

Community Services Block Grant (CSBG)

2020-2021

Grant Application Instruction Manual



Mike DeWine, Governor
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**Development
Services Agency**

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Overview

The Community Services Block Grant (CSBG) is a grant from the U.S. Department of Health and Human Services that was created to reduce poverty, build strong communities, and provide resources and services to support families in achieving self-sufficiency. Nationally, over 1,000 Community Action Agencies (CAAs) are working to end the causes of poverty in their communities. The Ohio Development Services Agency (Development) partners with Ohio's CAAs to ensure CSBG funds are used to serve those in need, while also committing to the *Community Action Promise*:

*Community Action changes people's lives,
embodies the spirit of hope,
improves communities,
and makes America a better place to live.
We care about the entire community,
and we are dedicated to helping people
help themselves
and each other.*

All Ohio CAAs complete a CSBG grant application, federally known as the *Community Action Plan* covering a two-year reporting period. Each CAA must complete quarterly reports comparing target goals/expenditures to actual goals achieved/funds expended. Each CAA will also complete an annual report due in February of each year.

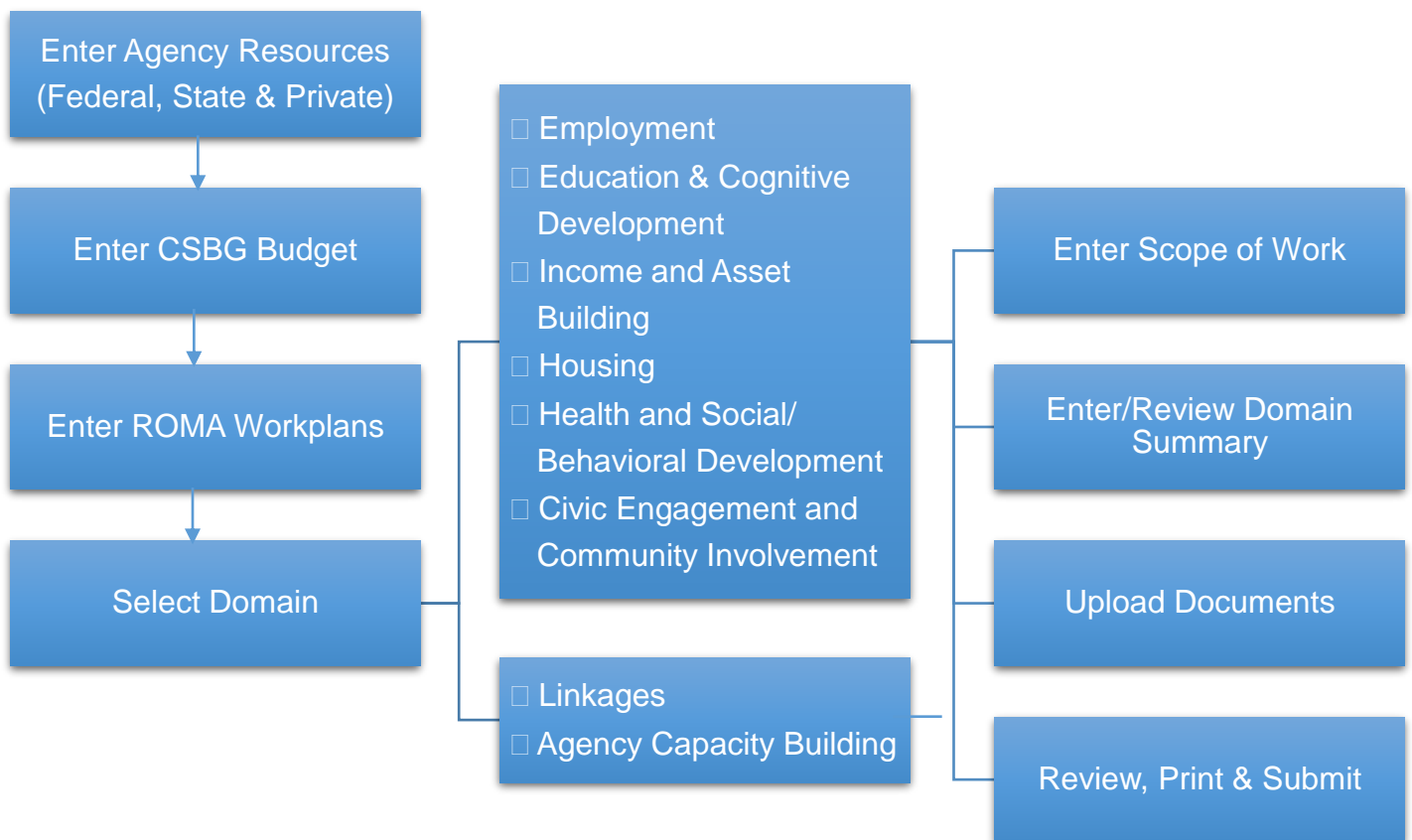
CSBG grant applications will cover a two-year period operating on a calendar year basis beginning January 1st and concluding December 31st.

The CSBG grant application is organized into 5 sections:

- Agency Resources (4 options)
- CSBG Budget
- Results Oriented Management and Accountability (ROMA) Workplan
- Documents
- Print & Submit

CSBG Grant Application Flow:

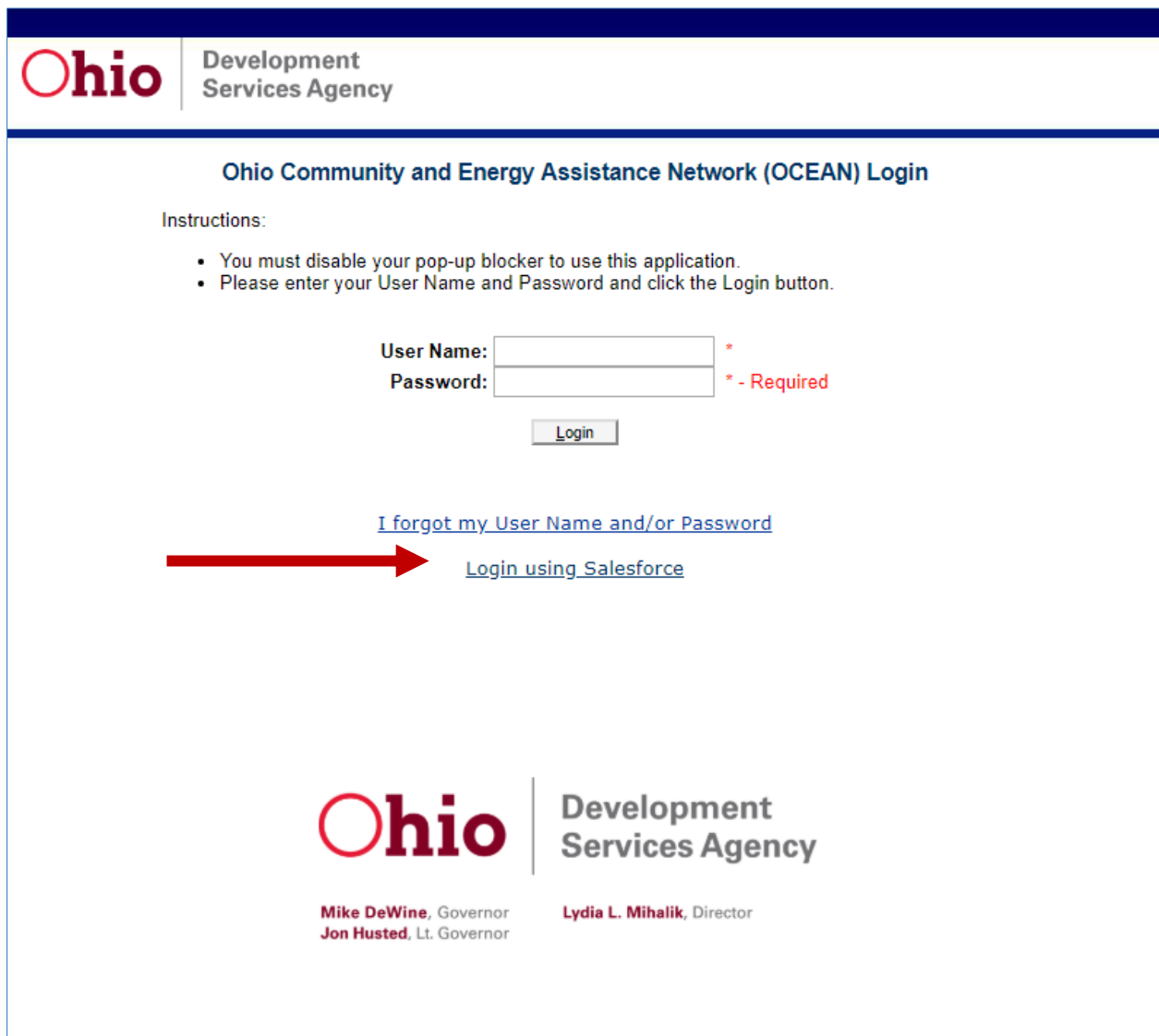
Organization Information (Create CSBG Grant, Submit Reimbursement Requests and Reporting)



CSBG Grant Application Set-up

Before beginning a CSBG grant application, you must be a registered user in the Ohio Community Energy Assistance Network (OCEAN). In order to obtain a username and login, you must first complete the “Data Confidentiality Agreement” and submit the completed agreement to OCEANHelp@development.ohio.gov. A user agreement can be obtained by emailing OCEANHelp@development.ohio.gov. Please allow 2-3 business days for processing. Once Development has approved your credentials, you will receive an email confirmation including your username and temporary password. Please follow the instructions in the email to complete your OCEAN registration.

Once you have an active OCEAN user account go to www.ocean.ohio.gov. Click the link *Login using Salesforce*.



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Ohio Community and Energy Assistance Network (OCEAN) Login


Instructions:

- You must disable your pop-up blocker to use this application.
- Please enter your User Name and Password and click the Login button.

User Name: *

Password: * - Required

[I forgot my User Name and/or Password](#)

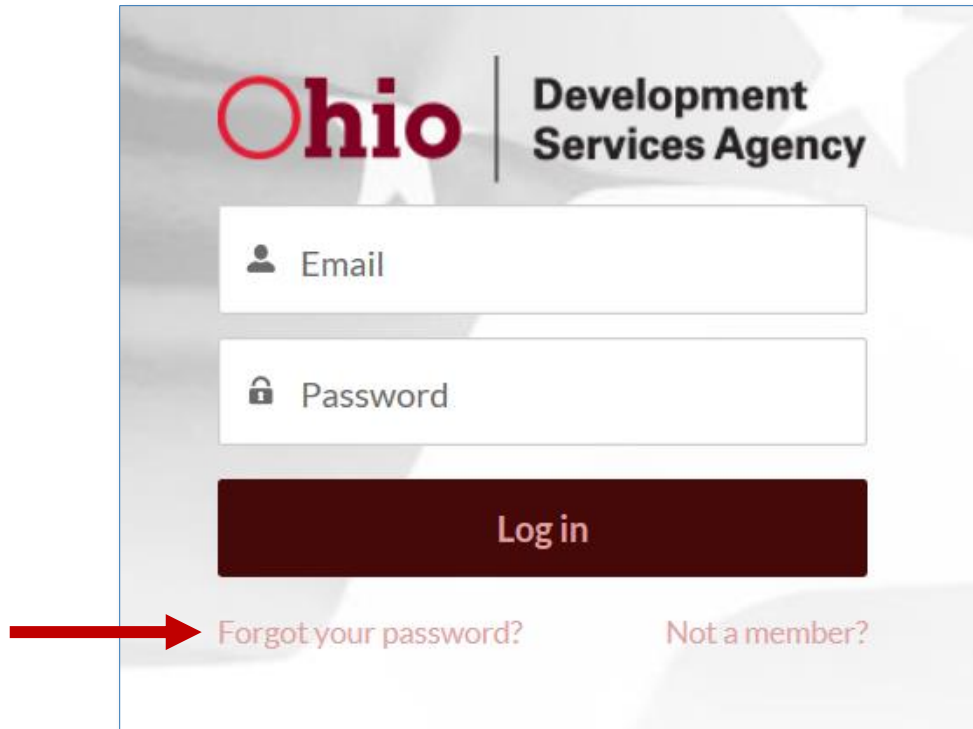
 [Login using Salesforce](#)

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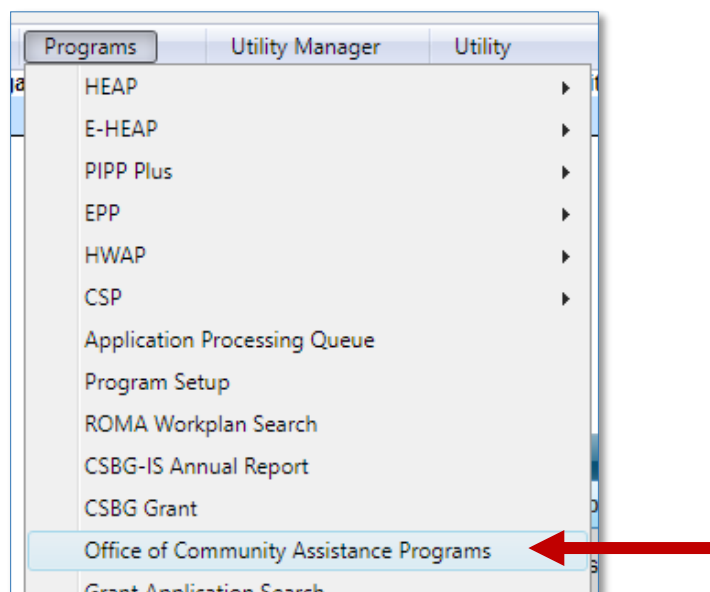
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In order to login the first time to Salesforce you will need to create a password. To do this click *Forgot Password* and you will be prompted to enter an email address. A temporary password will be sent via email. Use your email and temporary password to login. You will be prompted to change your password.



After successfully logging into the system, you will be redirected to the OCEAN Home Page. To access the CSBG grant application, you will select *Programs* then *Office of Community Assistance Programs*.



This will redirect you to your Ohio Community Services Home Page.


Organization Information			
Account Name	[REDACTED]	Agency Address	[REDACTED]
City	[REDACTED]	State	[REDACTED]
Zip Code	[REDACTED]	Telephone Number	[REDACTED]
Executive Director	[REDACTED]	Board Chair Person	[REDACTED]

Your organization information will be pre-populated based on the information provided from your OCEAN credentials. Confirm this information is correct. If the information is not correct, please create an OCEAN Helpdesk ticket or email OCEANHelp@development.ohio.gov.

Next you will select *View/Edit* in order to begin entering your CSBG grant application.

Available Grants

Community Services Block Grant						
Grant Name	Grant Number	Start Date	End Date	Allocated Amount	View/Edit	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[View/Edit Icon]	




Once you click the *View/Edit* icon you will be directed to the CSBG grant application *Home Page*. From this page you can edit the CSBG grant application, submit a financial reimbursement request, submit your quarterly ROMA report and submit your annual report. To begin creating your CSBG grant application, select the *View/Edit* icon.

Organization Details			
Account Name	[REDACTED]	Agency Address	[REDACTED]
City	[REDACTED]	State	[REDACTED]
Zip Code	[REDACTED]	Telephone Number	[REDACTED]
Executive Director	[REDACTED]	Board Chair Person	[REDACTED]
CSBG Grant Name	[REDACTED]	CSBG Grant Allocation	[REDACTED]

CSBG Application
 Request Reimbursements

CSBG Application

Grant Name	Grant Number	Start Date	End Date	Status	Allocated Amount	View/Edit
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[View/Edit Icon]



Note: If you wish to navigate to the main page you may do so at any time by selecting *Return to Community Home*

CSBG Grant Application:

Step 1: Agency Resources

The first step in completing your CSBG grant application is to enter all of your organization’s funding resources. From the *Agency Resources* tab, you can select and enter all of your Federal, State, Local and Private resources.



Agency Resources	CSBG Budget	ROMA Workplan	Documents	Print/Submit Grant
Note: -No Local Resources Entered--No Private Resources Entered- If there are no resource(s) to enter, please continue				
1. Federal Resources	2. State Resources	3. Local Resources	4. Private Resources	

Enter the projected amounts your organization will receive during year 1 and year 2 of your award. All dollar amounts should be rounded to the nearest dollar. If you receive funding from a source not listed, please include those sources under *Other*. Please list the other funding source(s) name and amount. You may add as many additional *Other* funding sources and amounts as appropriate. The amounts entered are a projection of what your organization is expected to receive (may be based on what you previously received). If you are unsure if you will receive funding, but have in the past, please enter that anticipated amount.

Other HHS Resources	+ Add Row		
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As you enter your other funding sources and save your work, each category will automatically calculate the total.

Note: Remember to save your work as you go.

While the CSBG funding is allocated on a calendar year basis (January-December), Development recognizes that not all funding streams operate on the same schedule. You should enter the estimated/budgeted amount of funding to be received during the calendar year.

Once you have completed each of the four agency resource types and clicked *Save & Close*, the ROMA Workplan tab will automatically refresh and will show the total of each funding stream you have entered:

Funding Source:	Total Entered:	Total Submitted:	Balance:	Has Mismatch:
Federal	\$0.00	\$0.00	\$.00	No
State	\$0.00	\$0.00	\$.00	No
Local	\$0.00	\$0.00	\$.00	No
Private	\$0.00	\$0.00	\$.00	No

Step 2: CSBG Budget

Note: All costs are to be allocated in compliance with 2 CFR 200, generally accepted accounting principles, the CSBG grant application instructions, all applicable Ohio Administrative Codes, Development policies and the grantee’s financial policies, including procurement. If there are discrepancies within these policies, the strictest provision applies.

Budget Line Item Instructions:

1. Salary (Wages)
 - a. All salaries (wages) should be allocated as administrative and/or operating for each staff person. Each staff position should be listed in the description line. Indicate if the staff position is currently vacant and the anticipated date the position will be filled. All positions that are paid in full or in part by CSBG funds must include a current position description uploaded in the *Documents* section of the CSBG grant application. For each salary line item please include the percentage of that line charged to other funds. Indicate what the percentage and other funds are in the description box provided.

2. Fringes
 - a. A fringe rate as a percentage of salaries/wages should be developed. Detail the types of payroll taxes and other benefits included in the fringe rate. Examples include FICA, unemployment tax, workers’ compensation, retirement, health insurance, etc. Apply the fringe rate to total salaries and allocate between administrative and/or operating costs.
 - b. If your organization has a federally approved fringe rate, use that rate to calculate fringe costs.

3. Consultations/Contracts
 - a. List each contract as a separate line item and upload a copy of the contract at the bottom page within the *CSBG Budget* section.
 - b. Each description should include the name, purpose and projected dates of implementation. Space, maintenance and equipment contracts should be budgeted under cost categories 5 and 6.
 - c. Sub-grant Agreements/MOUs entered into for the provision of direct services to eligible clients or to complete tasks outlined in the ROMA Workplan must receive Development’s written approval prior to their

execution. Include a copy of the agreement in the *CSBG Budget* section of the CSBG grant application. Subrecipient contracts must include a detailed budget itemizing the types of costs that will be reimbursed. The contract should not begin prior to January 1, 2020 or end after December 31, 2021. It should include a scope of work, deliverables, process for payment, maximum contract amount and reference Appendix II from 2 *CFR 200*. Please note that subrecipients are subject to all the provisions contained in the *CSBG Grant Agreement*.

- d. Single audit costs must be budgeted to *Consultants/Contracts*. While typically considered an administrative expense, you have the option to budget no more than 50% of the CSBG portion of audit fees as an operating expense.

4. Travel

- a. Your organization and/or delegate organization must have written, board-approved travel policies consistent with or more restrictive than those of the General Services Administration. Refer to www.gsa.gov.
- b. Travel costs should be listed either as In-State or Out-of-State. The travel category can be used for mileage, gasoline, fares, registration, meals, lodging and other expenses incidental to traveling. For Out-of-State travel, include the name of the conference/purpose of travel, estimated cost and traveler's job title.

5. Space Costs

- a. Specify whether space is rented, leased or owned and the cost per month. Each location should be listed separately. Examples of line items applicable to the *Space Cost* category include the following: rent, depreciation, utilities, trash removal, building maintenance, grounds maintenance, minor repairs, janitorial supplies and pest control. Utility costs should be a separate line item, unless a rental property agreement includes utilities. A copy of each lease should be uploaded in the *CSBG Budget* section.
- b. Space cost pools should be budgeted in this section. A line item budget for the cost pool and basis of allocation should be uploaded in the *CSBG Budget* section. Salaries in the cost pool must detail staff positions. Each location should have a separate cost pool budget and basis of allocation.
- c. Section 680 (a) of the federal legislation on the CSBG program prohibits the use of CSBG funds for the (direct) purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low cost residential weatherization or other energy-related home repairs) of any building or other facility. Section 680 (b) allows for a federal waiver of Section 680 (a) provided that a request is submitted describing extraordinary circumstances that justify the purchase of land, the construction of facilities, or the making of permanent improvements. Should you wish to pursue a request for a waiver of Section 680 (a), you should contact Development.

6. Supplies/Equipment

- a. Include a general description of supplies and amount charged to CSBG. Office supplies, program supplies, and postage are common examples of supplies. Janitorial supplies should be budgeted to *Space Costs*.
- b. Purchase, rent or lease/purchase of equipment is an allowable use of CSBG funds provided: 1) it is approved by Development as necessary for the performance of the program: 2) the budget includes a description and unit cost of the equipment: and 3) purchase, rental or lease/purchase is the best option for use of funds to satisfy CSBG needs. Each type of equipment should be listed separately. Examples of equipment include telephone, cellular phone, postage machine, copier, vehicle lease/purchase, office furniture, and computer hardware.
- c. Computer software purchases and annual user fees should be budgeted in this section. Contracts for computer hardware/software consulting or on-going maintenance should be budgeted in *Consultants/Contracts*.
- d. Written approval by Development is required in advance of purchase for all budgeted equipment with a unit cost of \$5,000 or more. If a unit cost is \$5,000 or more, three written competitive quotes and a written justification are also required to gain Development's written approval. Upload a copy of the bids in the *Documents* section of the CSBG grant application. Requests for equipment will not be accepted in the last month of the grant.
- e. Equipment with an acquisition cost of \$5,000 or more must be included in the inventory list.
- f. Lease agreements are to be maintained on file and made available upon request. Security measures, maintenance plans and adequate insurance must be in place for all equipment funded in whole or part with CSBG funds.

7. Other Direct Costs

- a. Cost pools may be budgeted within this category. A line item budget for each cost pool and basis of allocation should be uploaded in the CSBG *Documents* section. Salaries in the cost pool must detail staff positions.
- b. List other direct costs, such as: publications/subscriptions, advertising (If it is program advertising then it may be budgeted to the operating column. If it is advertising for the whole CAA then it would go to the administrative column), association costs, volunteer related costs (home phone use, training, etc.), cost pools, emergency client services, food vouchers, licensing cost for CSBG programs, client transportation, employee education, computer training workshops, etc.), and insurance (i.e. liability, bonding, fire).
- c. Entertainment and fundraising costs are not allowable with CSBG funds.
- d. Association membership must support and enhance the administrative and programmatic capacity and performance of the member agency.
 - i. CSBG grantees can pay one hundred percent (100%) of the minimum Ohio Association of Community Action Agencies, Corporation for Ohio Appalachian Development and Ohio Urban

Resource Systems dues using CSBG funds or a combination of CSBG, Home Weatherization Assistance Program (HWAP), or Home Energy Assistance Program (HEAP) administrative funds, subject to the current approved ceilings for membership dues.

- ii. No more than fifty percent (50%) of the total amount charged to CSBG may be budgeted as an operating expense.
- iii. No more than forty percent (40%) of the total of all other civic, business, technical and/or professional membership dues may be charged to CSBG. The 50% limit on the amount charged to operating expenses applies for these other membership costs also.
- iv. Prior approval from Development is required for all civic and community organization dues.

8. Indirect Costs

- a. Indirect costs are those costs that are not readily identifiable with a particular project or activity, but nevertheless are necessary to the general operation. Indirect costs must be budgeted to CSBG *if the grantee has an approved indirect cost rate agreement from their cognizant federal agency*. A copy of the most recent indirect cost rate agreement from the cognizant agency must be uploaded in the *CSBG Budget* section. Within thirty days following the issuance of a new indirect cost rate agreement, it must be submitted to Development.
- b. If your organization plans to use CSBG funds to buy-down your indirect cost pool, you must provide a written notification with the CSBG grant application. The notification must estimate the change in the indirect rate as a result of the CSBG subsidy. The written notification should be uploaded in the *CSBG Budget* section.
- c. CSBG funds may also be utilized to subsidize the indirect costs of another grant if that program has administrative restrictions on either a dollar amount or percentage basis. CSBG cannot subsidize projects that are fee-for-service or have the opportunity for profit. All subsidies of indirect costs must be classified as administrative. You should provide the amount of the CSBG indirect cost subsidy on a program basis and include a description of why the subsidy is needed.
- d. Indirect Costs: *2 CFR 200.414* states in pertinent part “any non-Federal entity that has never received a negotiated indirect cost rate...may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely...if chosen, this methodology once elected must be used consistently for all Federal awards...”. You must inform Development in writing of the date the de minimis rate is adopted, if applicable. Upload this information to the *Documents* section of the CSBG grant application.
- e. All indirect costs must be budgeted as administrative costs.

Administrative and Operating Costs:

- Based on a two-year budget period, the ceiling for administrative expenses is the greater of \$124,000 or seventeen percent (17%) of the CSBG allocation. In

either case, the administrative amount cannot exceed six percent (6%) of the total funds received by your organization from all funding sources.

- Administrative costs are equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Costs incurred from activities required to manage your organization that cannot be attributed to any one program but are necessary to the functioning of your organization as a whole. Examples of administrative costs include but are not limited to:
 - Board Operations: Includes all costs associated with the activities of the Board of Trustees, e.g., Director & Officer (D&O) insurance, travel and meeting costs.
 - Executive Management: At a minimum, these are costs associated with the position of Executive Director and include salary, fringes and related costs (secretarial support, travel, supplies, equipment, etc.). Your organization can budget up to fifty percent (50%) of an Assistant Director or Deputy Director position as operating expenses in cases where the Deputy or Assistant Director performs dual functions, for example, also serves as the Planner. Assistant Director job functions budgeted as operating expenses must be documented in the job description.
 - Fiscal Operations: Includes salaries, fringes and related costs of the fiscal personnel of your organization, minimally the Fiscal Director and Bookkeepers (or other personnel with "fiscal" titles). Additional costs related to the fiscal function include, but are not limited to, travel, space, supplies, accounting software and training. Bonding is also an administrative expense.
 - Personnel Operations: Includes salaries, fringes and related costs of those staff responsible for personnel administration, minimally the Human Resources Director. Costs of hiring employees and screenings of new/current employees are also administrative costs, e.g., job advertising, drug screening, background checks, etc.
 - Some costs may be allocated to both administrative and operating categories. These include membership dues and single audit fees. (Refer to the sections above.)
- Operating costs are those incurred by providing direct client services as specified in the description of the proposed program. Costs include program staff, as well as, other non-administrative personnel and their related costs. Information Technology (IT) staff may be budgeted to operating costs. Those costs are to be allocated based on an agency-wide allocation of shared costs. However, IT costs associated with administrative functions must be budgeted as administrative costs.
- The following guidance is provided regarding the use of CSBG funds to subsidize other programs:

- Administrative costs of another grant-funded program **after** that grant reached its administrative ceiling or the grant won't pay for certain administrative costs can be budgeted to CSBG as a subsidy in Administrative Costs. You are required to document these instances. These types of subsidies must be budgeted as administrative costs. The total administrative costs budgeted to CSBG, including any administrative subsidies, cannot exceed the CSBG administrative ceiling.
- An administrative subsidy can be budgeted to *Other Direct Costs*, as a lump sum. It can also be budgeted to a cost category on a line item basis based upon the subsidy needed.
- If the administrative subsidy is for indirect costs, it must be budgeted to the Indirect Costs cost category. A separate document must be submitted detailing the CSBG portion of indirect costs and the subsidy portion(s).
- CSBG can only subsidize HWAP administrative costs after all HWAP administrative funds have been expended.
- CSBG funds cannot be used to subsidize the HEAP administrative/operating grant (unless preapproved by Development).
- CSBG funds cannot be used to subsidize any fee-for-service programs or projects that could make a profit, regardless of whether a profit is or is not made.
- Programmatic costs of another grant-funded program **after** that project ends and the program's expenses are greater than revenue can be budgeted to CSBG as a subsidy in Other Direct Costs.
- The use of CSBG funds as cash match to another program is allowable if match is required by the other program and that program is not fee-for-service or has the ability to make a profit. CSBG funds cannot be used to match other federal awards unless there is specific provision allowing the use of CSBG dollars.
- CSBG funds can only be used to subsidize other programmatic costs if the grantee can demonstrate the need. CSBG funds cannot be used to supplant other funds.

Budget Revisions and Monthly Financial Reports:

- Budget revisions can be completed at your discretion anytime during the program years as long as the current CSBG grant application is approved. Additional ROMA Workplans may be created, or target numbers and expenditures adjusted during the budget revision process. Budget amendments can be completed

when Development has increased the CSBG grant allocation or if there are carry-over funds.

- You must complete a monthly reimbursement request to receive funds. Reports are required even if there is no financial activity.

The next step is to enter your CSBG budget information into the CSBG grant application. Once you click on the *CSBG Budget* tab, you will see the following screen:

Agency Resources	CSBG Budget	ROMA WorkPlan	Documents	Print/Submit Grant	
Budget Information					
CSBG Grant Number:	Grant Year:	Total Award:	Total Budget Entered:	Balance Amount:	Total Admin %:
43	2020-2021	\$599,238.00	\$0.00	\$599,238.00	%
Cost Category/ Description:	Admin Amount:	Operating Amount:	Additional Detail	Total Budget Line Item:	% Charged on Budget:
1. Salary(Wage)	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
2. Fringe	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
3. Consultations /Contracts	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
4. Travel	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
5. Space Costs	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
6. Supplies/ Equipment	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
7. Other Direct Costs	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
8. Indirect Costs	<input type="text"/>	<input type="text"/>	+	\$0	0.00%
TOTAL	\$0	\$0		\$0	
<i>Upload Supporting Document (upload multiple Documents if required) below.</i>					
Upload Nonprofit/Indirect Cost Rate Agreement	<input type="button" value="Upload Files"/> Or drop files				
Upload Consultation /Contracts	<input type="button" value="Upload Files"/> Or drop files				
<input type="button" value="Save"/>					

There are 8 budget line items that you must complete. In order to complete each budget line item, first click the “+” icon within the line item.

Cost Category/ Description:	Admin Amount:	Operating Amount:	Additional Detail	Total Budget Line Item:	% Charged on Budget:
1. Salary(Wage)	<input type="text"/>	<input type="text"/>	+	\$0	0.00%

Cost Category/ Description:	Admin Amount:	Operating Amount:	Additional Detail	Total Budget Line Item:	% Charged on Budget:	
1. Salary(Wage)	<input type="text"/>	<input type="text"/>	-	\$0	0.00%	
<input type="button" value="Save"/> <input type="button" value="⬆"/>						
Click “+ Row” to add rows if required						
S.No	Admin Amount	Operating Amount	Description	% charged to Other Funds	% charged to CSBG	<input type="button" value="+ Row"/>
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00%	<input type="button" value="Remove"/>

Here you will include a description, amount charged to administration, and amount charged to operating. The system will total the percentage of that detailed line item charged to CSBG. Please also include the percentage of that line charged to other funds. Indicate what the percentage and other funds are in the description box provided. Click Save when finished.

The total budget must equal the total CSBG grant award. The total CSBG grant award must also be allocated into each of the ROMA Workplans. You may carry forward unspent funds from one grant period to the next. Carryover funds can only be programmed during the budget amendment process, once Development has issued a confirmed carryover amount. Development will review carryover funds to ensure funds are being used to serve those in need each year. You should not rely on carryover funds as a “reserve” each year. You should utilize CSBG dollars to provide benefits and services to income-eligible customers during the current program year.

If you utilize consultants or have a nonprofit/indirect cost agreement, please upload those documents within this tab.

Upload Supporting Document (upload multiple Documents if required) below.

Upload Nonprofit/Indirect Cost Rate Agreement	<input type="button" value="Upload Files"/> Or drop files
Upload Consultation /Contracts	<input type="button" value="Upload Files"/> Or drop files

Step 3: Creating a ROMA Workplan

The next step in completing your CSBG grant application is to create your ROMA Workplans. Creating a ROMA Workplan is how your organization demonstrates what programs you are providing to customers in order to achieve your organization’s goals. A ROMA Workplan must demonstrate programs that are supported in full or in part by CSBG funds, and programs that may not require any CSBG funding for support.

The ROMA Workplan must describe the program, the Family National Performance Indicator (FNPI or goals), services (SRVs) to be provided, how CSBG funds will be used (if applicable) and when those CSBG funds are anticipated to be spent. Please note, CSBG funds may be used to supplement other federally funded programs, but funds may not be used to supplant other federally funded programs. In order to appropriately supplement another federally funded program, the ROMA Workplan summary must describe how funds will be used (i.e. for administrative costs not covered by the other funding source) and when those funds will be used. For example, if you are utilizing CSBG funds for additional administrative costs that your federally funded weatherization program (HWAP) cannot cover, demonstrate why there is a short-fall, and that the CSBG funds won’t be expended until the HWAP funds have been used. So, the expected spending period would be within the second quarter of the CSBG program year.

To begin entering your ROMA Workplan, select the *Add ROMA Workplan* button.

Agency Resources		CSBG Budget		ROMA WorkPlan	Documents	Print/Submit Grant
Roma WorkPlan Information + Add Roma WorkPlan						
CSBG Grant Number:	Grant Year:	Total Award:	Total CSBG Amount Entered:	Balance CSBG Amount:		
43	2020-2021	\$599,238.00				
Funding Source:	Total Entered:	Total Submitted:	Balance:	Has Mismatch:		
Federal	\$0.00	\$0.00	\$0.00	No		
State	\$0.00	\$0.00	\$0.00	No		
Local	\$0.00	\$0.00	\$0.00	No		
Private	\$0.00	\$0.00	\$0.00	No		

Note: You are required to enter the Linkages and Agency Capacity Building Domains

You have the option to either enter the Linkages and Agency Capacity Building domain first or select from the other 9 domain options. If you select *Add ROMA Workplan* you can add up to 9 domains.

Add RomaWorkPlan Domain Here

- + Add Agency Capacity Building
- + Add Civic Engagement and Community
- + Add Education and Cognitive Development
- + Add Employment
- + Add Health and Social/Behavioral Development
- + Add Housing
- + Add Income and Asset Building Services
- + Add Other
- + Add Services Supporting Multiple Domains

Once you have added the domains you wish to use to report out your program goals, the ROMA Workplan tab will list all of the domains available for you to complete.

[Return to Home](#)

Agency Resources		CSBG Budget		ROMA WorkPlan	Documents	Print/Submit Grant
Roma WorkPlan Information + Add Roma WorkPlan						
CSBG Grant Number:	Grant Year:	Total Award:	Total CSBG Amount Entered:			
34	2020-2021	\$585,635.00	\$0.00			
Agency Resources [Entered(Submitted)]: Federal: \$1000 (\$1924000)--State: \$0 (\$140000)--Local: \$0 (\$400000)--Private: \$0 (\$230000)						
<ul style="list-style-type: none"> > Linkages (partnerships that support multiple domains) > Agency Capacity Building > Income and Asset Building Services > Education and Cognitive Development > Services Supporting Multiple Domains > Employment > Housing 						
Save						
← Previous Section Next Section →						

You can expand each domain and begin entering your organization information. Once you are within a specific domain, you will see the *Programs* tab and the *Domain Summary* tab, which both must be completed. Begin by selecting *Add Program* and begin entering information in the *Programs* tab first. You must provide the following information within each domain:

- Program name
- Narrative
- Amount of CSBG funds
- Percentage of CSBG funds (auto calculated)
- Other funding source name and amount
- Quarterly projection of CSBG expenditures
- Family National Performance Indicator (FNPIs)
- Services

You may add as many programs as necessary within each domain. You may also add the same program to multiple domains if you are tracking different FNPIs (i.e. resume building for a jobs program under the employment domain and obtaining a GED for the same jobs program under the education domain).

The screenshot shows the 'DOMAIN SUMMARY' interface for a program titled 'Education and Cognitive Development-1 of 1'. The form is organized into several sections:

- Header:** 'PROGRAMS' and 'DOMAIN SUMMARY' tabs. A 'Delete The Domain' button is in the top right.
- Program Information:**
 - Program Name:** Input field.
 - CSBG Amount:** Input field.
 - CSBG Percent:** Input field showing '0%'.
 - Additional Funding Sources:** Input field.
 - Additional Funding Sources Amount:** Input field with an 'Add Funding Source' button.
- Narrative:** A large text area for entering the program narrative.
- Quarterly Expenditures:** A table with 8 columns labeled 'Quarter 1' through 'Quarter 8'. Each column has an input field for 'Enter estimated amount of CSBG funds expended per quarter'.
- FNPI and Services:**
 - FNPI:** Input field with an 'Add NPI' button.
 - Services:** Input field.
 - Target Year 1 and Target Year 2:** Input fields for each year.
- Notes and Actions:**
 - A red-bordered note: "Note: At least one FNPI is required for every program".
 - Buttons at the bottom: 'Save Education and Cognitive Development' and 'Add Program'.

Once you have entered the required information, you will select the FNPI(s) you wish to enroll and enter the number of households or individuals you anticipate enrolling in that FNPI during the first year and second year. You will also enter the number of households or individuals that you anticipate will achieve that FNPI for the first and second year. You must then select the services you will be providing in order to achieve the FNPI.

FNPI	Target Year 1	Target Year 2	Services	Target Year 1	Target Year 2
FNPI 2a. The number of children (0 to 5) who demonstrated improved emergent literacy skills. <input type="button" value="Add Services"/>	*Target Enrollment <input type="text"/> *Target Achieved <input type="text"/>	*Target Enrollment <input type="text"/> *Target Achieved <input type="text"/>	SRV 2a. Early Head Start <input type="button" value="Add"/>	* <input type="text"/>	* <input type="text"/>

Note: The number of households/individuals that you project to enroll in the FNPI (goal) cannot be less than the number of households/individuals that you project to achieve the goal.

Add NPI Here

<input type="button" value="Add"/> FNPI 1a. The number of unemployed youth who obtained employment to gain skills or income.
<input type="button" value="Add"/> FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage).
<input type="button" value="Add"/> FNPI 1c. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).
<input type="button" value="Add"/> FNPI 1d. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).
<input type="button" value="Add"/> FNPI 1e. The number of unemployed adults who obtained employment (with a living wage or higher).
<input type="button" value="Add"/> FNPI 1f. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).
<input type="button" value="Add"/> FNPI 1g. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).
<input type="button" value="Add"/> FNPI 1h. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.
<input type="button" value="Add"/> FNPI 1h1. Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.
<input type="button" value="Add"/> FNPI 1h2. Of the above, the number of employed participants who increased income from employment through hours worked increase.
<input type="button" value="Add"/> FNPI 1h3. Of the above, the number of employed participants who increased benefits related to employment.
<input type="button" value="Add"/> FNPI 1z. Other employment indicators (provide narrative)

Add Services Here

<input type="button" value="Add"/> SRV 1a. Vocational Training
<input type="button" value="Add"/> SRV 1b. On-the-Job and other Work Experience
<input type="button" value="Add"/> SRV 1c. Youth Summer Work Placements
<input type="button" value="Add"/> SRV 1d. Apprenticeship/Internship
<input type="button" value="Add"/> SRV 1e. Self-Employment Skills Training
<input type="button" value="Add"/> SRV 1f. Job Readiness Training
<input type="button" value="Add"/> SRV 1g. Workshops
<input type="button" value="Add"/> SRV 1h. Coaching (Career Counseling)
<input type="button" value="Add"/> SRV 1i. Coaching (Job Search)
<input type="button" value="Add"/> SRV 1j. Resume Development

Once you have entered all the information within the domain under the *Programs* tab, you will then select the *Domain Summary* tab.

PROGRAMS		DOMAIN SUMMARY			
Domain Name:		Education and Cognitive Development			
CSBG Amount	CSBG Percent	Additional Funding Sources		Additional Funding Sources \$	
<input type="text" value="\$5,000"/>	<input type="text" value="1%"/>	<input type="text" value="Federal"/>	<input type="text" value="\$50,000"/>		
FNPI		Unduplicated Target Goal Enrollment Year 1	Unduplicated Target Achieving the Goal Year 1	Unduplicated Target Goal Enrollment Year 2	Unduplicated Target Achieving the Goal Year 2
FNPI 2g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.		<input type="text" value="10"/>	<input type="text" value="8"/>	<input type="text" value="10"/>	<input type="text" value="8"/>
Services		Unduplicated Total Target Year 1		Unduplicated Total Target Year 2	
SRV 2u. High School Equivalency Classes		<input type="text" value="10"/>		<input type="text" value="10"/>	
<input type="button" value="Save Education and Cognitive Development"/>					

The *Domain Summary* tab is where the unduplicated amount of households/individuals served per FNPI selected will be populated. The data entered in the *Domain Summary* tab represents the total FNPIs that are reported federally. For example, if you have multiple employment programs that are trying to achieve the same goal, that goal will only be reported once per household/individual in the annual report. You must indicate the total *Unduplicated Target* for year one and year two. If you are serving customers with multiple programs, they can only achieve the goal once. Therefore the total number of FNPIs projected in the *Programs* tab may be more than the projection in the *Domain Summary* tab. The system will summarize the information provided in the *Programs* tab. The only fields that can be edited are the *Unduplicated Target FNPIs* and *Unduplicated Total Target Services* per goal.

Note: Development recognizes that projections for participant enrollment and achievement of goals may not equal final outcomes of the program. You should project based on historical experience and anticipated need within the community. When reporting on actual outcomes, you should plan to provide an explanation as to why the actuals fell within +/-20% of the projections when reporting outcomes.

Agency Capacity Building Domain:

You may allocate up to 25% of the total CSBG allocation towards the Agency Capacity Building Domain. Even if CSBG funds are not utilized for agency capacity building, you must complete this ROMA Workplan. You may submit a waiver request to Development to allocate additional CSBG funds towards increasing agency capacity. The waiver request must include a narrative explanation as to why additional funds (in excess of 25%) are needed within this domain.

The *Agency Capacity Building* domain will not have FNPI's, instead you must provide a narrative for each activity selected. These activities include:

- Training and Technical Assistance
- Data Management and Reporting

- Community Needs Assessment
- Strategic Planning
- Other

The narrative should include a timeline for completion if applicable. If you choose to report on *Community Level Initiatives* (see page 28) you may allocate CSBG funds to those initiatives within the CSBG grant application via the *Agency Capacity Building* domain. You should select the *Other* activity and provide a brief narrative of the proposed project and how CSBG funds will be used to support the initiative.

Program Name	CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources Amount			
<input type="text"/>	<input type="text"/>	<input type="text" value="0%"/>		<input type="text" value="Add Funding Source"/>			
Narrative:							
<input type="text"/>							
Enter estimated amount of CSBG funds expended per quarter:							
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Capacity Building Activities				Provide a narrative for the activities. Please include a timeline for completion if applicable			
<input type="checkbox"/> Community Needs Assessment				<input type="text"/>			
<input type="checkbox"/> Data Management & reporting				<input type="text"/>			
<input type="checkbox"/> Other				<input type="text"/>			
<input type="checkbox"/> Strategic Planning				<input type="text"/>			
<input type="checkbox"/> Training and Technical Assistance				<input type="text"/>			
<input type="button" value="Save Agency Capacity Building"/>							

Linkages (Partnerships that support multiple domains):

You must complete the *Linkages* domain. You are not required to allocate CSBG funds to this domain, but you must answer the narrative questions within the domain:

- Describe what linkages would be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

Note: The narrative questions will be reported by Development in the Federal CSBG Annual Report, Module 1.

Services Supporting Multiple Domains:

The ROMA Workplan for *Services Supporting Multiple Domains* will not have any FNPI's to track. This domain is for activities/services only. Indicate what other programs/domains the selected activities will be provided for in order to achieve the goal.

Note: For reporting and consistency purposes, Development is requiring HEAP, PIPP and HWAP be reported using the FNPIs and SRVs indicated below. These programs must be reported in the Housing Domain only. Please refer to the information below for the specific FNPIs and SRVs.

HEAP:

When entering your HEAP ROMA Workplan, enter HEAP in the *Program Name* and enter the CSBG amount allocated to HEAP (Please refer to the Supplanting/Subsidizing section of the manual). The *CSBG Percent* section will auto populate. Enter the amount of *Additional Funding* allocated to HEAP (This amount must match the information that was entered in the *CSBG Budget* section). Provide a narrative of the HEAP services provided through the program. Enter the amount of CSBG funding indicated in the *CSBG Amount* box that will be expended per quarter. For HEAP please use FNPI 4h. Enter the FNPI Year 1 and Year 2 target amounts. For HEAP please use **SRV 4i, SRV 4j and/or SRV 4k**. These services can be used simultaneously or separately.

The screenshot displays the 'DOMAIN SUMMARY' for a 'Housing' program named 'HEAP'. The interface includes a table for program details, a narrative field, a quarterly expenditure table, and a table for tracking FNPIs and Services.

Program Name	CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources Amount
HEAP	\$0	0%	Federal	\$400,000

Narrative:
HEAP program

Enter estimated amount of CSBG funds expended per quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FNPI	Target Year 1	Target Year 2	Services	Target Year 1	Target Year 2
FNPI 4h: The number of households with improved energy efficiency and/or energy burden reduction in their homes.	20	20	SRV 4i. Utility Payments (LIHEAP-includes Emergency Utility Payments)	\$0	\$0
	20	20	SRV 4j. Utility Deposits	\$0	\$0
			SRV 4k. Utility Arrears Payments	\$0	\$0

The numbers from the *HEAP Programs* tab will auto populate to the *HEAP Domain Summary* tab. Please remember the Year 1 and Year 2 numbers can be edited to reflect an unduplicated count.

Domain Name:	Housing			
CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources \$	
\$0	0%	Federal	\$400,000	
FNPI	Unduplicated Target Goal Enrollment Year 1	Unduplicated Target Achieving the Goal Year 1	Unduplicated Target Goal Enrollment Year 2	Unduplicated Target Achieving the Goal Year 2
FNPI 4h. The number of households with improved energy efficiency and/or energy burden reduction in their homes.	20	20	20	20
Services	Unduplicated Total Target Year 1	Unduplicated Total Target Year 2		
SRV 4i. Utility Payments (LIHEAP-includes Emergency Utility Payments)	50	50		
SRV 4j. Utility Deposits	50	50		
SRV 4k. Utility Arrears Payments	50	50		

Percentage of Income Payment Plan Plus (PIPP):

When entering your PIPP ROMA Workplan, enter PIPP in the *Program Name* and enter the CSBG amount allocated to PIPP (Please refer to the Supplanting/Subsidizing section of the manual). The *CSBG Percent* section will auto populate. Enter the amount of *Additional Funding* allocated to PIPP (This amount must match the information that was entered in the *CSBG Budget* section). Provide a narrative of the PIPP services provided through the program. Enter the amount of CSBG funding indicated in the *CSBG Amount* box that will be expended per quarter. For PIPP please use **FNPI 4h**. Enter the FNPI Year 1 and Year 2 target amounts. For PIPP please use **SRV 4k and/or SRV 4i**. These services can be used simultaneously or separately.

Housing Delete The Domain

PROGRAMS **DOMAIN SUMMARY**

Housing-1 of 1 Delete Program

Program Name	CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources Amount
PIPP	\$0	0%	Federal	\$400,000

Narrative:

PIPP program

Enter estimated amount of CSBG funds expended per quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

FNPI	Target Year 1	Target Year 2	Services	Target Year 1	Target Year 2
FNPI 4h. The number of households with improved energy efficiency and/or energy burden reduction in their homes.	**Target Enrollment 20	**Target Enrollment 20	SRV 4k. Utility Arrears Payments	\$0	\$0
	**Target Achieved 20	**Target Achieved 20	SRV 4l. Level Billing Assistance	\$0	\$0

Save Housing Add Program

The numbers from the *PIPP Programs* tab will auto populate to the *PIPP Domain Summary* tab. Please remember the Year 1 and Year 2 numbers can be edited to reflect an unduplicated count.

Housing Delete The Domain

PROGRAMS **DOMAIN SUMMARY**

Domain Name:	Housing		
CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources \$
\$0	0%	Federal	\$400,000
FNPI		Unduplicated Target Goal Enrollment Year 1	Unduplicated Target Achieving the Goal Year 1
FNPI 4h. The number of households with improved energy efficiency and/or energy burden reduction in their homes.		20	20
Services		Unduplicated Total Target Year 1	Unduplicated Total Target Year 2
SRV 4l. Level Billing Assistance		50	50
SRV 4k. Utility Arrears Payments		50	50

Save Housing

HWAP:

When entering your HWAP ROMA Workplan, enter HWAP in the *Program Name* and enter the CSBG amount allocated to HWAP (Please refer to the Supplanting/Subsidizing section of the manual). The *CSBG Percent* section will auto populate. Enter the amount of *Additional Funding* allocated to HWAP (This amount must match the information that was entered in the *CSBG Budget* section). Provide a narrative of the HWAP services provided through the program. Enter the amount of CSBG funding indicated in the *CSBG Amount* box that will be expended per quarter. For HWAP please use **FNPI 4h**. Enter the FNPI Year 1 and Year 2 target amounts. For HWAP please use **SRV 4t**.

PROGRAMS **DOMAIN SUMMARY**

Housing-1 of 1 Delete Program

Program Name	CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources Amount
HWAP	\$2,500	0%	Federal	\$400,000

Narrative:
 HWAP program

Enter estimated amount of CSBG funds expended per quarter:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8
\$312	\$312	\$312	\$312	\$312	\$312	\$312	\$316

FNPI + Add NPI Target Year 1 Target Year 2 Services Target Year 1 Target Year 2

FNPI 4h. The number of households with improved energy efficiency and/or energy burden reduction in their homes. SRV 4t. Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)

**Target Enrollment	**Target Enrollment		
20	20	50	50
**Target Achieved	**Target Achieved		
20	20		

Save Housing Add Program

The numbers from the *HWAP Programs* tab will auto populate to the *HWAP Domain Summary* tab. Please remember the Year 1 and Year 2 numbers can be edited to reflect an unduplicated count.

PROGRAMS **DOMAIN SUMMARY**

Domain Name: Housing Delete The Domain

CSBG Amount	CSBG Percent	Additional Funding Sources	Additional Funding Sources 5
\$2,500	0%	Federal	\$400,000

FNPI

Unduplicated Target Goal Enrollment Year 1	Unduplicated Target Achieving the Goal Year 1	Unduplicated Target Goal Enrollment Year 2	Unduplicated Target Achieving the Goal Year 2
20	20	20	20

Services

Unduplicated Total Target Year 1	Unduplicated Total Target Year 2
50	50

SRV 4t. Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)

Save Housing

Step 4: CSBG Grant Application Documents

The following is a list of the required attachments that must be uploaded within the CSBG grant application *Documents* section.

- Application cover page
- Needs assessment
 - Please review the *Community Action Agency CSBG Organizational Standards* for specific requirements on the data collected and analyzed as part of the needs assessment.
- Certification of review by public official
 - You must submit documentation showing that a copy of the proposed CSBG program plan and budget was made available to locally elected officials of the municipal corporations and counties within the service area at least ten (10) days prior to submission of the plan and budget to Development.
- Public notification of the proposed plan
 - Documentation showing that the public has been invited to review and comment on the proposed CSBG grant application must be submitted.
- Board meeting minutes
 - Include the signed board meeting indicating the board has reviewed and approved the submission of the CSBG grant application.
- Board roster
 - Please use the template provided in the CSBG grant application *Documents* section.
- Table of organization
 - Upload the current table of organization and delineate CSBG paid positions. Indicate if the position is vacant.
- Fidelity bonding
 - This form must be completed, signed by the Executive Director and returned with the CSBG grant application.
- Property inventory form
 - Only equipment with an acquisition cost of \$5,000 or more must be included in the inventory.
- Job descriptions
 - Provide a position description for all positions paid in-full or in-part by CSBG.
- Certification regarding debarment
 - This form must be completed, signed by the Executive Director and returned with the CSBG grant application.
- Certification regarding lobbying
 - This form must be completed, signed by the Executive Director and returned with the CSBG grant application.
- Certification regarding tobacco smoke
 - This form must be completed, signed by the Executive Director and returned with the CSBG grant application.
- Certification regarding drug-free workplace
 - This form must be completed, signed by the Executive Director and returned with the CSBG grant application.

CSBG Community Level Initiatives:

If you complete Community Level Initiatives in an effort to achieve community level outcomes, you will complete a separate worksheet contained in the *Documents* section of the CSBG grant application. The completed worksheet is to be uploaded into the *Documents* section of the CSBG grant application. This worksheet provides a central place to report valuable information about a single community initiative that has been started, continued, or ended during the current reporting period. For additional instructions refer to the worksheet.

APPENDIX I: Family National Performance Indicators

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

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

Income and Asset Building FNPI's

FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.

FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.

FNPI 3c The number of individuals who opened a savings account or IDA.

FNPI 3d The number of individuals who increased their savings.

FNPI 3e The number of individuals who used their savings to purchase an asset.

FNPI 3e.1 Of the above, the number of individuals who purchased a home.

FNPI 3f The number of individuals who improved their credit scores.

FNPI 3g The number of individuals who increased their net worth.

FNPI 3h The number of individuals engaged with the Community Action Agency who report improved financial well-being.

Housing FNPI's

FNPI 4a The number of households experiencing homelessness who obtained safe temporary shelter.

FNPI 4b The number of households who obtained safe and affordable housing.

FNPI 4c The number of households who maintained safe and affordable housing for 90 days.

FNPI 4d The number of households who maintained safe and affordable housing for 180 days.

FNPI 4e The number of households who avoided eviction.

FNPI 4f The number of households who avoided foreclosure.

FNPI 4g The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.).

FNPI 4h The number of households with improved energy efficiency and/or energy burden reduction in their homes.

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

Civic Engagement and Community Involvement FNPI's	
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.
FNPI 6a.1	Of the above, the number of Community Action program participants who <u>improved their leadership skills</u> .
FNPI 6a.2	Of the above, the number of Community Action program participants who <u>improved their social networks</u> .
FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <u>enhance their ability to engage</u> .

APPENDIX II: Activities/Services List

Employment
SRV 1a Vocational Training
SRV 1b On-the-Job and other Work Experience
SRV 1c Youth Summer Work Placements
SRV 1d Apprenticeship/Internship
SRV 1e Self-Employment Skills Training
SRV 1f Job Readiness Training
SRV 1g Workshops
SRV 1h Coaching
SRV 1i Coaching
SRV 1j Resume Development
SRV 1k Interview Skills Training
SRV 1l Job Referrals
SRV 1m Job Placements
SRV 1n Pre-employment physicals, background checks, etc.
SRV 1o Coaching
SRV 1p Interactions with employers
SRV 1q Employment Supplies

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

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

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

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

SRV 5gg Community Gardening Activities
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)
SRV 5ii Prepared Meals
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)
SRV 5kk Family Mentoring Sessions
SRV 5ll Life Skills Coaching Sessions
SRV 5mm Parenting Classes
SRV 5nn Kits/boxes
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)

Civic Engagement and Community Involvement

SRV 6a Voter Education and Access
SRV 6b Leadership Training
SRV 6c Tri-partite Board Membership
SRV 6d Citizenship Classes
SRV 6e Getting Ahead Classes
SRV 6f Volunteer Training

Services Supporting Multiple Domains
SRV 7a Case Management
SRV 7b Eligibility Determinations
SRV 7c Referrals
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)
SRV 7e Child Care subsidies
SRV 7f Child Care payments
SRV 7g Day Centers
SRV 7h Birth Certificate
SRV 7i Social Security Card
SRV 7j Driver's License
SRV 7k Criminal Record Expungements
SRV 7l Immigration Support Services (relocation, food, clothing)
SRV 7m Legal Assistance
SRV 7n Emergency Clothing Assistance
SRV 7o Mediation/Customer Advocacy Interventions