Community Services Block Grant (CSBG) Annual Report

OMB PRA Clearance
FRN #1

June 2016

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Module 1 - State Administration

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

Note: When completing the annual report, respondents will first select the Federal fiscal year for which the state is reporting. Items marked "autopopulate" will then be completed automatically with information downloaded from the accepted CSBG State Plan for that fiscal year. States will be able to update information in these sections as necessary. Unless noted otherwise, the reporting timeframes for all information in the administrative module is based on the Federal Fiscal Year, which runs from October 1 of a given calendar year until September 30 of the following calendar year.

SECTION A
CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact

A.1. Confirm and update the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act.

A.1a. Lead agency

[This section will autopopulate using information provided in the automated CSBG State Plan. The State should review all items and may update to note any changes that have taken place during the year. Any updates or changes will be noted in quality assurance reviews and may require brief explanation prior to acceptance of annual report]

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

[Autopopulated from CSBG State Plan with option to update where applicable]

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

A.1c. Division, bureau, or office of the CSBG authorized official **[Narrative, 2500 Characters]**
[Autopopulated from State Plan with option to update where applicable]

A.1d. Authorized official of the lead agency **[Narrative, 2500 Characters]**

[Autopopulated from State Plan with option to update where applicable]

Instructional note: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3). The authorized official is the person indicated as authorized representative on the SF-424M.

A.1e. Street address **[Narrative, 2500 Characters]**

[Autopopulated from CSBG State Plan with option to update where applicable]

A.1f. City **[Narrative, 2500 Characters]**

[Autopopulated from CSBG State Plan with option to update where applicable]

A.1g. State **[Narrative, 2500 Characters]**

[Autopopulated from CSBG State Plan]

A.1h. Zip code **[Narrative 10 Characters]**

[Autopopulated from CSBG State Plan with option to update where applicable]

A.1i. Telephone number and extension **[Narrative, 10 – 15 characters which includes option for 5 digit extension]**

[Autopopulated from CSBG State Plan with option to update where applicable]

A.1j. Fax number **[Narrative, 10 characters]**

[Autopopulated from CSBG State Plan with option to update where applicable]

A.1k. Email address **[Narrative, 50 characters]**

[Autopopulated from CSBG State Plan with option to update where applicable]

A.1l. Lead agency website **[Narrative, 200 characters]**

[Autopopulated from CSBG State Plan with option to update where applicable]

1.2. Please check information on other programs administered under the State CSBG Lead Agency during the reporting year.

- ☐ Weatherization Assistance Program
- ☐ Low Income Home Energy Assistance Program (LIHEAP)
- ☐ U.S. Department of Agriculture Programs (Specify ___________________)
- ☐ U.S. Department of Housing and Urban Development (HUD) Programs (Specify __________________)
- ☐ Other, describe: **If yes, please list below:**

SECTION B
Statewide Goals and Accomplishments

B.1. **Progress on State Plan Goals:** Describe progress in meeting the State's CSBG-specific goals for State administration of CSBG under this State Plan.

Goals: [Actual Goals from the CSBG State Plan will be autopopulated from the accepted CSBG State plan]

☐ All Goals Accomplished: **[Narrative, 2500 characters]**
☐ Goals Partially Accomplished – describe progress: **[Narrative, 2500 characters]**
☐ Not Accomplished – explain **[Narrative, 2500 characters]**

Note: This information is associated with State Accountability Measure 1Sa(i) and will be used in assessing overall progress in meeting State goals.

B.2 **Eligible Entity Overall Satisfaction Targets:** In the table below, provide the State most recent State's target for eligible entity Overall Satisfaction during the performance period**.**

Prior Year Target	Most Recent American Customer Satisfaction Index Survey Result	Future Target
___. **[Numerical, 3 digits]** This cell should be left blank in the first year of submission of this new annual report format. In future years, this section will autopopulate with information provided in the CSBG State Plan for the applicable reporting year.	___. **[Numerical, 3 digits]** This cell should include the most recent result of the ACSI survey. OCS plans to issue ACSI surveys on bi-annual basis.	___. **[Numerical, 3 digits]** Note: OCS will issue additional guidance in the form of an Information Memorandum regarding the establishment of targets based on ACSI results.

Instructional Note: *Because the CSBG State Plan may cover two fiscal years, annual updates related to eligible entity satisfaction should be provided in this annual report.* The State's target score will indicate improvement or maintenance of the States' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the State's eligible entities. (See information about the ACSI in the CSBG State Accountability Measures document.)

B.3. Eligible Entity Feedback and Involvement:

How has the State considered feedback from eligible entities, OCS, and other sources, such as the public hearing and/or customer satisfaction surveys such as the American Customer Satisfaction Index (ACSI)? What actions have been taken as a result of this feedback? **[Narrative, 2500 Characters]**

B.4. **State Management Accomplishment:** Describe what you consider to be the top management accomplishment achieved by your State CSBG office during the reporting year. Provide examples of how administrative or leadership actions led to improvements in efficiency, accountability, or quality of services and strategies.

[Narrative – 2500 Characters]

B.5 **Eligible Entity Management Accomplishments:** Describe three notable management accomplishments achieved by eligible entities in your state during the reporting year. Describe how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies.

[Narrative – 2500 Characters]

B.6. **Innovative Solutions Highlights:** Provide at least three examples of ways in which an eligible entity addressed a cause or condition of poverty in the community using an innovative or creative approach. Provide the agency name, local partners involved, outcomes, and specific information on how CSBG funds were used to support implementation.

[Narrative – 2500 Characters]

B.7 **Summary Analysis:** Provide a brief summary of major changes and/or accomplishments in the State's administration and oversight for the CSBG network as well as brief analysis of the trends and results from available ROMA data. Examples of key questions that should be provided in this section include the following:

- What major changes that have taken place in the CSBG network (e.g. new eligible entities, mergers)?
- What new partnerships were implemented at the State or local level to improve administration or leverage resources to improve CSBG services and strategies?
- In what domains did eligible entities have the greatest impact in the State based on the State's analysis of data?
- How well did the State and eligible entities do in meeting the needs of individuals, families, and communities compared to targets? In what areas were eligible entities most successful in meeting their targets? In what areas did eligible entities experience challenges in meeting their targets?
- Were there any demographic characteristics shifts from prior years?
- How did outcomes differ from prior years? What were key trends?
- Based on analysis, what services, strategies, or administrative practices were identified to be shared across the State?
- Based on analysis of performance data, what changes will the State encourage and support with the local eligible entities?

[Narrative – 5000 Characters]

Note: OCS and its technical assistance partners plan to provide additional support and tools for the analysis of data, including examples of analysis that may be used in the Summary Analysis section.

This is a comment version of administrative information to be provided by State CSBG lead agencies in the submission of a CSBG annual report. Significant edits will be made to the content and format based on public comments received.

SECTION C
CSBG Eligible Entity Update

C.1. **CSBG Eligible Entities:** The table below includes a list of eligible entities in the State as described in the CSBG State Plan for this reporting year. Please review and note any changes or updates in this information. This table should include every CSBG Eligible Entity to which the State allocated 90 percent funds during the reporting period. The table should not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

CSBG Eligible Entity	Public or Nonprofit	Type of Entity (choose all that apply)	Geographical Area Served by county (Provide all counties)	Brief Description of "Other"
Autopopulated **[Narrative, 2500 characters]**	Autopopulated **[Select Public or Nonprofit]**	Autopopulated • Community Action Agency • Limited Purpose Agency • Local Government Agency • Migrant or Seasonal Farmworker Organization • Tribe or Tribal Organization • Other (describe in column 5)	Autopopulated **[Narrative, 2500 characters]**	Autopopulated **[Narrative, 2500 characters]** If "Other" is selected in column 3, provide further detail here
ADD A ROW function Note: rows will be able to be added for each eligible entity funded in the State				

C.2. Total number of CSBG eligible entities: __##__ **[This will automatically update based on chart in C.1]**

C.3. **Changes to Eligible Entities List:** Did the list of eligible entities under item C.1 change during the reporting period? If yes, briefly describe the changes. ☐ Yes ☐ No

[If yes is selected – Narrative, 2500 characters]

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under title II of the Economic Opportunity Act, that 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 that has not lost its designation as an 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.

SECTION D

Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click HERE for IM 138.

D.1. **Assessment of Organizational Standards**: The CSBG State Plan indicated that the State would use the following organizational standards for its oversight of CSBG:

[One of the options below will be autopopulated from CSBG State Plan based on the items checked in question 6.1 of the CSBG State Plan]

- CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or a modified version of these standards.
- An alternative set of organizational standards as outlined in supporting documentation to the CSBG State plan.

How did the State assess eligible entities against organizational standards, as described in IM 138?

[The check-box below will be autopopulated from CSBG State Plan with the option for the State to update based on its actual assessment process implemented]

☐ Peer-to-peer review (with validation by the State or State-authorized third party)
☐ Self-assessment (with validation by the State or State-authorized third party)
☐ Self-assessment/peer review with State risk analysis
☐ State-authorized third party validation
☐ Regular, on-site CSBG monitoring
☐ Other

D.1a. Describe the assessment process as implemented. Please describe any changes in the assessment process that occurred since the time of the State plan submission. Please note that with the exception of regular on-site CSBG monitoring, all options above may include either onsite or desk review (or a combination). The specific State approach should be described in the narrative. **[Narrative, 2500 characters]**

D.2. Organizational Standards Performance: In the table below, please provide the percentage of eligible entities that met all State-adopted organizational standards in the reporting period. The target set in the CSBG State Plan is provided in the left hand column.

Target vs. Actual Performance on Organizational Standards					
Fiscal Year	**CSBG State Plan Target**	**Number of Entities Assessed**	**Number that Met All State Standards**	**Actual Percentage**	**Number that Did NOT Meet All State Standards**
Autopopulated	[Autopopulated target from question 6.6. of the CSBG State Plan].	[Insert a number between 0 – 99]	[Insert a number between 0 – 99]	[Autocalculated]	[Insert a number between 0 – 99]
ADD A ROW function Note: Each year, the State will add a row to this table showing State plan targets and the actual percentage of eligible entities that meet organizational standards. After the first year, the table will show prior year targets and results.					

Note: This information is associated with State Accountability Measures 6Sa.

D.2a. In the space below, please provide a brief assessment of reasons for any differences between the target and actual results.
[Narrative, 2500 characters]

D.3. Technical Assistance Plans and Quality Improvement Plans: In the table below, please provide the number of CSBG eligible entities with unmet organizational standards with Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place.

Technical Assistance Plans and Quality Improvement Plans	
Total Number of CSBG eligible entities with unmet organizational standards with Technical Assistance Plans (TAPs) in place	[Insert a number between 0 – 99]
Total Number of CSBG eligible entities with unmet organizational standards with Quality Improvement Plans (QIPs) in place	[Insert a number between 0 – 99]

D.3.a. If the State identified eligible entities with unmet organizational standards for which it was determined that TAPs or QIPs would not be appropriate, please provide a narrative explanation below.

[If no is selected – Narrative, 2500 characters]

Note: D.3 is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).

SECTION E
State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

E.1. State Distribution Formula: Did the State institute any changes in the distribution formula for CSBG eligible entities during the reporting period covered by this report? ☐ Yes ☐ No

E.1a If yes, please describe any specific changes and describe how the State complied with assurances provided in Question 14 of the CSBG State Plan as required under Section C76(b)(8) of the State CBSG Act.

[Narrative, 2500 characters]

E.2. Planned vs. Actual Allocation: Using the table below, specify the actual allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. While the CSBG State Plan allows for either percentages or dollar amounts, this table in the administrative report must be based on actual dollars allocated to each eligible entity during the Federal Fiscal Year (FFY). For each eligible entity receiving CSBG funds, provide the Funding Amount allocated to the entity during for the FFY.

Planned vs Actual CSBG 90 Percent Funds			
CSBG Eligible Entity	**Planned**	**Actual**	
	Funding Amount ($ or %)	Allocations (Based on State Formula)	Obligations
Will be autopopulated from State Plan Section 5, Table 5.1, Column 1	Information in this cell will be autopopulated from the accepted CSBG State Plan, (Section 7, Table 7.2) and cannot be updated or changed. Amounts may have been presented in either a percentage or planned dollar amount.	[Numeric response, specify $ amount] *Enter the dollar amount actually allocated to each eligible entity under the State formula for the period covered in the Federal Fiscal Year.*	[Numeric response, specify $ amount] *Enter the actual dollar amount obligated to each eligible entity through contracts or subawards for the period covered in the Federal Fiscal Year.*
Total	Total will be autocalculated	Total will be autocalculated	Total will be autocalculated

E.3. Actual Distribution Timeframe: Did the State make funds available to eligible entities no later than 30 calendar days after OCS distributed the Federal award? ☐ Yes ☐ No

E.3a. If no, did the State implement procedures to ensure funds were made available to eligible entities consistently and without interruption? ☐ Yes ☐ No

E.3b. If the State was not able to make CSBG funds available within 30 calendar days after OCS distributed the Federal award, and was not able 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.

[Narrative, 2500 Characters]

Note: Item 5.3 is associated with State Accountability Measure 2Sa.

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

E.4. What amount of State CSBG funds did the State obligate for administrative activities during the Federal Fiscal Year? The amount must be based on actual dollars allocated during the Federal Fiscal Year (FFY). If you provided a percentage in Question 7.6, please convert to dollars.

State Administrative Funds		
CSBG State Plan		**Actual Amount Obligated**
[Autopopulated target from the CSBG State Plan Question 7.6]	[If entered in the CSBG State Plan as a percentage, convert and insert your number in dollars here.]	[Numeric response, specify $ amount]

[Narrative, 2500 Characters]

E.5. How many State staff positions were funded in whole or in part with CSBG funds under this State Plan? **[Insert a number between 0 – 99]**

Staff Positions Funded	
CSBG State Plan	**Actual Number**
[Autopopulated target from the CSBG State Plan question 7.7].	[Insert a number between 0 – 99]

E.6. How many State Full Time Equivalents (FTEs) were funded with CSBG funds under this State Plan?

FTEs	
CSBG State Plan	**Actual Number**
[Autopopulated target from the CSBG State Plan question 7.8].	[Insert a number between 0 – 99]

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

E.7. Describe how the State used remainder/discretionary funds in the table below.

Instructional Note: While the CSBG State Plan allows for either percentages or dollar amounts, this table in the administrative report must be based on actual dollars obligated to each budget category during the Federal Fiscal Year (FFY). States that do not have remainder/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 Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between row a and row c. If allocation is not possible, the State may allocate the funds to the main category with which the activity is associated.

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

Planned vs. Actual Use of Remainder/Discretionary Funds				
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	**Planned**		**Obligated**	
	Planned $	**Planned %**	**Actual $**	**Brief description of services/activities**
a. Training/technical assistance to eligible entities	Information in these cells will be autopopulated from the accepted CSBG State plan and can not be updated or changed.		[Enter actual $ for each item listed for this Federal Fiscal Year.	**Narrative 2500 characters – Briefly describe the actual services and activities funded for each category.**
b. Coordination of State-operated programs and/or local programs				**Narrative 2500 characters**
c. Statewide coordination and communication among eligible entities				**Narrative 2500 character**s
d. Analysis of distribution of CSBG funds to determine if targeting greatest need				**[Narrative, 2500 characters]**
e. Asset-building programs				**[Narrative, 2500 characters]**

Planned vs. Actual Use of Remainder/Discretionary Funds				
Remainder/ Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned		Obligated	Brief description of services/activities
	Planned $	Planned %	Actual $	
f. Innovative programs/ activities by eligible entities or other neighborhood groups				Narrative, 2500 characters]
g. State charity tax credits				[Narrative, 2500 characters]
h. Other activities, specify__________				[Narrative, 2500 characters]
Totals	Autocalculated		Autocalculate	

E.8. What types of organizations, if any, did the State work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 5.7.

[Check all that apply and narrative where applicable]

- ☐ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **[Narrative, 2500 characters]**
- ☐ 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 **[Narrative, 2500 characters]**
- ☐ None (the State will carry out activities directly)

E.9. **Total Obligations**: Total CSBG funds obligated for the Federal Fiscal Year year (Review and confirm from the chart below).

Category	Actual Obligations
Obligations to Eligible Entities (from State CSBG 90% Formula Funds)	Autopopulated from Table E.2 (total actual obligations in contracts and subawards)

State Administrative Costs	Autopopulated from Table E.4 (total actual obligations of administrative funds)
Remainder/Discretionary Funds	Autopopulated from Table E.7 (total actual obligations of State remainder/discretionary funds).
Total Obligations in FY ___	Total will be autocalculated from the three rows above
E.9a. Prior Year Carryover Of the total amount reported in the row above, the amount that represents carryover funding from the prior fiscal year.	[Numeric response, specify $ amount]
E.9b. Carryover for this Fiscal Year Of the total CSBG amount to the State for this fiscal year, the amount that was unobligated and will carry forward to the next fiscal year.	[Numeric response, specify $ amount]

SECTION F
State Training and Technical Assistance

F.1. Describe how the State delivered CSBG-funded training and technical assistance to eligible entities by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. CSBG funding used for this activity is referenced under item E.7 (Planned vs. Actual Use of Remainder/Discretionary Funds.)

Note: F.1 is associated with State Accountability Measure 3Sc

This table will be autopopulated with information provided in the State's accepted CSBG State Plan. The information should be reviewed and updated based on the actual activities implemented. Additional rows may be added for activities that were not included in the original plan with an explanation of the circumstances in the description.

Training and Technical Assistance			
Training, Technical Assistance, or Both	**Topic**	**Actual Dates**	**Brief Description**
Autopopulated from Table 8.1 in CSBG State Plan • Training • Technical Assistance • Both	Autopopulated from Table 8.1 in CSBG State Plan • Fiscal • Governance/Tripartite Boards • Organizational Standards – General • Organizational Standards – for eligible entities with unmet standards on Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) • Correcting Significant Deficiencies Among Eligible Entities • Reporting • ROMA • Community Assessment • Strategic Planning • Monitoring • Communication	[Enter Date or Range]	**[Narrative, 2500 characters]** Provide additional brief explanation of the technical assistance activities implemented. If "Other" was selected in column 3, describe in this column.

Training and Technical Assistance			
Training, Technical Assistance, or Both	**Topic**	**Actual Dates**	**Brief Description**
	• Technology • Other		
ADD a ROW function Note: Rows will be able to be added for each additional training			

F.2. Indicate the types of organizations through which the State provided training and/or technical assistance as described in item F.1, and briefly describe their involvement? (Check all that apply.) **[Check all that applies and narrative where applicable]**

- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) **[Narrative, 2500 characters]**
- ☐ 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 **[Narrative, 2500 characters]**

SECTION G
State Linkages and Communication

Note: This section describes activities that the State supported with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. **Note:** This item is associated with State Accountability Measure 7Sa.

G.1. State Linkages and Coordination at the State Level: Please review and confirm all areas for linkage and coordination outlined in the CSBG State Plan as outlined below.

[This items below will be autopopulated based on responses to question 9.1. in the CSBG State Plan and may be updated.]

- ☐ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☐ State Weatherization office
- ☐ State Temporary Assistance for Needy Families (TANF) office
- ☐ State Head Start office
- ☐ State public health office
- ☐ State education department
- ☐ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☐ State budget office
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☐ Other

G.1a. Describe the linkages and coordination at the State level that the State created or maintained to ensure increased access to CSBG services to low-income people and communities under the CSBG State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe or attach additional information as needed and provide a narrative describing activities, including an explanation of any changes from the original State plan.

[Narrative - 2500 Characters]

G.2. State Linkages and Coordination at the Local Level: Describe the linkages and coordination at the local level that the State created or maintained with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)). Review and update narrative describing actual activities, including an explanation of any changes from the original State plan. Attach additional information as needed.

[Narrative, 2500 Characters]

[This narrative box will be autopopulated with the actual response to question 9.2. from CSBG State Plan. The State will review and update narrative describing actual activities, including an explanation of any changes from the original State plan.]

G.3. Eligible Entity Linkages and Coordination

G.3a State Assurance of Eligible Entity Linkages and Coordination: Describe how the State assured that the eligible entities coordinated and established linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Attach additional information as needed.

[Narrative, 2500 Characters]

[This narrative box will be autopopulated with the actual response to question 9.3. from CSBG State Plan. The State will review and update narrative describing actual activities, including an explanation of any changes from the original State plan.]

G.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities developed linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

[Narrative, 2500 Characters]

[This narrative box will be autopopulated with the actual response to question 9.3b. from CSBG State Plan. The State will review and update narrative describing actual activities, including an explanation of any changes from the original State plan.]

G.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Combined Plan Activities (if applicable): If the State included CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act , provide a brief narrative describing the status of WIOA coordination activities, including weblinks if available to any publicly available combined plans and reports.

[Narrative, 2500 Characters]

[Note: This narrative box will only be completed by States in which CSBG employment and training activities are included as part of a WIOA Combined State Plan. Because the WIOA Combined State Plan is in a separate system not administered by ACF, information cannot be autopopulated. The purpose of this section will be to provide an administrative update on State-level WIOA plan coordination for States with combined plans, rather than a report on employment and training outcomes at the eligible entity level.]

G.5. Coordination among Eligible Entities and State Community Action Association: Describe State activities that took place to support coordination among the eligible entities and the State Community Action Association.

[Narrative, 2500 Characters]

[This narrative box will be autopopulated with the actual response to question 9.8. from CSBG State Plan. The State will review and update narrative describing actual activities, including an explanation of any changes from the original State plan.]

G.6. Feedback to Eligible Entities and State Community Action Association: Describe how the State provided feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

[Narrative, 2500 Characters]

[This narrative box will be autopopulated with the actual response to question 9.10 from CSBG State Plan. The State will review and update narrative describing actual activities, including an explanation of any changes from the original State plan.]

Note: This information is associated with State Accountability Measure 5S(iii). The measure indicates feedback should be provided within 60 calendar days of the State getting feedback from OCS.

SECTION H
Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

H.1. Briefly describe the actual monitoring visits conducted during the reporting year 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 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.

Note: This information is associated with State Accountability Measure 4Sa(i).

This table will be autopopulated with information provided in the State's accepted CSBG State Plan. The information should be reviewed and updated based on the actual monitoring visits conducted. Additional rows may be added for monitoring visits that were not included in the original plan with an explanation of the circumstances in the description.

CSBG Eligible Entity	Review Type	Actual Site Visit Dates	Brief Description of Purpose
Will auto-populate with projected visits from from Table 10.1 in CSBG State Plan. The State may add rows for additional monitoring visits conducted. The State may not delete visits that were included in the CSBG State Plan, but may provide a brief explanation for visits that were not conducted in the far right row.	**Dropdown Options:** • Full onsite • Newly Designated • Follow-up • Other • No review	**Enter dates**	**Note**: If a monitoring visit was a part of the original state monitoring plan, the State may note that this was a routine scheduled monitoring visit. If the visit was not a part of the original monitoring plan, the State will 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, but should simply note the purpose of the monitoring (e.g. follow-up regarding corrective actions). **[Narrative, 500 characters]**
ADD a ROW function Note: Rows will be able to be added for each additional Monitoring Visit			

H.2. **Monitoring Policies:** Were any modifications made to the State's monitoring policies and procedures during the reporting period? ☐ Yes ☐ No

If changes were made to State monitoring policies and procedures, attach and/or provide a hyperlink to the modified documents. **[Attach a document or add a link]**

H.3. **Initial Monitoring Reports:** Were all State monitoring reports distributed to eligible entities within the timeframes outlined in State procedures? ☐ Yes ☐ No

If no, provide the actual number of days for initial distribution of all monitoring reports and provide an explanation for the circumstances that resulted in delayed reports. **[Narrative 2500 characters]**

Note: This item is associated with State Accountability Measure 4Sa(ii).

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

H.4. Quality Improvement Plans (QIPs): Were all eligible entities on Quality Improvement Plans resolved within the schedule agreed upon by the State and eligible entity? ☐ Yes ☐ No

If no, provide an explanation for the circumstances. **[Narrative 2500 characters]**

Note: The QIP information is associated with State Accountability Measures 4Sc.

H.5. Reporting of QIPs: Did the State report all eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP? ☐ Yes ☐ No

If no, provide an explanation for the circumstances. A plan to assure timely notification of OCS must be included in the next CSBG State Plan. **[Narrative 2500 characters]**

Note: This item is associated with State Accountability Measure 4Sa(iii)).

Fiscal Controls and Audits

H.6. Single Audit Review: In the table below, provide the dates of any Eligible Entity Single Audits in the Federal Audit Clearinghouse that were received and reviewed during the Federal Fiscal Year as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. If the audit contained findings requiring a management decision by the State, provide the date the decision was issued.

Audit Number	Date Accepted by Federal Audit Clearinghouse	State Management Decision Required?	State Management Decision Issued within Six Months?	Date Management Decision Issued (if applicable)
[Numeric]	[Date]	[Y/N]	[Y/N/Pending]	[Date]
Add a ROW function Note: Rows will be able to be added for each additional Single Audit accepted by the Federal Audit Clearinghouse during the fiscal year.				

H.7. Single Audit Management Decisions: Briefly describe any management decisions issued according to State procedures of eligible entity single audit. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measure 4Sd.

SECTION I

Results Oriented Management and Accountability (ROMA) System

I.1. **ROMA Participation:** In which performance measurement system did the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act?

Autopopulated from CSBG State Plan. State will check and confirm

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

I.1a. If ROMA was selected in item I.1, provide an update on any changes in procedures and data collection systems that were initiated or completed in the reporting period. **[Attachment and Narrative, 2500 characters]**

I.1b. If ROMA was not selected in item I.1, describe the system the State used for performance measurement. Provide an update on any changes in procedures and data collection systems that were initiated or completed in the reporting period.

[Narrative, 2500 characters]

I.2. **State ROMA Support:** How did the State support the eligible entities in using the ROMA system (or alternative performance measurement system)? For example, describe any data systems or technical support provided by the State. **[Narrative, 2500 characters or attach a document]**

I.3. **State and Eligible Analysis of Data**: Describe how the State validated that the eligible entities used data to improve service delivery? **[Narrative, 2500 characters or attach a document]**

I.4. **State Feedback on Data Collection, Analysis, and Reporting:** Has the state provided each eligible entity written feedback regarding the entity's performance in meeting ROMA goals as measured through national performance data? ☐ Yes ☐ No

If no describe the plan to assure timely notification of the eligible entities within 60 calendar days of submitting the State's CSBG Annual Report. **[Narrative 2500 characters]**

Module 2 - Agency Expenditures, Capacity, and Resources

Module 2, Section A: Local Agency CSBG Expenditures - Data Entry Form

Section A: Local Agency CSBG Expenditures Date Entry Form 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.

NOTE: CSBG funding expended during the reporting period should be reported in the domain that best reflects the services delivered and strategies implemented. Further instructions will be provided but please keep the following in mind, per domain.

Domain 7. Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Domain 8: Many of the activities that were associated with Linkages are now captured in Domain 9 Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Domain 9: Agency Capacity Building expenditures are detailed in Table 2 on this form.

Agency Name:

Local Agency Reporting Period:

Reporting Period	"X"
July 1-June 30	
October 1-September 30	
January 1-December 31	

Table 1 - CSBG Expenditures:

Domain	CSBG Funds
1. Employment	
2. Education and Cognitive Development	
3. Income, Infrastructure, and Asset Building	
4. Housing	
5. Health/Nutrition and Social/Behavioral Development	
6. Civic Engagement and Community Involvement	
7. Services Supporting Multiple Domains	
8. Linkages *(e.g. partnerships that support multiple domains)*	
9. Agency Capacity Building *(detailed below in Table 2)*	
10. Other *(e.g Emergency management/disaster relief)*	
Total CSBG Expenditures (auto calculated)	**$0**

Of the CSBG funds reported above, report the total amount used for Administration.	

*for more information on what qualifies as Administration, refer to IM37

Table 2 - Details on Agency Capacity Building Activities Funded by CSBG:

1. Please identify which activities were funded by CSBG under Agency Capacity Building in Table 1. Please check all that apply.

☐ Community Needs Assessment ☐ Data Management ☐ Other

☐ Strategic Planning ☐ Training and Technical Assistance

Please specify Other Activities funded by CSBG under Agency Capacity:

Module 2, Section B: Local Agency Capacity Building - Data Entry Form

The Local Agency Capacity Building Data Entry Form provides detail on agency capacity building funded by CSBG and other funding sources.

Agency Name:	*auto populated*

Local Agency Reporting Period:

Reporting Period	"X"
July 1-June 30	*auto populated from Module 2, Section A*
October 1-September 30	
January 1-December 31	

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

	Hours
2. Volunteer Hours	**0**
a. Total number of volunteer hours donated to the agency	
i. Of the above, the total number of volunteer hours donated by low-income individuals	

	Number
3. Staff Development and Certification Attainment:	**0**
a. Number of Nationally Certified ROMA Trainers	
b. Number of Nationally Certified ROMA Implementers	
c. Number of Certified Community Action Professionals (CCAP)	
d. Number of Pathways Reviewers	
e. Number of Quality Control Inspectors (QCI)	
f. Number of LEED Risk Certified assessors	
g. Number of Building Performance Institute (BPI) certified professionals	
h. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
i. Number of Certified Housing Quality Standards (HQS) Inspectors	
j. Number of American Institute of Certified Planners (AICP)	
k. Other *(Please specify others below):*	

	Unduplicated Number of Organizations
4. *Partnerships Developed to Expand Agency Capacity	**0**
a. Non-Profit	
b. Faith Based	
c. Local Government	
d. State Government	
e. Federal Government	
f. For-Profit Business or Corporation	
g. Consortiums/Collaboration	
h. Housing Consortiums/Collaboration	
i. School Districts	
j. Institutions of postsecondary education/training	
k. Financial/Banking Institutions	
l. Health Service Institutions	
m. State wide associations or collaborations	

*Only report partnerships here that contribute to the agency's capacity.

Module 2, Section C: Local Agency Resources Administered by CSBG Network Report - Data Entry Form

The Local Agency Resources Administered by the CSBG Network data entry form provides data on resources allocated to, administered through, and generated by the CSBG Network. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act.

Agency Name:	*auto populated*

Local Agency Reporting Period:

Reporting Period	"X"
July 1-June 30	*auto populated from Module 2, Section A*
October 1-September 30	
January 1-December 31	

1. Name of Local Agency Reporting:

2. Amount of FY 20XX CSBG allocated to reporting agency 2.

Federal Resources Allocated (Other than CSBG)

3. Weatherization (DOE) (include oil overcharge $$)			3.	
4. Health and Human Services (HHS)				
a.	LIHEAP - Fuel Assistance (include oil overcharge $$)		4a.	
b.	LIHEAP - Weatherization (include oil overcharge $$)		4b.	
c.	Head Start		4c.	
d.	Early Head Start		4d.	
e.	Older Americans Act		4e.	
f.	Social Services Block Grant (SSBG)		4f.	
g.	Medicare/Medicaid		4g.	
h.	Assets for Independence (AFI)		4h.	
i.	Temporary Assistance for Needy Families (TANF)		4i.	
j.	Child Care Development Block Grant (CCDBG)		4j.	
k	**Other HHS Resources**			
i.		CFDA #:	4k.i	
ii.		CFDA #:	4k.ii	
iii.		CFDA #:	4k.iii	
iv.		CFDA #:	4k.iv	
4k. Total Other HHS Resources (autocalculated)			4k.	$ -
5. Department of Agriculture (USDA)				
a.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)		5a.	
b.	All USDA Non-Food programs (e.g. rural development)		5b.	
c.	All other USDA Food programs		5c.	
6. Department of Housing and Urban Development (HUD)				
a.	Community Development Block Grant (CDBG) - Federal, State, and local		6a.	
b.	Section 8		6b.	
c.	Section 202		6c.	
d.	Home Tenant-Based Rental Assistance (HOME TBRA)		6d.	
e.	HOPE for Homeowners Program (H4H)		6e.	
f.	Emergency Solutions Grant (ESG)		6f.	
g.	Continuum of Care (CoC)		6g.	
h.	All other HUD including homeless programs		6h.	
7. Department of Labor (DOL)				
a.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA		7a.	
b.	Other DOL Employment and Training programs		7b.	
c.	All other DOL programs		7c.	
8. Corporation for National and Community Service (CNCS) programs			8.	
9. Federal Emergency Management Agency (FEMA)			9.	
10. Department of Transportation			10.	
11. Department of Education			11.	
12. Department of Justice			12.	
13. Department of Treasury			13.	
14. Other Federal Resources				
i.		CFDA #:	14.i	
ii.		CFDA #:	14.ii	
iii.		CFDA #:	14.iii	
iv.		CFDA #:	14.iv	
14. Total Other Federal Resources (autocalculated)			14.	$ -
15. Total: Non-CSBG Federal Resources Allocated (autocalculated)				$ -

State Resources Allocated

16.	a.	State appropriated funds used for the same purpose as Federal CSBG funds	16a.	
	b.	State Housing and Homeless programs (include housing tax credits)	16b.	
	c.	State Nutrition programs	16c.	
	d.	State Day Care and Early Childhood programs	16d.	
	e.	State Energy programs	16e.	
	f.	State Health programs	16f.	
	g.	State Youth Development programs	16g.	
	h.	State Employment and Training programs	16h.	
	i.	State Head Start programs	16i.	
	j.	State Senior programs	16j.	
	k.	State Transportation programs	16k.	
	l.	State Education programs	16l.	
	m.	State Community, Rural and Economic Development programs	16m.	
	n.	State Family Development programs	16n.	
	o.	**Other State Resources**		
	i.		16o.i	
	ii.		16o.ii	
	iii.		16o.iii	
	iv.		16o.iv	
16o. Total Other State Resources (autocalculated)			16o.	$ -

17. Total: State Resources Allocated (autocalculated)	17.	$ -
18. *If any of these resources were also reported under Item 15 (Federal Resources), please estimate the amount.*	18.	

Local Resources Allocated

19.	a.	Amount of unrestricted funds appropriated by local government	19a.	
	b.	Amount of restricted funds appropriated by local government	19b.	
	c.	Value of Contract Services	19c.	
	d.	Value of in-kind goods/services received from local government	19d.	

20. Total: Local Resources Allocated (autocalculated)	20.	$ -
21. *If any of these resources were also reported under Item 15 or 17 (Federal or State Resources), please estimate the amount.*	21.	

Private Sector Resources Allocated

22.	a.	Funds from foundations, corporations, United Way, other nonprofits	22a.	
	b.	Other donated funds	22b.	
	c.	Value of other donated items, food, clothing, furniture, etc.	22c.	
	d.	Value of in-kind services received from businesses	22e.	
	e.	Payments by clients for services	22f.	
	f.	Payments by private entities for goods or services for low income clients or communities	22g.	

23. Total: Private Sector Resources Allocated (autocalculated)	23.	$ -
24. *If any of these resources were also reported under Item 15, 17, or 20 (Federal, State or Local Resources), please estimate the amount.*	24.	
25. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private) (autocalculated)	25.	$ -
26. Total Resources in local agency, including CSBG (autocalculated)	26.	$ -

Note : * All totals are autocalculated

Module 3 - Community Level

Module 3, Section A: Community Level Initiatives Home Page

Agencies will report each community level initiative in progress that is intended to achieve outcomes. Through this home page, agencies will be able to update the status of ongoing initiatives and add new initiatives each year as new initiatives are launched. CAAs will report on community level work before the ultimate outcome of a community initiative is achieved. Agencies will report achievement of outcomes during the reporting period using the NPI report, but will use this report as the basis for reporting. This home page is intended to showcase the range of community work that is in progress and help to tell the story of the depth and breadth of the efforts that are essential to community level change. The Community Level Initiative Status Page captures valuable information about community work in progress that will both support better management of community level initiatives and provide Network stakeholders with better information about the outcomes achieved.

Agency Name: *auto populated*

ONGOING INITIATIVES SUMMARY

This section will **auto populate** to show a summary of each initiative that was entered in prior years and offer the agency the opportunity to update each initiative, in the Community Level Initiative Status Page.

INITIATIVE A: DOMAIN and ULTIMATE OUTCOME. DURATION: ## years. LAST REPORTED YEAR	Click to update this initiative
INITIATIVE B: DOMAIN and ULTIMATE OUTCOME. DURATION: ## years. LAST REPORTED YEAR	Click to update this initiative

Note: These non-functional links would open a new window, the Community Level Initiative Status Page, which will contain information entered in prior years, and allow the CAA to update their information for the current reporting year. This will be the same reporting window as opened by the “Click to add new” below.

NEW INITIATIVES

This section will allow the agency to add new initiatives. As each new initiative is added using the data entry form, the **Ongoing Initiatives Summary section will automatically update**.

Click to add new

Note: When the "Click to add new" button is selected, a popup reporting form will allow the agency to select the type of initiative to add. The options will be:

- ☐ Independent Initiative
- ☐ Partnership Initiative
- ☐ Collective Impact Initiative - CAA as backbone
- ☐ Collective Impact Initiative - CAA as contributing member

Upon selecting the type of initiative, the Community Level Initiative Status Page will **automatically open.** The type of initiative selected here will determine the information collected in the Community Level Initiative Status Page.

COMPLETED INITIATIVES

This section will **auto populate** with a summary of each initiative that is marked as completed or ended during the process of updating ongoing initiatives using the Community Level Initiative Status Page.

Module 3, Section A: Community Level Initiative Status Page

The information reported on this status page will provide valuable information about community initiatives in the current reporting period. CAAs will use this form to report on all initiatives intended to achieve community level outcomes. This includes updating initiatives from prior reporting periods that are still ongoing, and providing standard basic information about newly launched initiatives. This form also allows agencies to note initiatives that ended or were completed in the current reporting period, report on NPIs achieved, and provide comments and explanations. Agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change.

LOCAL AGENCY Data Entry Form - Example

CAA will enter unique name of initiative here, if the project has one (IE Jobs Plus or Building Safer Communities)

This link will add a new column

SAMPLE INITIATIVE:

Click to add a new year	YEAR 1
Working Independently, in Partnership, or part of Collective Impact?	*Auto populated*
Issue/Domain (CAA will select)	
Ultimate Expected outcome (CAA will select)	
Target Community (CAA will select)	
Baseline (CAA will select)	
Expected Duration (CAA will select)	
Initiative Year (CAA will select)	
Strategy (ies) (CAA will select)	*Select strategies*

This will pre-populate from year to year if this is an ongoing initiative or a Year 1 column will be automatically created and pre-populated with the type of new initiative that the CAA selected on the Home Page.

Note that this information will only need to be entered ONCE, and will auto populate each year, unless it changed.

- ☐ Employment
- ☐ Education and Cognitive Development
- ☐ Infrastructure and Assets
- ☐ Housing
- ☐ Health and Social/Behavioral Development
- ☐ Civic Engagement and Community Involvement
- ☐ Other: *(enter text manually)*

CAAs will have the option to add an "Other" NPI manually.

☐ Neighborhood ☐ City
☐ School District ☐ County
☐ Service area ☐ Region
☐ State ☐ Other

- ☐ Initiative has a numeric baseline.
  - Number: *(enter # manually)*
  - Source: *(enter text manually)*
- ☐ Initiative has no numeric baseline. Rationale/reason: *(enter text manually)*
- ☐ Initiative is working to establish a numeric baseline during this reporting period.

☐ 0-1 years ☐ 1-2 years ☐ 2-3 years
☐ 3-4 years ☐ 4-5 years ☐ 5-6 years ☐ 7+years

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7+
☐ **Initiative ended early** ☐ **Initiative ended as planned**

These will need to be updated manually each year.

This link will open a popup window, based on the Domain selected above, that will show a list of strategies. CAAs will be able to mark all strategies that are being implemented in the current reporting period and provide the number of each type as well. See Module 3, Section A Strategies Popup Windows, pages 33-36.

Module 3, Section A: Community Level Initiative Status Page

LOCAL AGENCY Data Entry Form - Example, continued

This will need to be updated manually each year.

Partnership Only: Who are the top 1-3 partners; what role does each partner play?	
Partnership (optional)/ **Collective Impact:** Common Agenda established (CAA will select)	
Partnership (optional)/ **Collective Impact:** Backbone Infrastructure (CAA will select)	
Partnership (optional)/ **Collective Impact:** Mutually Reinforcing Activities Established (CAA will select)	
Partnership (optional)/ **Collective Impact:** Continuous Communication established (CAA will select)	
Partnership (optional)/ **Collective Impact:** Shared Measurement established (CAA will select)	

This information will need to be entered manually for a collective impact initiative and is *optional* for a partnership initiative.

This will need to be updated manually each year

Outcomes to Report: Indicators Achieved	☐ I have interim outcomes to report ☐ I have FINAL outcomes to report

Agency will check these boxes as applicable, either at the end of the project or during a project that has achieved interim outcomes to be reported in the NPIs. This will open the Module 3, Section B, Community Level NPIs data entry forms for reporting, pages 41– 50.

Lessons learned:

This will need to be updated manually.

Save and Close

Save and Report on Indicators

Save and add new initiative

This will save the newest data entered, and return to the Home Page.

This will save all data and open the Community NPI report for CAA to report outcomes. This box will only appear when the agency has checked "I have interim outcomes to report" or "I have FINAL outcomes to report."

Agency will select the type of initiative to add using the same popup window as the Home Page. Upon selecting the type of new initiative, a new Initiative Status Page will **automatically open.** The type of initiative selected via this popup will determine the information collected in the Initiative Status Page.

Module 3, Section A Supplemental Data: to be collected in Dropdown Menus in Community Level Status Page

Agencies will report standard information that will be collected via dropdown menus in the Community Level Status Page included in Module 3. This will allow agencies to quickly select information relevant to their initiatives and outcomes. Additionally, much of this information will pre-populate from year-to-year, as noted in the Community Level Status Page. This supplemental information adds context and additional details on the depth and breadth of effort involved in substantive community level outcomes and initiatives. These supplemental data points are included here to demonstrate the types of information that agencies may report, based on their unique initiatives and outcomes.

Partnership, or part of Collective Impact?

Independent Initiative
Partnership Initiative
Collective Impact, CAA as backbone
Collective Impact, CAA as contributing member

Issue/Domain

Employment
Education and Cognitive Development
Income, Infrastructure, and Asset Building
Housing
Health and Social/Behavioral Development
Civic Engagement and Community Involvement

Ultimate Expected Outcome

Please reference Community NPI - Data Entry Forms,pages 37-50.

Target Community

Neighborhood
City
School District
County
Service Area
State
Region
Other

Expected Duration

0-1 years
1-2 years
3-4 years
4-5 years
5-6 years
7 + years

Initiative Year

1
2
3
4
5
6
7+
initiative ended early
initiative ended as planned

Strategies

Please reference Community Level Strategies Popup Windows - Data Entry Forms,pages 33-36.

Collective Impact Only

Yes
No

Module 3, Section A: Strategies Popup - Data Entry Form

Agencies will report standard information on community level strategies that will be collected via popup menus in Module 3, Section A Community Level Initiative Status Page. This will allow agencies to quickly indicate information relevant to their initiatives and outcomes. This supplemental information adds context and additional details on the depth and breadth of effort involved in substantive community level outcomes and initiatives. Agencies will use a popup style menu to report number and type of strategies for each initiative. Agencies will not need to calculate the total number and types of strategies being implemented, as this will automatically calculate based on the information provided in the popup window.

Employment Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☑ Minimum/Living Wage Campaign	1
☑ Job Creation Initiative/Employment Generating Project	1
☑ Job fairs	3
☑ EITC Campaign	1
☐ WIOA One Stop Management	0
☐ Commercial Space Management	0
☐ Employer Education on Low-Income Issues	0
☐ Other: specify _(*enter text manually*)_____	0

Save and Close

Education and Cognitive Development Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ "Preschool for All" Initiatives	
☐ Charter School Initiatives (create or oppose)	
☐ Pre K-College/Community College Support Programs	
☐ Children's Trust Fund Creation	
☐ Scholarship Creation	
☐ Child Tax Credit (CTC) Initiatives	
☐ Child Care Quality Rating Initiatives	
☐ Adult education initiatives	
☐ Other: specify _(*enter text manually*)_____	

Save and Close

Module 3, Section A: Strategies Popup - Data Entry Form

Infrastructure and Asset Building Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ Community Reinvestment Act (CRA) Initiatives	
☐ Financial Institution or Financial Services Creation	
☐ Cultural Asset Creation	
☐ Police/Community Relations Initiatives	
☐ Neighborhood Watch Programs	
☐ Eliminate Asset Limit initiatives (Cliff Affect)	
☐ Anti-Predatory Lending Initiatives	
☐ Asset Building and Saving Initiatives	
☐ Develop/Build/Rehab Space Provision	
☐ Maintain or Host Volunteer Income Tax Preparation (VITA) Sites	
☐ Crime Prevention Through Environmental Design (CPTED) Initiative	
☐ Community-Wide Data Collection Systems Creation	
☐ Local 211 or Resource/Referral System Coordination and Support	
☐ Water/Sewer System Initiatives	
☐ Community Development Financial Institution (CDFI) created or maintained	
☐ Infrastructure Planning Coalition	
☐ Park or recreation Creation and Maintenance	
☐ Rehabilitation/weatherization of housing stock	
☐ Community Center Creation	
☐ Other: specify _(*enter text manually*)______	

Save and Close

Housing Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ End Chronic Homelessness initiatives (among veterans or other populations)	
☐ Create New Affordable Housing (SROs, temporary housing, transitional housing)	
☐ Tenants' Rights initiatives	
☐ Creation of New Shelters (including day shelters and domestic violence shelters)	
☐ Single Room Occupancy (SRO) Housing	
☐ Transitional Housing Creation	
☐ Housing First Initiatives	
☐ Housing Trust Creation	
☐ Land Trusts Creation	
☐ Building Codes initiatives	
☐ Continuum of Care Coalition	
☐ Other: specify _(*enter text manually*)______	

Save and Close

Module 3, Section A: Strategies Popup - Data Entry Form

Health and Social/Behavioral Development Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ Health Specific Initiatives: (such as, but not limited to: Radon, Fire Safety, Lead, Asthma, healthy life styles, teen pregnancies, obesity, substance abuse)	
☐ Health Fairs	
☐ Farmers Market, Grocery Centers, Community Gardens Creation (eliminating food deserts)	
☐ Gun Safety/Control initiatives	
☐ Coordinated Community Needs Assessment with Hospitals (ACA)	
☐ Mentor or Ally Building Initiatives	
☐ Awareness Campaigns	
☐ Local Healthy Food Access Initiative (Nutrition Education Collaborative)	
☐ Community-wide Food Bank	
☐ Domestic Violence Court Development	
☐ Drug Court Development	
☐ Access to Alternative Energy Sources	
☐ Initiatives focused on Seniors and Aging	
☐ Developing or Maintaining a Health Clinic	
☐ Crime Prevention through Environmental Design Initiatives	
☐ Family Re-unification Initiatives	
☐ Other: specify _(*enter text manually*)_____	

Save and Close

Community Support Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ Technical Assistance to Childcare Providers	
☐ Creation of Off-Hours Child Care	
☐ Transportation System Development	
☐ Transportation Services Coordination and Support	
☐ Community-wide 211 (or other) system development	
☐ Other: specify _(*enter text manually*)_____	

Save and Close

Module 3, Section A: Strategies Popup - Data Entry Form

Emergency Management Strategies (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ Emergency Food and Shelter Program Board Participation or coordination	
☐ State of County Emergency Management Board Participation	
☐ Community wide Emergency Disaster Relief Service creation	
☐ Disaster Preparation planning	
☐ Other: specify _(*enter text manually*)_____	

Save and Close

Civic Engagement and Community Involvement Strategies (Goal 2) (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ Bridges Out of Poverty or Other Community Engagement initiatives	
☐ Recruiting and Coordinating Community Volunteers	
☐ Poverty Simulations	
☐ Attract Capital Investments	
☐ Family Court Partnerships	
☐ Advocacy	
☐ Race/Equity initiatives	
☐ Circles of Support	
☐ Non-Service Approaches	
☐ Other: specify _(*enter text manually*)_____	

Civic Engagement and Community Involvement Strategies (Goal 3) (check all that apply)	Total Number of Strategies Implemented per Initiative
☐ Low-Income Empowerment initiatives	
☐ Initiatives to assure low-income representation on local governing bodies	
☐ Social Capital Building Initiatives	
☐ Volunteer placement and Coordination Initiatives	
☐ Funding a Community Planner	
☐ Community-wide Needs Assessment	
☐ Advocacy	
☐ Other: specify _(*enter text manually*)_____	

Save and Close

Module 3, Section B: Community Level National Performance Indicator Landing Page

Agencies will only report on community level national performance indicators that measure and demonstrate the impact of the community level initiatives and changes they have chosen to pursue. Agencies will select all indicators for which they have outcomes to report from the list below, for all appropriate domains. Agencies will fill out a single data entry page that will be generated based on the indicators and domains they have selected. The pages in this document represent all of the possible domains and indicators that agencies may report, and the data points necessary for accurate and quality reporting. The data entry forms for each indicator can be found on pages 40-50.

Employment (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of jobs created to increase opportunities for people with low incomes available in the specified community.
☐	2. The number (and percent) of jobs maintained for people in the specified community.
☐	3. The number (and percent) of “living wage ” jobs created in the specified community.
☐	4. The number (and percent) of “living wage” jobs maintained in the specified community.
☐	5. The number (and percent) of jobs in the targeted community with a benefit package.
☐	6. Other Outcome Indicator.
Education and Cognitive Development (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of accessible and affordable education assets or resources added to the specified community.
☐	2. Percent increase of children in the community who are kindergarten ready in the specified community.
☐	3. Percent increase of children at (or above) the basic reading level in the specified community.
☐	4. Percent increase of children at (or above) the basic math level in in the specified community.
☐	5. Percent increase in high school (or high school equivalency) graduation rate in the specified community.
☐	6. Percent increase of the rate of youth with low incomes who attend post-secondary education in the specified community.
☐	7. Percent increase of the rate of youth with low incomes who graduate from post-secondary education in the specified community.
☐	8. Percent increase in the number of adults who attend post-secondary education in the specified community.
☐	9. The number (and percent) increase of adults with low incomes who graduate from post-secondary education in the specified community.
☐	10. Percent increase in the adult literacy rate in the specified community.
☐	11. Other Outcome Indicator.

Infrastructure and Asset Building (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of accessible assets/resources created in the specified community (new assets/resources) (A. Commercial; B. Financial; C. Technological/ Communications (e.g. broadband); D. Transportation; E. Recreational (e.g. parks, gardens, libraries); F. Other Public Assets/Physical Improvements)
☐	2. The number (and percent) of existing assets/resources made accessible to low-income communities in the specified community (A. Commercial; B. Financial; C. Technological/ Communications (e.g. broadband); D. Transportation; E. Recreational (e.g. parks, gardens, libraries); F. Other Public Assets/Physical Improvements)
☐	3. The number (and percent) of barriers/negative conditions decreased within a specified community. (A. Abandoned buildings; B. Police and community relations; C. Decreased emergency response time; D. Predatory lending; E. Environmental threats)
☐	4. Other Outcome Indicator.
Housing (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of safe and affordable housing units developed in the specified community (e.g. built or units set aside for people with low incomes).
☐	2. The number (and percent) of safe and affordable housing units maintained through WAP or other rehabilitation efforts in the specified community.
☐	3. The number (and percent) of safe and affordable housing units whose value and quality was improved through WAP or other rehabilitation efforts in the specified community.
☐	4. The number (and percent) of shelter beds established in the specified community.
☐	5. The number (and percent) increase of shelter beds maintained in the specified community.
☐	6. Percent decrease in the rate of homelessness in the specified community.
☐	7. Percent decrease in the foreclosure rate in the specified community.
☐	8. Percent increase in the rate of home ownership of people with low incomes in the specified community.
☐	9. Other (please specify)

Health and Social/Behavioral (check all NPIs for which CAA has outcomes to report)	
☐	1. Health assets or resources. (A. Physical health; B. Behavioral and mental health; C. Healthy, accessible, and affordable food options)
☐	2. Physical health, wellbeing, and development. (A. Infant mortality; B, Child Obesity; C. Adult Obesity; D. Child immunization; E. Uninsured families)
☐	3. Behavioral and Mental health, emotional wellbeing, and development. (A. Teen pregnancy; B. Unplanned pregnancies; C. Substance use; D. Domestic violence; E. Child and elder abuse/neglect)
☐	4. Public Safety. (A. Recidivism; B. Non-violent crime; C. Violent crime; D. Teens involved with juvenile system)
☐	5. The number (and percent) of emergency management plans created and/or enhanced in the specified community (earthquake; hurricane; tornado proofing; flood measures; other strategies against natural disasters).
☐	6. Other Outcome Indicator.

Civic Engagement and Community Involvement - Goal 2 (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) increase of donated time to support Community Action's delivery of services and/or implementation of strategies to address conditions in the specified community.
☐	2. The number (and percent) increase of donated resources to support Community Action's delivery of services and/or or implementation of strategies to address conditions in the specified community.
☐	3. The number (and percent) increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to Community Action's delivery of service and/or or implementation of strategies to address conditions in the specified community.
☐	4. Other Outcome Indicator.

Civic Engagement and Community Involvement - Goal 3 (check all NPIs for which CAA has outcomes to report)	
☐	1. Increased number (and percent) of people with low incomes who support Community Action's delivery of service and/or implementation of strategies to address conditions in the specified community.
☐	2. Increased number (and percent) of people with low incomes who acquire and maintain leadership roles with Community Action or other organizations within the specified community.
☐	3. Other Outcome Indicator.

Return to Community Level Initiatives Home Page

Save and generate NPI Data Entry Form

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

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.

Employment

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Name of Agency Reporting:	Agency XYZ						
Employment - CREATION	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
1. The number of jobs created to increase opportunities for people with low incomes available in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
2. The number of jobs maintained for people in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Employment - MAINTENANCE	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
3. The number of "living wage " jobs created in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
4. The number of "living wage" jobs maintained in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Employment	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
5. The number of jobs in the targeted community with a benefit package.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Other Outcome Indicator - Modify the columns provided to report on this agency identified indicator.	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
6. Other Outcome Indicator.	auto populated	auto populated					

General comments.

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Education and Cognitive Development **Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.**							
Name of Agency Reporting:	Agency XYZ						
Education and Cognitive Development	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
1. The number of accessible and affordable education assets or resources added to the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
2. Percent increase of children in the community who are kindergarten ready in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
3. Percent increase of children at (or above) the basic reading level in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
4. Percent increase of children at (or above) the basic math level in in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
5. Percent increase in high school (or high school equivalency) graduation rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Education and Cognitive Development

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Name of Agency Reporting:		Agency XYZ					
Education and Cognitive Development	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
6. Percent increase of the rate of youth with low incomes who attend post-secondary education in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
7. Percent increase of the rate of youth with low incomes who graduate from post-secondary education in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
8. Percent increase in the number of adults who attend post-secondary education in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
9. The number increase of the number of adults with low incomes who graduate from post-secondary education in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
10. Percent increase in the adult literacy rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Other Outcome Indicator - Modify the columns provided to report on this agency identified indicator.	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
11. Other Outcome Indicator.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

General comments.

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Infrastructure and Asset Building

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Name of Agency Reporting:	Agency XYZ						
1. The number of accessible assets/resources created in the specified community (new assets/resources):	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
a. Commercial	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. Financial	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. Technological/ Communications (e.g. broadband)	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
d. Transportation	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
e. Recreational (e.g. parks, gardens, libraries)	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
f. Other Public Assets/Physical Improvements	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

2. The number of existing assets/resources made accessible to low-income communities in the specified community:	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
a. Commercial	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. Financial	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. Technological/ Communications (e.g. broadband)	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
d. Transportation	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
e. Recreational (e.g. parks, gardens, libraries)	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
f. Other Public Assets/Physical Improvements	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Infrastructure and Asset Building

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

3. The number of barriers/negative conditions decreased within a specified community.	I.) Target Community (auto populated)	II.) Baseline (existing starting point used for comparisons) (#) (auto populated)	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)
a. Decreased number of abandoned or neglected buildings in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. The number of activities designed to improve police and community relations within the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. Percent decrease in emergency response time measured in minutes in the specified community (EMT, Police, Fire, etc.).	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
d. Decreased number of predatory lenders and/or lending practices in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
e. Decreased number of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Other Outcome Indicator - Modify the columns provided to report on this agency identified indicator.	I.) Target Community (auto populated)	II.) Baseline (existing starting point used for comparisons) (#) (auto populated)	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)
4. Other Outcome Indicator.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

General comments.

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Housing **Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.**							
Name of Agency Reporting:	Agency XYZ						
Housing	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
1. The number of safe and affordable housing units developed in the specified community (e.g. built or units set aside for people with low incomes).	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
2. The number of safe and affordable housing units maintained through WAP or other rehabilitation efforts in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
3. The number of safe and affordable housing units whose value and quality was improved through WAP or other rehabilitation efforts in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
4. The number of shelter beds established in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
5. The number increase of shelter beds maintained in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
6. Percent decrease in the rate of homelessness in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
7. Percent decrease in the foreclosure rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
8. Percent increase in the rate of home ownership of people with low incomes in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Other Outcome Indicator - Modify the columns provided to report on this agency identified indicator.	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
9. Other (please specify)	auto populated	auto populated					

General comments.

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Health and Social/Behavioral **Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.**							
Name of Agency Reporting:		Agency XYZ					
1. Health assets or resources.	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
a. Number of accessible and affordable assets or resources for physical health added to the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. Number of accessible and affordable assets or resources for behavioral and mental health added to the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. The number of healthy, accessible, and affordable food options added to the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Health and Social/Behavioral

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

2. Physical health, wellbeing, and development.	I.) Target Community (auto populated)	II.) Baseline (existing starting point used for comparisons) (#) (auto populated)	III.) Target (#)	IV.) Expected % change from baseline (Target) (% auto calculated)	IV.) Actual (results) (#)	V.) Actual % change from baseline (% auto calculated)	VI.) Performance target accuracy (% auto calculated)
a. Decrease in infant mortality rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. Decrease in childhood obesity rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. Decrease in adult obesity rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
d. Increase in child immunization rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
e. Percent decrease in uninsured families in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

3. Behavioral and Mental health, emotional wellbeing, and development.	I.) Target Community (auto populated)	II.) Baseline (existing starting point used for comparisons) (#) (auto populated)	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)
a. Percent decrease in teen pregnancy rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. Percent decrease in unplanned pregnancies in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. Percent decrease in rate of substance use in the specified community (e.g. cigarettes, prescription drugs, narcotics, alcohol).	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
d. Decreased number in domestic violence occurrences in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
e. Decreased number in child and elder abuse and neglect cases in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Health and Social/Behavioral

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

4. Public Safety.	I.) Target Community (auto populated)	II.) Baseline (existing starting point used for comparisons) (#) (auto populated)	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)
a. Percent decrease in recidivism rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
b. Percent decrease in non-violent crime rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
c. Percent decrease in violent crime rate in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
d. Decreased number in teens involved with the juvenile court system in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
5. The number of emergency management plans created and/or enhanced in the specified community (earthquake, hurricane, tornado proofing, flood measures, other strategies against natural disasters).	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Other Outcome Indicator - Modify the columns provided to report on this agency identified indicator.	I.) Target Community (auto populated)	II.) Baseline (existing starting point used for comparisons) (#) (auto populated)	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)
6. Other Outcome Indicator.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

General comments.

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Civic Engagement and Community Involvement Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.							
Name of Agency Reporting:	Agency XYZ						
Civic Engagement and Community Involvement	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
1. The percent increase of donated time to support Community Action's delivery of services and/or implementation of strategies to address conditions in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
2. The percent increase of donated resources to support Community Action's delivery of services and/or implementation of strategies to address conditions in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
3. The percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to Community Action's delivery of service and/or implementation of strategies to address conditions in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
4. Other Outcome Indicator.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

Module 3, Section B: Community Level NPIs - Data Entry Form

NOTE: When reporting a baseline number (Column II), agencies will have the option to provide a baseline number when the information is available, feasible, and reasonable to collect and track. In situations where the baseline is not available, agencies must provide a narrative justifying the need for the initiative, as well as detail on how change was measured and tracked, and setting targets to achieve measureable change. Agencies will use the General Comments box to provide explanation and context for their outcomes. The baseline data will not be aggregated to the state and national level, but is intended to provide detail on measuring and tracking change.

Civic Engagement and Community Involvement Goal 3: People with low incomes are engaged and active in building opportunities in communities.							
Civic Engagement and Community Involvement	**I.) Target Community (auto populated)**	**II.) Baseline (existing starting point used for comparisons) (#) (auto populated)**	**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)**
1. Increased percent of people with low incomes who support Community Action's delivery of service and/or implementation of strategies to address conditions in the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
2. Increased percent of people with low incomes who acquire and maintain leadership roles with Community Action or other organizations within the specified community.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)
3. Other Outcome Indicator.	auto populated	auto populated		(% auto calculated)		(% auto calculated)	(% auto calculated)

General comments.

Module 4 - Individual and Family Level

Module 4, Section A: Characteristics for NEW Individuals and Households - Data Entry Form

The New Proposed Characteristics for NEW Individuals and Households provides data on the characteristics and demographics of NEW individuals and households who enter into the agency in the current reporting period for services provided by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency). If you are unable to collect information on new participants or you cannot assure an unduplicated count, do not include those individuals and households in this report and provide an estimate of the number of individuals and households not included in the report. Additionally, agencies should indicate the programs that do not allow agencies to obtain an unduplicated count of new participants, due to interoperability issues.

Name of Local Agency Reporting:

Total unduplicated number of NEW INDIVIDUALS about whom one or more characteristics were obtained:

Total unduplicated number of NEW HOUSEHOLDS about whom one or more characteristics were obtained:

Estimated total number of NEW Individuals not included in this report: ☐ (0-200) ☐ (201-400) ☐ (401-600) ☐ (600+) [Note programs here]

Estimated total number of NEW Households not included in this report: ☐ (0-200) ☐ (201-400) ☐ (401-600) ☐ (600+) [Note programs here]

INDIVIDUAL LEVEL CHARACTERISTICS

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

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

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/ Equivalency Diploma		
d. 12 grade + Some Post-Secondary		
e. 2 or 4 years College Graduate		
f. Graduate of other post-secondary school		
g. Unknown/not reported		
TOTAL (auto calculated)	0	0

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

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Health Insurance*			

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

HOUSEHOLD LEVEL CHARACTERISTICS

7. 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	
TOTAL (auto calculated)	0

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

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

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

11. 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	
TOTAL (auto calculated)	0

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

Section B: Proposed All Characteristics provides data on the characteristics and demographics of **ALL** individuals and households served in the reporting period by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency). If you are unable to collect any characteristics, or if you cannot assure an unduplicated count, do not include those individuals and households in this report and provide an estimate of the number of individuals and households not included in the report. Additionally, agencies should indicate the programs that do not allow agencies to obtain an unduplicated count of all participants throughout the agency, due to interoperability issues.

Name of Local Agency Reporting:

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

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

Estimated total number of Individuals not included in this report: ☐ (0-200) ☐ (201-400) ☐ (401-600) ☐ (600+) [Note programs here]

Estimated total number of Households not included in this report: ☐ (0-200) ☐ (201-400) ☐ (401-600) ☐ (600+) [Note programs here]

INDIVIDUAL LEVEL CHARACTERISTICS

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

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

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

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

5. Health (Number of Individuals)	Yes	No	Unknown
a. Disabling Condition			
b. Health Insurance*			

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

Health Insurance Sources	Number of Individuals
i. Medicaid	
ii. Medicare	
iii. State Children's Health Insurance Program	
iv. State Health Insurance for Adults	
v. Military Health Care	
vi. Direct-Purchase	
vii. Employment Based	
viii. Unknown/not reported	
TOTAL (auto calculated)	0

6. Ethnicity/Race	Number of Individuals
I. Ethnicity	
a. Hispanic, Latino or Spanish Origins	
b. Not Hispanic, Latino or Spanish Origins	
c. Unknown/not reported	
TOTAL (auto calculated)	0
II. Race	
a. American Indian or Alaska Native	
b. Asian	
c. Black or African American	
d. Native Hawaiian and Other Pacific Islander	
e. White	
f. Other	
g. Multi-race (two or more of the above)	
h. Unknown/not reported	
TOTAL (auto calculated)	0

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. Unknown/not reported	
TOTAL (auto calculated)	0

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

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

Section B: Proposed All Characteristics provides data on the characteristics and demographics of **ALL** individuals and households served in the reporting period by eligible entities (whether or not funded directly by CSBG or by other funding sources in the agency). If you are unable to collect any characteristics, or if you cannot assure an unduplicated count, do not include those individuals and households in this report and provide an estimate of the number of individuals and households not included in the report. Additionally, agencies should indicate the programs that do not allow agencies to obtain an unduplicated count of all participants throughout the agency, due to interoperability issues.

Name of Local Agency Reporting:

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	
TOTAL (auto calculated)	0

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

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

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

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

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

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

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

Module 4, Section C: Individual and Family National Performance Indicator Landing Page

Agencies will only report on individual and family level national performance indicators that measure and demonstrate the impact of the individual and family level services they have chosen to provide. Agencies will select all indicators for which they have outcomes to report from the list below, for all appropriate domains. This will generate a data entry page that will only contain the indicators by domains they have selected. The pages in this document represent all of the possible domains and indicators that agencies may report, and the data points necessary for accurate and quality reporting. The data entry forms for each indicator can be found on pages 58-67.

Employment (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of unemployed youth who obtain employment to gain skills or income.
☐	2. The number (and percent) of unemployed adults who obtain employment (up to a living wage). (self-employed, 90 days, and 180 days)
☐	3. The number (and percent) of unemployed adults who obtain employment (with a living wage or higher). (self-employed, 90 days, and 180 days)
☐	4. The number (and percent) of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits. (salary increase, hour increase, increased benefits)
Education and Cognitive Development (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of children (0 to 5) who demonstrate improved emergent literacy skills.
☐	2. The number (and percent) of children (0 to 5) who demonstrate skills for school readiness.
☐	3. The number (and percent) of children and youth who demonstrate improved positive approaches toward learning, including improved attention skills. (Early Childhood, 1st grade-8th grade, 9th grade-12th grade)
☐	4. The number (and percent) of children and youth who are achieving at basic grade level (academic, social, and school success skills). (auto total). (Early Childhood, 1st grade-8th grade, 9th grade-12th grade)
☐	5. The number (and percent) of parents/caregivers who improve their home environments.
☐	6. The number (and percent) of adults who demonstrate improved basic education.
☐	7. The number (and percent) of individuals who obtain a high school diploma and/or obtain an equivalency certificate or diploma.
☐	8. The number (and percent) of individuals who attain a recognized credential, certificate, or degree relating to achievement of educational or vocational skills.
☐	9. The number (and percent) of individuals who obtain an Associate's degree.
☐	10. The number (and percent) of individuals who obtain a Bachelor's degree.

Income and Asset Building (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of individuals who achieve and maintain capacity to meet basic needs for 90 days.
☐	2. The number (and percent) of individuals who achieve and maintain capacity to meet basic needs for 180 days.
☐	3. The number (and percent) of individuals who opened a savings account or IDA.
☐	4. The number (and percent) of individuals who increased their savings.
☐	5. The number (and percent) of individuals who used their savings to purchase an asset.
☐	6. The number (and percent) of individuals who purchased a home.
☐	7. The number (and percent) of individuals who improved their credit scores.
☐	8. The number (and percent) of individuals who increased their net worth.
Housing (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of households experiencing homelessness who obtain safe temporary shelter.
☐	2. The number (and percent) of households who obtain safe and affordable housing. (Number (and percent) who maintain independence for 90 or 180 days)
☐	3. The number (and percent) of households that avoided eviction.
☐	4. The number (and percent) of households that avoided foreclosure.
☐	5. The number (and percent) of households who improved the health and safety of their homes.
☐	6. The number (and percent) of households who improved the energy efficiency of their homes.
☐	7. The number (and percent) of households who reduced their energy burden.
Health and Social/Behavioral Development (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of individuals who demonstrate increased nutrition skills (e.g. cooking, shopping, and growing food).
☐	2. The number (and percent) of individuals who demonstrate improved physical health and well-being: (Children, Youth, Adults, Seniors)
☐	3. The number (and percent) of individuals who demonstrate improved mental and behavioral health and well-being: (Children, Youth, Adults, Seniors)
☐	4. The number (and percent) of families who improve skills related to the adult role of parents/ caregivers.
☐	5. The number (and percent) of parents/caregivers who demonstrate increased sensitivity and responsiveness in their interactions with their children.
☐	6. The number (and percent) of seniors (65+) who maintain an independent living situation. (Number who maintain independence for 90 or 180 days)
☐	7. The number (and percent) of individuals with disabilities who maintain an independent living situation. (Number who maintain independence for 90 or 180 days)

☐	8. The number (and percent) of individuals with chronic illness who maintain an independent living situation. (Number who maintain independence for 90 or 180 days)
☐	9. The number (and percent) of individuals with no recidivating event for six months. (Youth and Adults)
Civic Engagement and Community Involvement (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of Community Action program participants who increase skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.
☐	a. Of the above, the number (and percent) of Community Action program participants who improve leadership skills.
☐	i. Of the above, the number (and percent) of Community Action program participants who become engaged in a leadership role.
☐	b. Of the above, the number (and percent) of Community Action program participants who improve their social networks.
☐	c. Of the above, the number (and percent) of Community Action program participants who gain other skills, knowledge and abilities to enhance their ability to engage.
Stability (check all NPIs for which CAA has outcomes to report)	
☐	1. The number (and percent) of individuals who achieve one or more outcomes as identified by the National Performance Indicators in various domains.
☐	2. The number (and percent) of individuals engaged with the Community Action Agency who report improved financial well-being.

Return to Community Level Initiatives Home Page

Save and generate NPI Data Entry Form

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

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.

Employment

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

Name of Agency Reporting:					
Employment NPI Note: Adults obtaining employment can be reported in Indicators 2 and 3 if applicable.					
	Served	**Targeted**	**Achieved**	**% Achieved**	**% Planning**
Job Attainment	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
1. The number of unemployed youth who obtain employment to gain skills or income.				(% auto calculated)	(% auto calculated)
2. The number of unemployed adults who obtain employment (up to a living wage).				(% auto calculated)	(% auto calculated)
a. Of the above, the number of unemployed adults who become self-employed as a result of CAA services (up to a living wage).				(% auto calculated)	(% auto calculated)
b. Of the above, the number of unemployed adults who maintain existing employment for at least 90 days (up to a living wage).				(% auto calculated)	(% auto calculated)
c. Of the above, the number of unemployed adults who maintain employment for at least 180 days (up to a living wage).				(% auto calculated)	(% auto calculated)

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

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.

Employment

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

	Served	Targeted	Achieved	% Achieved	% Planning
Job/Career Enhancement:	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
3. The number of unemployed adults who obtain employment (with a living wage or higher).				(% auto calculated)	(% auto calculated)
a. Of the above, the number of unemployed adults who become self-employed as a result of CAA services. (with a living wage or higher).				(% auto calculated)	(% auto calculated)
b. Of the above, the number of unemployed adults who maintain existing employment for at least 90 days (with a living wage or higher).				(% auto calculated)	(% auto calculated)
c. Of the above, the number of unemployed adults who maintain existing employment for at least 180 days (with a living wage or higher).				(% auto calculated)	(% auto calculated)

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

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.

Employment

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

Please note this NPI can capture individuals who obtained employment in Indicator 2 or 3 and are now entering or transitioning into a position that provides the below OR those who enter a CAA program with previous employment and are seeking increased income, benefits or a career transition.

	Served	Targeted	Achieved	% Achieved	% Planning
Job/Career Enhancement:	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
4. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.				(% auto calculated)	(% auto calculated)
a. Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.				(% auto calculated)	(% auto calculated)
b. Of the above, the number of employed participants who increased income from employment through hours worked increase.				(% auto calculated)	(% auto calculated)
c. Of the above, the number of employed participants who increased benefits related to employment.				(% auto calculated)	(% auto calculated)

Comments

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

Education and Cognitive Development

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

Name of Agency Reporting:					
	Served	Targeted	Achieved	% Achieved	% Planning
Education and Cognitive Development	I.) Number of Participants Served in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)	V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated
1. The number of children (0 to 5) who demonstrate improved emergent literacy skills.				(% auto calculated)	(% auto calculated)
2. The number of children (0 to 5) who demonstrate skills for school readiness.				(% auto calculated)	(% auto calculated)
3. The number of children and youth who demonstrate improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	(% auto calculated)	(% auto calculated)
a. Early Childhood Education (ages 0-5)				(% auto calculated)	(% auto calculated)
b. 1st grade-8th grade				(% auto calculated)	(% auto calculated)
c. 9th grade-12th grade				(% auto calculated)	(% auto calculated)
4. The number of children and youth who are achieving at basic grade level (academic, social, and school success skills). (auto total).	0	0	0	(% auto calculated)	(% auto calculated)
a. Early Childhood Education (ages 0-5)				(% auto calculated)	(% auto calculated)
b. 1st grade-8th grade				(% auto calculated)	(% auto calculated)
c. 9th grade-12th grade				(% auto calculated)	(% auto calculated)
5. The number of parents/caregivers who improve their home environments.				(% auto calculated)	(% auto calculated)
6. The number of adults who demonstrate improved basic education.				(% auto calculated)	(% auto calculated)
7. The number of individuals who obtain a high school diploma and/or obtain an equivalency certificate or diploma.				(% auto calculated)	(% auto calculated)
8. The number of individuals who attain a recognized credential, certificate, or degree relating to achievement of educational or vocational skills.				(% auto calculated)	(% auto calculated)
9. The number of individuals who obtain an Associate's degree.				(% auto calculated)	(% auto calculated)
10. The number of individuals who obtain a Bachelor's degree.				(% auto calculated)	(% auto calculated)

Comments

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

Income and Asset Building

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

Name of Agency Reporting:					
	Served	Targeted	Achieved	% Achieved	% Planning
Income and Asset Building	I.) Number of Participants Served in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)	V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)
1. The number of individuals who achieve and maintain capacity to meet basic needs for 90 days.				(% auto calculated)	(% auto calculated)
2. The number of individuals who achieve and maintain capacity to meet basic needs for 180 days.				(% auto calculated)	(% auto calculated)
INDIVIDUALS WHO INCREASED FINANCIAL ASSETS					
3. The number of individuals who opened a savings account or IDA.				(% auto calculated)	(% auto calculated)
4. The number of individuals who increased their savings.				(% auto calculated)	(% auto calculated)
5. The number of individuals who used their savings to purchase an asset.				(% auto calculated)	(% auto calculated)
6. The number of individuals who purchased a home.				(% auto calculated)	(% auto calculated)
7. Number of individuals who improved their credit scores.				(% auto calculated)	(% auto calculated)
8. The number of individuals who increased their net worth.				(% auto calculated)	(% auto calculated)

Comments

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

Housing

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

Name of Agency Reporting:					
	Served	**Targeted**	**Achieved**	**% Achieved**	**% Planning**
Housing	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
1. The number of households experiencing homelessness who obtain safe temporary shelter.				(% auto calculated)	(% auto calculated)
2. The number of households who obtain safe and affordable housing.				(% auto calculated)	(% auto calculated)
a. Of the above, the number of households who maintain safe and affordable housing for 90 days.				(% auto calculated)	(% auto calculated)
b. Of the above, the number of households who maintain safe and affordable housing for 180 days.				(% auto calculated)	(% auto calculated)
3. The number of households that avoided eviction.				(% auto calculated)	(% auto calculated)
4. The number of households that avoided foreclosure.				(% auto calculated)	(% auto calculated)
HOUSEHOLDS WHO IMPROVE HEALTH, SAFETY, AND ENERGY EFFICIENCY OF HOMES					
5. The number of households who improved the health and safety of their homes.				(% auto calculated)	(% auto calculated)
6. The number of households who improved the energy efficiency of their homes.				(% auto calculated)	(% auto calculated)
7. The number of households who reduced their energy burden.				(% auto calculated)	(% auto calculated)

Comments

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

Health and Social/Behavioral Development **Goal 1: Individuals and Families with low incomes are stable and achieve economic security.**					
Name of Agency Reporting:					
	Served	**Targeted**	**Achieved**	**% Achieved**	**% Planning**
Health and Social/Behavioral Development	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
1. The number of individuals who demonstrate increased nutrition skills (e.g. cooking, shopping, and growing food).				(% auto calculated)	(% auto calculated)
INDIVIDUALS WHO DEMONSTRATE IMPROVED HEALTH AND WELL-BEING					
2. The number of individuals who demonstrate improved physical health and well-being: (auto sum of 2a-d)	0	0	0	(% auto calculated)	(% auto calculated)
a. Number of the above who are children (ages 0-11)				(% auto calculated)	(% auto calculated)
b. Number of the above who are youth (ages 12-17)				(% auto calculated)	(% auto calculated)
c. Number of the above who are adults (ages 18-64)				(% auto calculated)	(% auto calculated)
d. Number of the above who are seniors (ages 65+)				(% auto calculated)	(% auto calculated)
3. The number of individuals who demonstrate improved mental and behavioral health and well-being: (auto sum of 3a-d)	0	0	0	(% auto calculated)	(% auto calculated)
a. Number of the above who are Children (ages 0-11)				(% auto calculated)	(% auto calculated)
b. Number of the above who are Youth (ages 12-17)				(% auto calculated)	(% auto calculated)
c. Number of the above who are Adults (ages 18-64)				(% auto calculated)	(% auto calculated)
d. Number of the above who are Seniors (ages 65+)				(% auto calculated)	(% auto calculated)
4. The number of families who improve skills related to the adult role of parents/ caregivers.				(% auto calculated)	(% auto calculated)
5. The number parents/caregivers who demonstrate increased sensitivity and responsiveness in their interactions with their children.				(% auto calculated)	(% auto calculated)

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

Health and Social/Behavioral Development

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

Name of Agency Reporting:					
	Served	Targeted	Achieved	% Achieved	% Planning
Health and Social/Behavioral Development	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
INDIVIDUALS WHO MAINTAIN AN INDEPENDENT LIVING SITUATION					
6. The number of seniors (65+) who maintain an independent living situation.				(% auto calculated)	(% auto calculated)
a. Of the above, the number who maintain independence for 90 days.				(% auto calculated)	(% auto calculated)
b. Of the above, the number who maintain independence for 180 days.				(% auto calculated)	(% auto calculated)
7. The number of individuals with disabilities who maintain an independent living situation.				(% auto calculated)	(% auto calculated)
a. Of the above, the number who maintain independence for 90 days.				(% auto calculated)	(% auto calculated)
b. Of the above, the number who maintain independence for 180 days.				(% auto calculated)	(% auto calculated)
8. The number of individuals with chronic illness who maintain an independent living situation.				(% auto calculated)	(% auto calculated)
a. Of the above, the number who maintain independence for 90 days.				(% auto calculated)	(% auto calculated)
b. Of the above, the number who maintain independence for 180 days.				(% auto calculated)	(% auto calculated)
9. The number of individuals with no recidivating event for six months.	0	0	0	(% auto calculated)	(% auto calculated)
a. Youth (ages 12-17)				(% auto calculated)	(% auto calculated)
b. Adults (ages 18+)				(% auto calculated)	(% auto calculated)

Comments

Module 4, Section C: Individual and Family NPIs - Data Entry Form

Note: Tracking outcomes for 180 days is the standard that agencies are expected to work toward. The time frame of 90 days is included to allow agencies with current limited capacity to report on this same time frame and to encourage quarterly review of data. The expectation is that agencies will eventually report on the 180 day indicator. These indicators would only be reported by those in a case management program or similar intensive program where appropriate (i.e. Longitudinal tracking).

Civic Engagement and Community Involvement

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Goal 3: People with low incomes are engaged and active in building opportunities in communities.

Name of Agency Reporting:					
	Served	**Targeted**	**Achieved**	**% Achieved**	**% Planning**
Civic Engagement and Community Involvement	**I.) Number of Participants Served in Program(s) (#)**	**II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)**	**III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)**	**IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (auto calculated)**	**V.) Planning accuracy (in percent) (III/II = V] (%) (auto calculated)**
1. The number of Community Action program participants who increase skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.				(% auto calculated)	(% auto calculated)
a. Of the above, the number of Community Action program participants who improve leadership skills.				(% auto calculated)	(% auto calculated)
i. Of the above, the number of Community Action program participants who become engaged in a leadership role.				(% auto calculated)	(% auto calculated)
b. Of the above, the number of Community Action program participants who improve their social networks.				(% auto calculated)	(% auto calculated)
c. Of the above, the number of Community Action program participants who gain other skills, knowledge and abilities to enhance their ability to engage.				(% auto calculated)	(% auto calculated)

Comments

Module 4, Section C: Individual and Family NPIs - Data Entry Form

The following outcome indicators answer the following commonly asked question: How many people (or families) are 'better off/lives improved' because of CAAs work?

Stability

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

Name of Agency Reporting:					
	Served	Targeted	Achieved	% Achieved	% Planning
Stability	I.) Number of Participants Served in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (autocalculated)	V.) Planning accuracy (in percent) (III/II = V] (%) (autocalculated)
1. The number of individuals who achieve one or more outcomes as identified by the National Performance Indicators in various domains.				(% auto calculated)	(% auto calculated)

MEASUREMENT . This would require agencies to keep an unduplicated count of people who achieved one or more outcomes reported in the NPIs. This would not be aggregated by adding the numbers from the NPIs together, as that would result in a double counting people who achieved more than one outcome.

DEFINITION . Stability is defined as the unduplicated number of people who achieve one or more positive outcomes as identified by the NPIs across all domains.

	Served	Targeted	Achieved	% Achieved	% Planning
Stability	I.) Number of Participants Served in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III / I = IV] (%) (autocalculated)	V.) Planning accuracy (in percent) (III/II = V] (%) (autocalculated)
2. The number of individuals engaged with the Community Action Agency who report improved financial well-being.				(% auto calculated)	(% auto calculated)

MEASUREMENT . This would require agencies to keep an unduplicated count of people who report improved financial well-being based on responses to the CFPB Financial Well Being Scale.
http://www.consumerfinance.gov/data-research/research-reports/financial-well-being-scale/

Comments

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

Employment Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Employment Services	**Unduplicated Number of Individuals Served**
Apprenticeships/Internships	
Youth Summer Work Placements	
Skills Training	
Vocational Training	
On-the-Job and other Work Experience Program	
Apprenticeship/Internship	
Youth Summer Work Placements	
Self-Employment Skills Training	
Job Readiness Training (Communication, Problem-solving, Teamwork, Dress for Success, etc.)	
Career Counseling	
Workshops	
Coaching	
Transitional Employment Placements	
Job Search	
Resume Development	
Interview Skills Training	
Job Referrals	
Job Placements	
Pre-employment physicals, background checks, etc.	
Post Employment Supports	
Coaching	
Interactions with employers	
Employment Supplies	
Employment Supplies	

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

Education Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Education and Cognitive Development	**Unduplicated Number of Individuals Served**
Child/Young Adult Education Programs	
Early Head Start Program	
Other Early-Childhood (0-5 yr. old) Education Program	
Head Start Program	
K-12 Education Program	
0-5 Literacy Classes	
K-12 Literacy Classes	
College-Readiness Preparation	
School Supplies	
School Supplies	
Extra-curricular Programs	
Before and After School Activities	
Summer Youth Recreational Activities	
Summer Education Programs	
Safety Class for Schools and Agencies	
Behavior Improvement Programs (attitude, self esteem, Dress-for-Success, etc.)	
Mentoring	
Leadership Training	
Adult Education Programs	
Adult Literacy Classes	
English Language Classes	
Basic Education Classes	
GED Classes	
Leadership Training	
Parenting Programs (may be a part of the early childhood programs identified above)	
Applied Technology Classes, Post-Secondary Education Coaching	
Financial Literacy Education	
Post-Secondary Education Supports (College applications, text books, computers, etc.)	
Financial Aid Assistance	
Scholarships	
Home Visits	
Home Visits	

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

Income and Asset Building Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Income and Asset Building	**Unduplicated Number of Individuals Served**
Training and Counseling Services	
Financial Capability Skills Training	
Financial Coaching/Counseling	
Financial Management Programs (include Budgeting, credit management, etc.)	
Credit Counseling	
Credit Repair Counseling	
First-time Homebuyer Counseling	
Foreclosure Prevention Counseling	
Small Business Start-Up and Development Counseling Sessions/Classes	
Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy	
Child Support Payments	
Health Insurance	
Social Security/SSI Payments	
Veteran's Benefits	
TANF Benefits	
SNAP Benefits	
Asset Building	
Saving Accounts	
IDAs and other asset building	
Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
VITA, EITC, or Other Tax Preparations	
Loans And Grants	
Micro-loans	
Business incubator/business development loans	

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

Housing Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Housing Services	**Unduplicated Number of Individuals Served**
Housing Payment Assistance	
Financial Capability Skill Training	
Financial Coaching/Counseling	
Rent Payments (includes Emergency Rent Payments)	
Deposit Payments	
Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services	
Eviction Counseling	
Landlord/Tenant Mediations	
Landlord/Tenant Rights Education	
Utility Payment Assistance	
Utility Payments (LIHEAP) (includes Emergency Utility Payments)	
Utility Deposits	
Utility Arrears Payments	
Level Billing Assistance	
Housing Placement/Rapid Re-housing	
Temporary Housing Placement (includes Emergency Shelters)	
Transitional Housing Placements	
Permanent Housing Placement	
Rental Counseling	
Housing Maintenance & Improvements	
Home Repairs (i.e. structural, appliance, heating systems. Etc.) (Includes Emergency Home Repairs)	
Weatherization Services	
Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
Healthy Homes Services	

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

Health and Social/Behavioral Development Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Health and Social/Behavioral Development	**Unduplicated Number of Individuals Served**
Health Services, Screening and Assessments	
Immunizations	
Physicals	
Developments Delay Screening	
Vision Screening	
Prescription Payments	
Doctor Visit Payments	
Maternal/Child Health	
Nursing Care Sessions	
In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
Reproductive Health Services	
Coaching Sessions	
Family Planning Classes	
Contraceptives	
STI/HIV Prevention Counseling Sessions	
STI/HIV Screenings	
Health Insurance Options Counseling	
Domestic Violence Programs	
Wellness Education	
Wellness Classes (stress reduction, medication management, mindfulness, etc.)	
Exercise/Fitness	
Mental/Behavioral Health	
Detoxification Sessions	
Substance Abuse Screenings	
Substance Abuse Counseling	
Mental Health Assessments	
Mental Health Counseling	
Crisis Response/Call-In Responses	
Support Groups	
Alcoholics Anonymous Meetings	
Substance Abuse Support Group Meetings	
Domestic Violence Support Group Meetings	
Mental Health Support Group Meeting	

Health and Social/Behavioral Development Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Dental Services, Screenings and Exams	
Adult Dental Screenings/Exams	
Adult Dental Services (includes Emergency Dental Procedures)	
Child Dental Screenings/Exams	
Child Dental Services (includes Emergency Dental Procedures)	
Nutrition and Food/Meals	
Skills Classes (Gardening, Cooking, Nutrition)	
Community Gardening Plot Allotments	
Incentives (i.e., gift card for food preparation, rewards for participation, etc.)	
Prepared Meals	
Food Distribution (food bags/boxes, Food Share Program, Bags of Groceries)	
Family Skills Development Programs	
Family Mentoring Sessions	
Life Skills Coaching Sessions	
Parenting Classes	
Emergency Hygiene Assistance	
Kits/boxes	
Facilities such as showers, toilets, sinks	

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

Support Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Support Services	**Unduplicated Number of Individuals Served**
Case Management	
Case Management	
Eligibility Determinations	
Eligibility Determinations	
Referrals	
Transportation Services (i.e. bus passes, bus transport, support for auto purchase or repair; includes emergency services))	
Childcare	
Child Care subsidies	
Child Care payments	
Eldercare	
Day Centers	
Identification Documents	
Birth Certificate	
Social Security Card	
Driver's License	
Re-Entry Services	
Criminal Record Expungements	
Immigration Support Services	
Immigration Support Services (relocation, food, clothing)	
Legal Assistance (includes emergency legal assistance)	
Legal Assistance (includes emergency legal assistance)	
Emergency Clothing Assistance	
Emergency Clothing Assistance	
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, talking with other services or government)	
Mediation/Customer Advocacy Interventions	

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

Civic Engagement and Community Involvement Services	
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.	
Name of Agency Reporting:	
Unduplicated Number of Individuals Served	
Civic Engagement and Community Involvement	Unduplicated Number of Individuals Served
Voter Education and Access	
Leadership Training	
Tri-partite Board Membership	
Citizenship Classes	
Getting Ahead Classes	
Volunteer Training	