ensure funds were made available to CSBG eligible entities consistently and without interruption?

☐Yes ☐No

G.8b. If the state or territory was **not** able to make CSBG funds available within 30 calendar days after OCS distributed the federal award and was not able to ensure that funds were made available consistently and without interruption, provide an explanation of the circumstances below along with a description of planned corrective actions.

Section H: Performance Measurement

H.1. Performance Measurement System Participation: Confirm the performance measurement system that the state or territory and CSBG eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

- ☐ The Results Oriented Management and Accountability (ROMA) System
- ☐ Performance measurement system that meets the requirements of Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

H.1a. If ROMA was selected in G.1, provide an update on any changes in procedures or to data collection systems that were initiated or completed in the reporting period.

H.1b. If ROMA was **not** selected in Item G.1, describe the system the state used for performance measurement. Provide an update on any changes in procedures or to data collection systems that were initiated or completed in the reporting period.

H.2. Performance Measurement System Support: How did the state or territory support the CSBG eligible entities in using a performance measurement system to promote continuous improvement? For example, describe any data systems improvements, support for community needs assessment, support for strategic planning, data analysis, etc.

H.3. State or Territory Review of CSBG Eligible Entity Data: Describe the procedures and activities the state or territory used to review the performance measurement data from CSBG eligible entities for completion and accuracy (e.g., methodology used for validating the data submitted annually by the local agencies).

H.4. State or Territory Feedback on Data Collection, Analysis, and Reporting: State Accountability Measure 5S(ii) requires states or territories to submit written feedback to each CSBG eligible entity regarding the entity's performance in meeting goals, as measured through National Performance Indicator (NPI) data, within 60 calendar days of submitting the state's Annual Report. Has the state provided each CSBG eligible entity with timely feedback (within at least 60 days of the submission) regarding the entity's performance in meeting ROMA goals as measured through national performance data?

☐ Yes ☐ No

If no, please describe.

H.5. State and CSBG Eligible Entity Continuous Improvement: Provide 2–3 examples of changes made by CSBG eligible entities to improve service delivery and enhance impact

for individuals, families, and communities with low incomes based on their in-depth analysis of performance data.

Eligible Entity Administration

Module 2

The reporting time frames for all information in the eligible entity expenditures, capacity, and resources module are based on the **federal fiscal year (FY)**, which runs from October 1 of a given calendar year until September 30 of the following calendar year.

Section A: CSBG Expenditures by CSBG Eligible Entity meets the Congressional requirement for an explanation of the *total amount of CSBG funding expended during the reporting period (identified below)* based on categories referenced in the CSBG Act.

CSBG funding expended during the FFY should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains.

Section B: CSBG Eligible Entity Capacity Building provides detail on agency capacity building funded by CSBG and other funding sources.

Section C: Allocated Resources per CSBG Eligible Entity provides data on resources allocated to, administered through, and generated by the CSBG eligible entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act.

Section A: CSBG Expenditures by CSBG Eligible Entity

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

A.1. CSBG Expenditures Domains	CSBG Funds
A.1a. Employment	
A.1b. Education	
A.1c. Income and Asset Building	
A.1d. Housing	
A.1e. Health and Nutrition	
A.1f. Civic Engagement and Community Involvement	
A.1g. Transportation	
A.1h. Linkages (e.g., partnerships that support multiple domains)	
A.1i. Agency Capacity Building	
A.1j. Other (e.g., emergency management or disaster relief)	
A.2k. Total CSBG Expenditures (auto-calculated)	\$0

A.2. Of the CSBG funds reported above, report the total amount used for Administration.	
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A3. Total Amount of CSBG Funding Allocated for Federal Fiscal Year	
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Section B: CSBG Eligible Entity Capacity Building

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

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

B.2. 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.2a. Non-Profit	
B.2b. Faith Based	
B.2c. Local Government	
B.2d. State Government	
B.2e. Federal Government	
B.2f. For-Profit Business or Corporation	
B.2g. Consortiums or Collaborations	
B.2h. School Districts	
B.2i. Institutions of Post-Secondary Education or Training	
B.2j. Financial or Banking Institutions	
B.2k. Health Service Organizations	
B.2l. Statewide Associations or Collaborations	

Section C: Allocated Resources per CSBG Eligible Entity

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

C.1. Federal Resources Allocated (Other than CSBG)

C.1a. Weatherization (DOE) *(include oil overcharge \$\$)*

C.1a.	
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C.1b. Health and Human Services (HHS)

C.1b.1.	LIHEAP - Energy Assistance (Excluding Weatherization) <i>(include oil overcharge \$\$)</i>		C.1b.1.		
C.1b.2.	LIHEAP - Weatherization <i>(include oil overcharge \$\$)</i>		C.1b.2.		
C.1b.3.	Head Start		C.1b.3.		
C.1b.4.	Early Head Start		C.1b.4.		
C.1b.5.	Older Americans Act		C.1b.5.		
C.1b.6.	Social Services Block Grant (SSBG)		C.1b.6.		
C.1b.7.	Medicare or Medicaid		C.1b.7.		
C.1b.8.	Temporary Assistance for Needy Families (TANF)		C.1b.8.		
C.1b.9.	Child Care Development Block Grant (CCDBG)		C.1b.9.		
C.1b.10.	Community Economic Development (CED)		C.1b.10.		
C.1b.11.	Other HHS Resource Description				
C.1b.11.i.		CFDA #:		C.1b.11.i.	
C.1b.11.ii.		CFDA #:		C.1b.11.ii.	
C.1b.11.iii.		CFDA #:		C.1b.11.iii.	
C.1b.11.iv.		CFDA #:		C.1b.11.iv.	

C.1b.12. Total Other HHS Resources

C.1b.12.	
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C.1c. Department of Agriculture (USDA)

C.1c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)		C.1c.1.	
C.1c.2.	All USDA Non-Food programs (e.g., rural development)		C.1c.2.	
C.1c.3.	All other USDA Food programs		C.1c.3.	

C.1d. Department of Housing and Urban Development (HUD)

C.1d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local		C.1d.1.	
C.1d.2.	Section 8		C.1d.2.	
C.1d.3.	Section 202		C.1d.3.	
C.1d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)		C.1d.4.	
C.1d.5.	HOPE for Homeowners Program (H4H)		C.1d.5.	
C.1d.6.	Emergency Solutions Grant (ESG)		C.1d.6.	
C.1d.7.	Continuum of Care (CoC)		C.1d.7.	
C.1d.8.	All other HUD programs, including homeless programs		C.1d.8.	

C.1e. Department of Labor (DOL)

C.1e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA		C.1e.1.	
C.1e.2.	Other DOL Employment and Training programs		C.1e.2.	
C.1e.3.	All other DOL programs		C.1e.3.	

C.1f. Corporation for National and Community Service (CNCS) programs

C.1f.	
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C.1g. Federal Emergency Management Agency (FEMA)

C.1g.	
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C.1h. Department of Transportation

C.1h.

C.1i. Department of Education

C.1i.

C.1j. Department of Justice

C.1j.

C.1k. Department of Treasury

C.1k.

C.1l. Other Federal Resources

C.1l.i.

CFDA #:

C.1l.i.

C.1l.ii.

CFDA #:

C.1l.ii.

C.1l.iii.

CFDA #:

C.1l.iii.

C.1l.iv.

CFDA #:

C.1l.iv.

C.1m. Total Other Federal (Non-CSBG) Resources

C.1m.

C.2. State Resources Allocated

C.2a. State appropriated funds used for same purpose as Federal CSBG funds

C.2a.

C.2b. State Housing and Homeless programs (include housing tax credits)

C.2b.

C.2c. State Nutrition programs

C.2c.

C.2d. State Early Childhood Programs (e.g., Head Start, Day Care)

C.2d.

C.2e. State Energy programs

C.2e.

C.2f

State Health programs

C.2f.

C.2g. State Youth Development programs

C.2g.

C.2h. State Employment and Training programs

C.2h.

C.2i. State Senior programs

C.2i.

C.2j. State Transportation programs

C.2j.

C.2k. State Education programs

C.2k.

C.2l. State Community, Rural, and Economic Development programs

C.2l.

C.2m. State Family Development programs

C.2m.

C.2n. Other State Resources

C.2n.i.

C.2n.i.

C.2n.ii.

C.2n.ii.

C.2n.iii.

C.2n.iii.

C.2n.iv.

C.2n.iv.

C.2o. Total Other State Resources

C.2o.

C.2p. Total: State Resources Allocated

C.2p.

C.3. Local Resources Allocated

C.3a. Amount of unrestricted funds appropriated by local government

C.3a.

C.3b. Amount of restricted funds appropriated by local government

C.3b.

C.3c.	Value of contract services	C.3c.	
C.3d.	Value of in-kind goods or services received from local government	C.3d.	
C.3e. Total: Local Resources Allocated		C.3e.	

C.4. Private Sector Resources Allocated

C.4a.	Funds from foundations, corporations, United Way, other nonprofits	C.4a.	
C.4b.	Other donated funds	C.4b.	
C.4c.	Value of other donated items, food, clothing, furniture, etc.	C.4c.	
C.4d.	Value of in-kind services received from businesses	C.4d.	
C.4e.	Payments by clients for services	C.4e.	
C.4f.	Payments by private entities for goods or services for low income clients or communities	C.4f.	
C.4g. Total: Private Sector Resources Allocated		C.4g.	

C.5. Total Non-CSBG Resources Allocated: (Federal, State, Local, & Private)	C.5.	
C.6. Total Resources in CSBG Eligible Entity (including CSBG)	C.6.	

Individual and Family Level Services

Module 3

The reporting time frames for all information in the individual and family level module are based on the **federal fiscal year (FY)**, which runs from October 1 of a given calendar year until September 30 of the following calendar year.

The data collected in this module relates to **Goal 1: Individuals and families with low incomes are stable and achieve economic security.**

Section A: Individual and Family Services provides information on the work CSBG eligible entities did to help individuals and families achieve the outcomes listed in Section B. This standardized Individual and Family Services list will aid in analysis of the relationship between individuals, services, and outcomes.

Section B: Individual and Family NPIs 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.

Section C: All-Characteristics Report collects data on all individuals and households, whether funded directly by CSBG. This demographic information strengthens the CSBG Annual Report by demonstrating who is being served by CSBG eligible entities.

Module 3, Section A: Individual and Family Services

Service Delivery and Access

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Service Delivery	Unduplicated Number Served
SDA 1a. The number of individuals receiving eligibility determinations	
SDA 1b. The number of individuals receiving referrals	
SDA 1c. The number of individuals receiving case management services	

Employment Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Employment Services (SRV 1)	Unduplicated Number Served
Pre-Employment Readiness	
SRV 1a. The number of youth who received skills training and opportunities for job readiness (e.g., vocational training, apprenticeship, self-employment)	
SRV 1b. The number of adults who received skills training and opportunities for job readiness (e.g., vocational training, apprenticeship, self-employment)	
SRV 1c. The number of individuals who received employment supplies for employment readiness or sustainment (e.g., uniforms, work boots, equipment)	
Post-Employment (Retention and Growth)	
SRV 1d. The number of individuals who received services for employment retention and growth (e.g., referrals, employer interaction, career pathways)	
Other Employment Services	
SRV 1e. Other employment services (please describe)	

Education Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Education and Youth Development Services (SRV 2)	Unduplicated Number Served
Childcare, Early Childhood, Young Adult Education Services	
SRV 2a. The number of individuals (age 0-5) who received Head Start services	
SRV 2b. The number of individuals receiving childcare subsidies or payments	
SRV 2c. The number of individuals who received early childhood education (0-5), outside of Early Head Start and Head Start	
SRV 2d. The number of individuals who received K-12 education support services (e.g., English, literacy, etc.)	
SRV 2e. The number of youth who attended young adult literacy classes	
SRV 2f. The number of individuals who received college or post-secondary readiness support (e.g., applications, scholarships, textbooks, computers)	
School Supplies	
SRV 2g. The number of individuals who received school supplies and equipment	
Youth Programs and Skills Developments	
SRV 2h. The number of youth who attended before and after school activities	
SRV 2i. The number of youth who participated in summer youth programs (e.g., recreational and educational)	
SRV 2j. The number of youth who received life skills and coaching services	
SRV 2k. The number of individuals who received educational financial assistance for post-secondary education (e.g.: scholarships, stipends, grants)	
Adult Education and Skills Development Programs	
SRV 2l. The number of individuals who attended adult literacy classes	
SRV 2m. The number of individuals who attended English Language classes (e.g., English for Speakers of Other Languages)	
SRV 2n. The number of individuals who attended high school equivalency classes	
SRV 2o. The number of individuals who attended applied technology classes	
SRV 2p. The number of individuals who received life skills and coaching services	
SRV 2q. The number of individuals who received parenting supports (e.g.: parent coaching, skills, etc.)	
SRV 2r. The number of individuals who attended adult basic education classes	
Home Visits	
SRV 2s. The number of households that participated in a home visiting program	
Other Childcare, Early Childhood, Youth Development, and Adult Education Services	
SRV 2t. Other education, childcare, and youth development service (please describe)	

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Income and Asset Building Services (SRV 3)	Unduplicated Number Served
Training and Counseling Services	
SRV 3a. The number of individuals who received training and counseling services for income management and asset building (e.g., VITA, tax preparation services, credit repair, financial literacy, financial management, budgeting, homebuying, foreclosure avoidance)	
SRV 3b. The number of individuals who received business or self-employment services (e.g., micro-loans, business development loans, business development, entrepreneurial support)	
Benefit Coordination and Advocacy	
SRV 3c. The number of individuals who received benefit coordination services (e.g., child support, health insurance, SSI, Veterans, TANF, SNAP)	
Other Income and Asset Building Services	
SRV 3d. Other income and asset building services (please describe)	

Housing Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Housing Services (SRV 4)	Unduplicated Number Served
Housing Assistance	
SRV 4a. The number of individuals who received rental payment assistance (e.g., emergency rental payments and deposits)	
SRV 4b. The number of individuals who received housing payment assistance (e.g., down payments and emergency mortgage payments)	
SRV 4c. The number of individuals who received rapid re-housing and housing placement services (e.g., temporary, transitional, and permanent housing placements)	
Eviction Prevention Services	
SRV 4d. The number of individuals who received eviction prevention services (e.g., housing counseling, eviction counseling, landlord or tenant mediations and rights)	
Utility Assistance Services	
SRV 4e. The number of individuals who received utility payment assistance (to include deposits, arrears, and assistance)	
Housing Maintenance & Improvements	
SRV 4f. The number of households who received housing maintenance and improvement services (e.g., structural, accessibility improvements, emergency home repairs, water safety, healthy home)	
Weatherization and Energy Efficiency Services	
SRV 4g. The number of households that received weatherization or energy efficiency services	
Other Housing Services	
SRV 4h. Other housing services (please describe)	

Health and Nutrition Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Health and Nutrition Services (SRV 5)	Unduplicated Number Served
Health Services, Screening and Assessments	
SRV 5a. The number of individuals who received immunizations	
SRV 5b. The number of individuals who received health screenings (e.g., physicals, chronic health screenings)	
SRV 5c. The number of individuals who received developmental delay screening	
Health Insurance Coverage & Payment	
SRV 5d. The number of individuals who received healthcare payment assistance (e.g., prescription payments, doctor visit payments)	
SRV 5e. The number of individuals who received health insurance options counseling	
Maternal and Child Health & Reproductive Health Services	
SRV 5f. The number of individuals who received reproductive health services (e.g., family planning, contraceptives, STI or HIV prevention)	
SRV 5g. The number of individuals who received maternal child or health services (e.g., breastfeeding support, safe sleeping, postpartum support)	
Wellness Services and Education	
SRV 5h. The number of individuals who received general wellness services (e.g., medication management, mindfulness, exercise, fitness)	
SRV 5i. The number of older adults and individuals with disabilities who received a home visit (e.g., nursing, chores, personal care services)	
SRV 5j. The number of older adults who participated in elder day centers or senior centers	
Mental and Behavioral Health	
SRV 5k. The number of individuals who received substance use or misuse services (e.g., intake, screening, counseling, support groups, and hotline, crisis or call in-response)	
SRV 5l. The number of individuals who received mental health services (e.g., intake, screening, counseling, support group, hotline, crisis or call in-response)	
SRV 5m. The number individuals who received domestic violence prevention and support services (e.g., support groups and hotline, crisis or call in-response)	
Dental Services, Screenings and Exams	
SRV 5n. The number of adults who received dental services (e.g., screenings, exams, procedures)	
SRV 5o. The number of children who received dental services (e.g., screenings, exams, procedures)	
Food and Nutrition	

SRV 5p. The number of individuals who received food or nutrition skills classes (cooking, nutrition)	
SRV 5q. The number of prepared meals provided (e.g., through a congregate nutrition site, Meals on Wheels, a prepared food delivery or pickup program)	
SRV 5r. The number of food distribution package packages provided (bags, boxes, food share, groceries)	
SRV 5s. The number of individuals who participated in community gardening activities	
Basic Health Needs and Supplies	
SRV 5t. The number of hygiene kits or supplies (e.g., hygiene kits, toothpaste, soap, deodorant, menstrual products) provided to individuals and families	
SRV 5u. The number of diapers or diapering supplies (e.g., diapers, wipes) provided to individuals and families	
SRV 5v. The number of individuals accessing hygiene utilization services (e.g., showers, toilets, sinks, laundry facilities)	
SRV 5w. The number of individuals who received clothing assistance	
Other Health and Nutrition	
SRV 5x. Other health and nutrition services (please describe)	

Civic Engagement and Community Involvement Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Civic Engagement and Community Involvement Services	Unduplicated Number Served
SRV 6a. The number of individuals who received voter education and access services	
SRV 6b. The number of individuals who participated in a tri-partite board	
SRV 6c. The number of individuals who engaged in volunteer opportunities	
Other Civic Engagement and Community Involvement	
SRV 6d. Other civic engagement and community involvement services (please describe)	

Transportation Services

Name of CSBG Eligible Entity Reporting:	UEI
State or Territory:	
Transportation Services (SRV 7)	Unduplicated Number Served
Transportation	
SRV 7a. The number of public transportation vouchers or passes provided to individuals and families	
SRV 7b. The number of gas cards provided to individuals and families	
SRV 7c. The number non-medical transportation rides provided to individuals and families	
SRV 7d. The number of medical transportation rides provided to individuals and families	
SRV 7e. The number rideshare or taxi vouchers provided to individuals and families	
SRV 7f. The number of individuals receiving transportation repair services (includes both automotive and non-automotive transportation)	
SRV 7g. The number of individuals receiving automotive support (e.g., insurance premiums, car payments assistance)	
Other Transportation Service	
SRV 7h. Other transportation services (please describe)	

Module 3, Section B: Individual and Family NPIs

Employment Performance Indicators

Employment (FNPI 1)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 1a. The number of unemployed youth who <i>increased</i> skills to obtain employment					
FNPI 1b. The number of unemployed adults who <i>increased</i> skills to obtain employment					
FNPI 1c. The number of youth who <i>obtained</i> employment					
FNPI 1d. The number of adults who <i>obtained</i> employment					
FNPI 1e. The number of employed individuals who <i>increased</i> wage or salary income from employment					
FNPI 1f. Other (please describe)					

Comments:

Education Performance Indicators

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

Education and Youth Development (FNPI 2)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 2a. The number of children (0-5) who showed developmental progress, including school readiness, after early childhood education or childcare services					
FNPI 2b. The number of youth who <i>improved</i> skills or competencies through education and skills development programs.					
FNPI 2c. The numbers of adults who <i>improved</i> their basic education skills					
FNPI 2d. The number of individuals who <i>increased</i> their education by obtaining a high school diploma or obtained an equivalency certificate or diploma					
FNPI 2e. The number of individuals who <i>increased</i> their education by obtaining a recognized credential or certificate that improved educational or vocational skills					
FNPI 2f. The number of individuals who <i>increased</i> their education by obtaining a post-secondary degree program (e.g., associates, bachelors, etc.)					
FNPI 2g. Other (please describe)					

Comments:

Income and Asset Building Performance Indicators

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

Income and Asset Building (FNPI 3)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 3a. The number of individuals who increased their financial capability, knowledge, or skills as a result of income and asset building training					
FNPI 3b. The number of individuals who increased one or more <i>assets</i> (e.g., <i>savings account, IDA, home purchase, reduced debt</i>)					
FNPI 3c. The number of individuals who started a business.					
FNPI 3d. The number of eligible individuals with increased public benefits to assist with economic self-sufficiency (e.g., child support, health insurance, SSI, Veterans, TANF, SNAP, WIC)					
FNPI 3e. Other (please describe)					

Comments:

Housing Performance Indicators

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

Housing (FNPI 4)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 4a. The number of individuals experiencing homelessness who <i>obtained</i> safe temporary shelter					
FNPI 4b. The number of individuals who <i>obtained</i> and or <i>maintained</i> safe and affordable housing					
FNPI 4c. The number of individuals who <i>avoided</i> eviction					
FNPI 4d. The number of individuals who <i>avoided</i> foreclosure					
FNPI 4e. The number of households who <i>improved</i> home health, safety, through home improvements (e.g., water safety, reduction or elimination of lead, radon abatement, carbon monoxide or fire hazards or electrical issues, etc.)					
FNPI 4f. The number of households who <i>improved</i> energy efficiency (e.g., weatherization, energy efficiency enhancements)					
FNPI 4g. The number of households who avoided utility shut-off, had utility service restored, or had reduced utility costs					
FNPI 4h. Other (please describe)					

Comments:

Health and Nutrition Indicators

Name of CSBG Eligible Entity Reporting:					
State or Territory:	UEI:				

Health and Nutrition (FNPI 5)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 5a. The number of individuals served who <i>improved</i> their health and well-being through preventative measures					
FNPI 5b. The number of individuals served with <i>increased</i> access to health coverage					
FNPI 5c. The number of individuals whose health issue was <i>treated</i> by receiving health services					
FNPI 5d. The number of individuals served who <i>improved</i> their reproductive health through access to reproductive wellness services					
FNPI 5e. The number of individuals served who improved wellness through wellness services (e.g., exercise, meditation, stress reduction, healthy aging)					
FNPI 5f. The number of older adults who <i>maintained</i> an independent living situation through <i>increased</i> access to home visiting services					
FNPI 5g. The number of individuals served who then <i>improved</i> their mental health, behavioral health, or well-being					
FNPI 5h. The number of adults served who <i>improved</i> their oral health through participation in oral health services					
FNPI 5i. The number of children served who <i>improved</i> their oral health through participation in oral health services					
FNPI 5j. The number of individuals served who improved food security through <i>increased</i> access to healthy food options					
FNPI 5k. Other (please describe)					

Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV]	V.) Performance Target Accuracy (III/II = V)
FNPI 6a. The number of individuals with low incomes who <i>increased</i> skills, knowledge, and abilities to help improve conditions in their community					
FNPI 6b. Other (please describe)					

Comments:

Module 3, Section C: All Characteristics Report

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI

INDIVIDUALS SERVED

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

--

HOUSEHOLDS SERVED

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

--

INDIVIDUAL LEVEL CHARACTERISTICS

C1. Sex	Number of Individuals
a. Male	
b. Female	
e. TOTAL (auto-calculated)	

C2. Age	Number of Individuals
a. 0-4	
b. 5-17	
c. 18-24	
d. 25-34	
e. 35-44	
f. 45-64	
g. 65-84	
h. 85 and older	
i. Unknown or Not Reported	
j. TOTAL	

C3. Education Levels	Number of Individuals	
	[ages 5-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12 or Non-Graduate		
c. High School Graduate, GED, or Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 year College Graduate		
g. Graduate of other post-secondary school		
h. Unknown or Not Reported		
i. TOTAL		

C4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	

C5. Health	Number of Individuals
a. Provide the number of individuals with a disability.	
	Yes No Unknown
a. Health Insurance*	

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

Health Insurance Sources

b.1. Medicaid	
b.2. Medicare	
b.3. State Children’s Health Insurance Program	
b.4. State Health Insurance for Adults	
b.5. Military Health Care	
b.6. Direct-Purchase	
b.7. Employment-Based	
b.8. Unknown or Not Reported	
b.9. TOTAL	

C6. Race and Ethnicity	Number of Individuals
a. American Indian or Alaska Native	
b. Asian	
c. Black or African American	
d. Hispanic or Latino	
e. Middle Eastern or North African	
f. Native Hawaiian and Pacific Islander	
g. White	
h. Multiracial or Multiethnic (two or more of the above)	
i. Unknown or Not Reported	
j. TOTAL	

C7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. Never Served in the Military	
d. Unknown or Not Reported	
e. TOTAL	

C8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	
b. Employed Part-Time	
c. 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 or Not Reported
- i. **TOTAL**

HOUSEHOLD LEVEL CHARACTERISTICS

D9. Household Type	Number of Households
a. Single Person	
b. Two Adults no children	
c. Household with multiple adults with no children	
d. Single Parent Female	
e. Single Parent Male	
g. Two Parent Household	
h. Non-related Adults with Children	
i. Multigenerational Household	
j. Other	
k. Unknown or Not Reported	
I. TOTAL	

D10. Household Size	Number of Households
a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown or Not Reported	
h. TOTAL	

D11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown or Not Reported	
g. TOTAL	

D12. Level of Household Income	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 or Not Reported	

k. TOTAL	
D13. 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 or Not Reported	
j. TOTAL	

Community Level – Module 4

Section A: Community Initiative Status is where CSBG eligible entities identify initiatives intended to achieve community level outcomes. This form provides a central place to report valuable information about a single community initiative that started, continued, or ended during the current reporting period. The information reported on the status form will be selected via a dropdown menu.

Section B: Community NPIs Data provides an opportunity for CSBG eligible entities to enter data for the community level outcomes reported in Section A, Line 14. Entities may select from the indicators outlined in this section or create their own indicator if none of the provided indicators capture what the CSBG eligible entity is trying to achieve. To facilitate the reporting, use, and learning from Community NPIs, the Annual Report provides two types of indicators (Counts of Change and Rates of Change).

The first way to report impact is the Counts of Change indicators. These are basic measures that provide the number of units being measured, e.g., jobs, houses, resources, etc. that have been added (created) or subtracted (eliminated), and in some cases maintained, in the community the CSBG eligible entity has targeted.

The second way to report impact is the Rates of Change indicators. While requiring a bit more information, these indicators tell the full story of the magnitude of the impact a community initiative (usually involving multiple organizations) has had in a community.

Section C: Community Strategies List provides a basic identification of strategies, arranged by domain and by topic area. The list cannot be all-inclusive; as such, an “other” category is included. This standardized list will aid in local and state analysis of the relationship between community-level strategies and outcomes.

Module 4, Section A: Community Initiative Status

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:
	Use the dropdown menu to select the response where appropriate.
1. Initiative Name	
2. Initiative Year	1-7+ years
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem.)
4. Goal or Agenda	Narrative (Provide a narrative on the goal or agenda.)
5. Issue or CSBG Community Domains	Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social or Behavioral Development; or Civic Engagement and Community Involvement
6. Ultimate Expected Outcome	Community-Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
7. Identified Community	Neighborhood, City, School District, County, Service Area, State, Region, or Other
8. Expected Duration	Narrative (Provide the range in years, e.g., 1-3 years)
9. Partnership Type	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners
10. Partners	Narrative (Provide a narrative on the key 1-3 partners)
11. Strategy(ies)	Select from the Community Level Strategies listed in Section C
12. Progress on Outcomes and Indicators	No Outcomes to Report, Interim Outcomes, Final Outcomes
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes, e.g., if an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)
14. Outcomes and Indicators to Report	Community-Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
15. Final Status	Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value
16. Lessons Learned	Narrative

Module 4, Section B: Community National Performance Indicators (NPIs)

Name of CSBG Eligible Entity Reporting:						
State or Territory:			UEI:			
Counts of Change	Counts of Change for Employment Indicators (CNPI 1)		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 1a Number of jobs created to increase opportunities for individuals with low incomes in the identified community					
	CNPI 1b Number of job opportunities maintained in the identified community					
	CNPI 1c Number of "living wage" jobs created in the identified community*					
	CNPI 1d Number of "living wage" jobs maintained in the identified community*					
	CNPI 1e Number of jobs created in the identified community with a benefit package					

*When reporting on indicators related to living wage, agencies can provide their own definition or select from national or locally defined models. Please indicate the living wage definition used in the General Comment box.

Other Counts of Change	Other Counts of Change for Employment Indicators (CNPI 1z) - Please specify below.		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 1z.1 Other					
	CNPI 1z.2 Other					
	CNPI 1z.3 Other					

Rates of Change	Rates of Change for Employment Indicators (CNPI 1)		I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 1f Percent decrease of the unemployment rate								
	CNPI 1g Percent decrease of the youth unemployment rate								
	CNPI 1h Percent decrease of the underemployment rate								

Other Rates of Change	Other Rates of Change for Employment Indicators (CNPI 1z) - Please specify below.		I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 1z.4 Other								
	CNPI 1z.5 Other								
	CNPI 1z.6 Other								

General comments:

Name of CSBG Eligible Entity Reporting:					
State or Territory:		UEI:			
Counts of Change	Counts of Change for Education and Cognitive Development Indicators (CNPI 2)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 2a Number of accessible early childhood or pre-school education assets or resources added to the identified community				
	CNPI 2b Number of accredited or licensed affordable childcare facilities added in the identified community				
	CNPI 2c Number of new early childhood screenings offered to children (ages 0-5) of families with low incomes in the identified community				
	CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community (e.g., academic, enrichment activities, before and after school care, summer programs)				
	CNPI 2e Number of accessible and affordable post-secondary education assets or resources added for newly graduating youth in the identified community (e.g., college tuition, scholarships, vocational training, etc.)				
	CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community (e.g., literacy, ESL, ABE, GED, etc.)				
Other Counts of Change	Other Counts of Change for Education and Cognitive Development Indicators (CNPI 2z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 2z.1 Other				
	CNPI 2z.2 Other				
	CNPI 2z.3 Other				

Rates of Change	Rates of Change for Education and Cognitive Development Indicators (CNPI 2)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 2g Percent increase of children in the identified community who are kindergarten ready							
	CNPI 2h Percent increase of children in the identified community at (or above) the basic reading level							
	CNPI 2i Percent increase of children in the identified community at (or above) the basic math level							
	CNPI 2j Percent increase in high school (or high school equivalency) graduation rate in the identified community							
	CNPI 2k Percent increase of the rate of youth in the identified community who attend post-secondary education							
	CNPI 2l Percent increase of the rate of youth in the identified community who graduate from post-secondary education							
	CNPI 2m Percent increase of adults in the identified community who attend post-secondary education							
	CNPI 2n Percent increase of adults in the identified community who graduate from post-secondary education							
	CNPI 2o Percent increase in the adult literacy rate in the identified community							

Other Rates of Change	Other Rates of Change for Education and Cognitive Development Indicators (CNPI 2z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 2z.4 Other							
	CNPI 2z.5 Other							
	CNPI 2z.6 Other							

General comments:

Name of CSBG Eligible Entity Reporting:						
State or Territory:		UEI:				
Counts of Change	Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3)		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 3a Number of new accessible assets and resources created in the identified community:					
	CNPI 3a.1	Commercial				
	CNPI 3a.2	Financial				
	CNPI 3a.3	Technological and Communications (e.g., broadband)				
	CNPI 3a.4	Transportation				
	CNPI 3a.5	Recreational (e.g., parks, gardens, libraries)				
	CNPI 3a.6	Other Public Assets and Physical Improvements				
	CNPI 3b Number of existing assets and resources made accessible to the identified community:					
	CNPI 3b.1	Commercial				
	CNPI 3b.2	Financial				
	CNPI 3b.3	Technological and Communications (e.g., broadband)				
	CNPI 3b.4	Transportation				
	CNPI 3b.5	Recreational (e.g., parks, gardens, libraries)				
	CNPI 3b.6	Other Public Assets and Physical Improvements				
Other Counts of Change	Other Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3z) – Please specify below.		I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 3z.1	Other				
	CNPI 3z.2	Other				
	CNPI 3z.3	Other				

Rates of Change	Rates of Change for Infrastructure and Asset Building Indicators (CNPI 3)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 3c Percent decrease of abandoned or neglected buildings in the identified community					
	CNPI 3d Percent decrease in emergency response time measured in minutes in the identified community (EMT, Police, Fire, etc.)					
	CNPI 3e Percent decrease of predatory lenders or lending practices in the identified community					
	CNPI 3f Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community					
	CNPI 3g Percent increase of transportation services in the identified community					
Other Rates of Change	Other Rates of Change for Infrastructure and Asset Building Indicators (CNPI 3z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 3z.4 Other					
	CNPI 3z.5 Other					
	CNPI 3z.6 Other					

General comments:

Name of CSBG Eligible Entity Reporting:					
State or Territory:		UEI:			
Counts of Change	Counts of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g., built or set-aside units for individuals with low incomes)				
	CNPI 4b Number of safe and affordable housing units maintained or improved through WAP or other rehabilitation efforts in the identified community				
	CNPI 4c Number of shelter beds created in the identified community				
	CNPI 4d Number of shelter beds maintained in the identified community				
Other Counts of Change	Other Counts of Change for Housing Indicators (CNPI 4z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)
	CNPI 4z.1 Other				
	CNPI 4z.2 Other				
	CNPI 4z.3 Other				

Rates of Change	Rates of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 4e Percent decrease in the rate of homelessness in the identified community							
	CNPI 4f Percent decrease in the foreclosure rate in the identified community							
	CNPI 4g Percent increase in the rate of home ownership of individuals with low incomes in the identified community							
	CNPI 4h Percent increase of affordable housing in the identified community							
	CNPI 4i Percent increase of shelter beds in the identified community							
Other Rates of Change	Other Rates of Change for Housing Indicators (CNPI 4z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 4z.4 Other							
	CNPI 4z.5 Other							
	CNPI 4z.6 Other							

General comments:

Name of CSBG Eligible Entity Reporting:									
State or Territory:				UEI:					
Counts of Change	Counts of Change for Health and Social or Behavioral Indicators (CNPI 5)			I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)		
	CNPI 5a Number of accessible and affordable physical health assets or resources created in the identified community								
	CNPI 5b Number of accessible and affordable behavioral and mental health assets or resources created in the identified community								
	CNPI 5c Number of public safety assets and resources created in the identified community								
	CNPI 5d Number of accessible and affordable healthy food resources created in the identified community								
	CNPI 5e Number of activities designed to improve police and community relations within the identified community								
Other Counts of Change	Other Counts of Change for Health and Social or Behavioral Indicators (CNPI 5z) - Please specify below.			I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto-calculated)		
	CNPI 5z.1 Other								
	CNPI 5z.2 Other								
	CNPI 5z.3 Other								
Rates of Change	Rates of Change for Physical Health, Wellbeing, and Development Indicators (CNPI 5)		I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 5f Percent decrease in infant mortality rate in the identified community								
	CNPI 5g Percent decrease in childhood obesity rate in the identified community								
	CNPI 5h Percent decrease in adult obesity rate in the identified community								
	CNPI 5i Percent increase in child immunization rate in the identified community								
	CNPI 5j Percent decrease in uninsured families in the identified community								

Rates of Change	Rates of Change for Behavioral and Mental health, Emotional Wellbeing, and Development Indicators (CNPI 5)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 5k Percent decrease in the teen pregnancy rate in the identified community							
	CNPI 5l Percent decrease in substance use disorder rates in the identified community (e.g., cigarettes, prescription drugs, narcotics, alcohol)							
	CNPI 5m Percent decrease in domestic violence rate in the identified community							
	CNPI 5n Percent decrease in the child abuse rate in the identified community							
	CNPI 5o Percent decrease in the child neglect rate in the identified community							
	CNPI 5p Percent decrease in the elder abuse rate in the identified community							
	CNPI 5q Percent decrease in the elder neglect rate in the identified community							
Rates of Change	Rates of Change for Public Safety Indicators (CNPI 5)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 5r Percent decrease in recidivism rate in the identified community							
	CNPI 5s Percent decrease in non-violent crime rate in the identified community							
	CNPI 5t Percent decrease in violent crime rate in the identified community							
	CNPI 5u Percent decrease in teens involved with the juvenile court system in the identified community							
Other Rates of Change	Other Rates of Change for Health and Social or Behavioral Indicators (CNPI 5z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 5z.4 Other							
	CNPI 5z.5 Other							
	CNPI 5z.6 Other							

General comments:

Name of CSBG Eligible Entity Reporting:									
State or Territory:			UEI:						
	Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)		VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
Rates of Change	CNPI 6 G2a Percent increase of donated time to support the CSBG eligible entity's delivery of services or implementation of strategies to address conditions of poverty in the identified community								
	CNPI 6 G2b Percent increase of donated resources to support the CSBG eligible entity's delivery of services or implementation of strategies to address conditions of poverty in the identified community								
	CNPI 6 G2c Percent increase of individuals participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG eligible entity's delivery of service or implementation of strategies to address conditions of poverty in the identified community								

Other Rates of Change	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6 G2z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 6 G2z.1 Other							
	CNPI 6 G2z.2 Other							
	CNPI 6 G2z.3 Other							
Other Counts of Change	Other Counts of Change for Civic Engagement and Community Involvement Indicators - Goal 2 (CNPI 6 G2z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 6 G2z.4 Other							
	CNPI 6 G2z.5 Other							
	CNPI 6 G2z.6 Other							

General comments:

Name of CSBG Eligible Entity Reporting:								
State or Territory:		UEI:						
Rates of	Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 3 (CNPI 6)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 6 G3a Percent increase of individuals with low incomes who support the CSBG eligible entity's delivery of service or implementation of strategies to address conditions of poverty in the identified community							
	CNPI 6 G3b Percent increase of individuals with low incomes who acquire and maintain leadership roles with the CSBG eligible entity or other organizations within the identified community							
Other Rates of Change	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Goal 3 (CNPI 6 G3z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 6 G3z.1 Other							
	CNPI 6 G3z.2 Other							
	CNPI 6 G3z.3 Other							
Other Counts of Change	Other Counts of Change for Civic Engagement and Community Involvement Indicators - Goal 3 (CNPI 6 G3z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	CNPI 6 G3z.4 Other							
	CNPI 6 G3z.5 Other							
	CNPI 6 G3z.6 Other							

General comments:

Module 4, Section C: Community Strategies List

Name of CSBG Eligible Entity Reporting:	
State or Territory:	UEI:
	Employment Strategies (STR 1)
STR 1a	Minimum or Living Wage Campaign
STR 1b	Job Creation or Employment Generation
STR 1c	Job Fairs
STR 1d	Earned Income Tax Credit (EITC) Promotion
STR 1e	Commercial Space Development
STR 1f	Employer Education
STR 1g	Employment Policy Changes
STR 1h	Employment Legislative Changes
STR 1i	Other Employment Strategy: (please specify)
	Education and Cognitive Development Strategies (STR 2)
STR 2a	Preschool for All Campaign
STR 2b	Charter School Development
STR 2c	After School Enrichment Activities Promotion
STR 2d	Pre-K to College or Community College Support
STR 2e	Children's Trust Fund Creation
STR 2f	Scholarship Creation
STR 2g	Child Tax Credit (CTC) Promotion
STR 2h	Adoption Child Care Quality Rating
STR 2i	Adult Education Establishment
STR 2j	Education and Cognitive Development Policy Changes
STR 2k	Education and Cognitive Development Legislative Changes
STR 2l	Other Education and Cognitive Development Strategy: (please specify)
	Infrastructure and Asset Building Strategies (STR 3)
STR 3b	Community Relations Campaign
STR 3c	Neighborhood Safety Watch Programs
STR 3d	Anti-Predatory Lending Campaign
STR 3e	Asset Building and Savings Promotion
STR 3f	Develop, Build, and Rehab Spaces
STR 3g	Maintain or Host Income Tax Preparation Sites
STR 3h	Community-Wide Data Collection Systems Development
STR 3i	Local 211 or Resource and Referral System Development
STR 3j	Water and Sewer System Development
STR 3k	Community Financial Institution Creation
STR 3l	Infrastructure Planning Coalition
STR 3m	Park or Recreation Creation and Maintenance
STR 3n	Rehabilitation or Weatherization of Housing Stock
STR 3o	Community Center and Community Facility Establishment
STR 3p	Asset Limit Barriers for Benefits Policy Changes
STR 3q	Infrastructure and Asset Building Policy Changes
STR 3r	Infrastructure and Asset Building Legislative Changes
STR 3s	Other Infrastructure and Asset Building Strategy: (please specify)

	Housing Strategies (STR 4)
STR 4a	End Chronic Homelessness Campaign
STR 4b	New Affordable Single Unit Housing Creation
STR 4c	New Affordable Multi-Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
STR 4d	Tenants' Rights Campaign
STR 4e	New Shelters Creation (including day shelters and domestic violence shelters)
STR 4f	Housing or Land Trust Creation
STR 4g	Building Codes Campaign
STR 4h	Housing Policy Changes
STR 4i	Housing Legislative Changes
STR 4j	Other Housing Strategy: (please specify)

	Health and Social or Behavioral Development Strategies (STR 5)
STR 5a	Health Specific Campaign
STR 5b	Farmers Market or Community Garden Development
STR 5c	Grocery Store Development
STR 5d	Healthy Food Campaign
STR 5e	Nutrition Education Collaborative
STR 5f	Food Bank Development
STR 5g	Domestic Violence Court Development
STR 5h	Drug Court Development
STR 5i	Alternative Energy Source Development
STR 5j	Develop or Maintain a Health Clinic
STR 5k	Health and Social or Behavioral Development Policy Changes
STR 5l	Health and Social or Behavioral Development Legislative Changes
STR 5m	Other Health and Social or Behavioral Development Strategy: (please specify)

	Civic Engagement and Community Involvement Strategies - Goal 2 (STR 6 G2)
STR 6 G2a	Development of Health and Social Service Provider Partnerships
STR 6 G2b	Recruiting and Coordinating Community Volunteers
STR 6 G2c	Attract Capital Investments
STR 6 G2d	Coordinated Community-wide Needs Assessment
STR 6 G2e	Civic Engagement and Community Involvement in Advocacy Efforts
STR 6 G2f	Civic Engagement Policy Changes
STR 6 G2g	Civic Engagement Legislative Changes
STR 6 G2h	Other Civic Engagement and Community Involvement Strategy: (please specify)

	Civic Engagement and Community Involvement Strategies - Goal 3 (STR 6 G3)
STR 6 G3a	Empowerment of Individuals or Families with Low Incomes
STR 6 G3b	Campaign to Ensure Individuals with Low Incomes are Represented on Local Governing Bodies
STR 6 G3c	Social Capital Building Campaign for Individuals or Families with Low Incomes
STR 6 G3d	Campaign for Volunteer Placement and Coordination
STR 6 G3e	Civic Engagement Policy Changes
STR 6 G3f	Civic Engagement Legislative Changes
STR 6 G3g	Other Civic Engagement and Community Involvement Strategy: (please specify)

	Community Support Strategies (STR 7)
STR 7a	Off-Hours (Non-Traditional Hours) Child Care Development
STR 7b	Transportation System Development
STR 7c	Transportation Services Coordination and Support
STR 7d	Community Support Policy Changes
STR 7e	Community Support Legislative Changes
STR 7f	Other Community Support Strategy: (please specify)

	Emergency Management Strategies (STR 8)
STR 8a	State or Local Emergency Management Board Enhancement
STR 8b	Community-Wide Emergency Disaster Relief Service Creation
STR 8c	Disaster Preparation Planning
STR 8d	Emergency Management Policy Changes
STR 8e	Emergency Management Legislative Changes
STR 8f	Other Emergency Management Strategy: (please specify)