

Eligible Entity Information
APPLICANT IDENTIFICATION:
APPLICANT: (Full legal name of corporation)
Applicant Mailing Address :
Executive Director/Chief Executive:
Email:
AGENCY IDENTIFICATION:
NAME OF AGENCY:
Location (County/target area):
Contact person:
Title:
Phone: Fax:
Email:
Board of Directors Chair/President:
Board Chair Mailing Address:
Email:

Tripartite Board of Directors' Membership Roster

Total Seats Per Agency Bylaws			Total Current Vacant Seats	
Total Number of Seats Reserved for Each Sector	Low Income		Public	
Total Number of Vacant Seats Per Each Sector	Low Income		Public	

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Low Income Population					
1					
2					
3					
4					
5					
6					
Public Elected Officials					
1					
2					
3					
4					
5					
6					
Representatives of Private Organizations					
1					
2					
3					
4					
5					
6					

Board of Directors' Officers and Committees		
Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.		
Name	Office	County Represented*
Officers of the Board		
	Chairperson	

Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		
Committee Name:			
	Chairperson		

Committee Name:			
	Chairperson		

Purpose and Federal Assurances-CSBG Community Action Plan (CAP):

The federal requirements mandate that the State require from each eligible contracting entity, as a condition to its receipt of funding under the CSBG Act, a Community Action Plan that includes: (A) A Community Needs Assessment, including food needs; (B) A description of the service delivery system targeted to low-income individuals and families in the service area; (C) A description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow-up consultations; (D) A description of how funding under this Act will be coordinated with other public and private resources; and (E) A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

Federal Certifications

The box after each certification must be checked by the State CSBG authorized official.

Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

☐ By checking this box, the state CSBG authorized official is providing the certification set out above.

Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

(2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
(3) For grantees other than individuals, Alternate I applies.
(4) For grantees who are individuals, Alternate II applies.
(5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
(6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
(7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
(8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
<u>Controlled substance</u> means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);
<u>Conviction</u> means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
<u>Criminal drug statute</u> means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
<u>Employee</u> means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).
<i>Certification Regarding Drug-Free Workplace Requirements</i>
Alternate I. (Grantees Other Than Individuals)
The grantee certifies that it will or will continue to provide a drug-free workplace by:
(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) Establishing an ongoing drug-free awareness program to inform employees about - -
(1) The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of Performance (Street address, city, county, state, zip code) :
<input type="checkbox"/> Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)
(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.
[55 FR 21690, 21702, May 25, 1990]
<input type="checkbox"/> By checking this box, the state CSBG authorized official is providing the certification set out above.
Debarment
<i>CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS</i>
Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions
Instructions for Certification
(1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
(2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
(3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
(4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
(5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
(6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
(7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(8)	A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
(9)	Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
(10)	Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

<i>Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -</i>	
Primary Covered Transactions	
(1)	The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
(a)	Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
(b)	Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c)	Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
(d)	Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
(2)	Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
<i>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions</i>	
Instructions for Certification	
(1)	By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
(2)	The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
(3)	The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
(4)	The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
(5)	The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
(6)	The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.	
(8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.	
(9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.	

<i>Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions</i>	
(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.	
(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.	
<input type="checkbox"/> By checking this box, the state CSBG authorized official is providing the certification set out above.	
Environmental Tobacco Smoke	
Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.	
The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.	
<input type="checkbox"/> By checking this box, the state CSBG authorized official is providing the certification set out above.	
Signatures Required	
Executive Director	Date
Signatures Required	
Board Chair	Date

Applicant Name:

BUDGET NARRATIVE
(form revised February 2025)

All activities, events, meetings etc. will take place in accordance with State and Local compliance.

Total Personnel Costs	including fringe	Total:	\$0
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List staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.

	Annual Salary	Fringe Rate	% of Time	Months	Percent of Months worked Annual	Amount Requested
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number	\$0.00	0.000%	0.000%	0	0.00%	\$0

*Insert details to describe position duties as it relates to the funding (specific program objectives)

	Annual Salary	Fringe Rate	% of Time	Months	Percent of Annual	Amount Requested
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number	\$0.00	0.000%	0.000%	0	0.00%	\$0

*Insert details to describe position duties as it relates to the funding (specific program objectives)

	Annual Salary	Fringe Rate	% of Time	Months	Percent of Annual	Amount Requested
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number	\$0.00	0.000%	0.000%	0	0.00%	\$0

*Insert details to describe position duties as it relates to the funding (specific program objectives)

	Annual Salary	Fringe Rate	% of Time	Months	Percent of Annual	Amount Requested
Name of Employee (if known, otherwise state new position), Title of position & Position Control Number					0.00%	\$0

*Insert details to describe position duties as it relates to the funding (specific program objectives)

*Insert new row for each position funded or delete this row.

Total Fringe Cost	\$0	Total Salary Cost:	\$0
Total Budgeted FTE	0.00000		

Travel	Total:	\$0
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Identify staff who will travel, the purpose, frequency and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

Out-of-State Travel

\$0

<u>Title of Trip & Destination such as CDC Conference: San Diego, CA</u>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff	\$0	0		0	\$0	
Baggage fee: \$ amount per person x # of trips x # of staff	\$0	0		0	\$0	
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff	\$0	0	0	0	\$0	
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$0	0	0	0	\$0	
Ground Transportation: \$ per r/trip x # of trips x # of staff	\$0	0	0	0	\$0	
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff	\$0.000	0		0	\$0	
Parking: \$ per day x # of trips x # of days x # of staff	\$0	0	0	0	\$0	

Justification: Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

In-State Travel

\$0

<u>Origin & Destination</u>	<u>Cost</u>	<u># of Trips</u>	<u># of days</u>	<u># of Staff</u>		
Airfare: cost per trip (origin & designation) x # of trips x # of staff	\$0	0		0	\$0	
Baggage fee: \$ amount per person x # of trips x # of staff	\$0	0		0	\$0	
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff	\$0	0	0	0	\$0	
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff	\$0	0	0	0	\$0	
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days	\$0.00	0	0		\$0	
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff	\$0.000	0		0	\$0	
Parking: \$ per day x # of trips x # of days x # of staff	\$0	0	0	0	\$0	

Justification: Who will travel and why

Operating	Total:	\$0
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List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.

Office supplies \$ amount x # of FTE staff x # of mo.			\$0.00			
Rent: \$ per/mo. x 12 months x # of FTE			\$0.00			
Communications			\$0.00			

Justification: Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

Equipment	Total:	\$0
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List Equipment purchase or lease costing \$5,000 or more, and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment	\$0.00
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Contractual	\$0
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Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini-grants that are a component of a larger project or program may be included here, but require special justification as to the merits of the applicant serving as a "pass-through" entity, and its capacity to do so.

Name of Contractor, Subrecipient:	Total	\$0
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Method of Selection: explain, i.e. sole source or competitive bid

Period of Performance: xx/xx/xxxx-xx/xx/xxxx

Scope of Work: Define scope of work - What will be the specific services/tasks that will be completed and specific deliverables? How do deliverables relate to your goals and objectives, how will deliverables achieve your objective(s)?

* Sole Source Justification: Define if sole source method, not needed for competitive bid

Budget	
Personnel	\$0.00
Travel	\$0.00
Total Budget	\$0.00

Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

Training	Total:	\$0
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List all cost associated with Training, including justification of expenditures.

Describe training \$0.00

Other	Total:	\$0
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Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Printing Services: \$ amount/mo. x 12 months	\$0
Copier/Printer Lease: \$ amount/mo. x 12 months	\$0
Property and Contents Insurance per year	\$0
Other Utilities: \$ per quarter	\$0
Postage: \$ per mo. x 12 months	\$0
State Phone Line: \$ per mo. x 12 months x # Of FTE	\$0
Voice Mail: \$ per mo. x 12 months x # of FTE	\$0
Conference Calls: \$ per mo. x 12 months	\$0
Long Distance: \$ per mo. x 12 months	\$0
Email: \$ per mo. x 12 months x # of FTE	\$0

Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures or public information. Tie budget piece to project deliverable.

TOTAL DIRECT CHARGES	\$0
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Indirect Charges	Indirect Rate:	8.000%	\$0
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Indirect Methodology: Explain how indirect is calculated (e.g. 11% of all direct expenses per Federally approved indirect agreement). If using a Federally approved indirect rate, be sure to include a copy of the agreement to DHHS staff.

TOTAL BUDGET	Total:	\$0
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Applicant Name:

Form 2

PROPOSED BUDGET SUMMARY
(form revised February 2025)

A.

PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS

FUNDING SOURCES	GMU	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Program Income	TOTAL
SECURED									
ENTER TOTAL REQUEST	\$0								\$0

EXPENSE CATEGORY

Personnel	\$0								\$0
Travel	\$0								\$0
Operating	\$0								\$0
Equipment	\$0								\$0
Contractual/Consultant	\$0								\$0
Training	\$0								\$0
Other Expenses	\$0								\$0
Indirect	\$0								\$0

TOTAL EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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These boxes should equal 0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Total Indirect Cost	\$0
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Total Agency Budget	\$0
Percent of Subrecipient Budget	#DIV/0!

B. Explain any items noted as pending:

C. Program Income Calculation:

Planned Use of CSBG Funds			
Eligible Entity		Plan Year	FFY2025

Project Period	#####	to	#####
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1.	Total FFY 2025 CSBG Allocation (use same total as FFY24 award)	\$	-
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2.	Total FFY 2024 Unexpended CSBG Allocation (estimated)	\$	-
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3.	Total CSBG funds available during FFY 2025	\$	-
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4.	Total Service Domain, enter the amount of CSBG funds used (excluding administrative funds):
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A	B	C
Service Domains	FFY2025 CSBG Base Funds	FFY 2024 Unexpended Funds (estimated)
A.2a. Employment		
A.2b. Education and Cognitive Development		
A.2c. Income, Infrastructure, and Asset Building		
A.2d. Housing		
A.2e. Health and Social/Behavioral Development (includes nutrition)		
A.2f. Civic Engagement and Community Involvement		
A.2g. Services Supporting Multiple Domains		

A.2h. Linkages (e.g. partnerships that support multiple domains)		
A.2i. Agency Capacity Building		
A.2j. Other (e.g. emergency management/disaster relief)		
TOTAL	\$ -	\$ -

	FFY2025 CSBG Base Funds	FFY2024 Unexpended Funds (estimated)
5. Funds direct charged for administration	\$ -	\$ -
6. Total grant funds approved for indirect cost rate, de minimis cost rate or admin. cost rate	\$ -	\$ -
7. Total CSBG grant funds awarded to Delegate Agencies	\$ -	\$ -
8. Grand Total of FFY 2025 CSBG Funds and FFY 2024 Unexpended CSBG Funds (should match lines 1 & 2 above)	\$ -	\$ -

If CSBG spending on administrative costs will exceed 15% of CSBG funds, please explain:

[illegible]

Linkages and Collaboration

CSBG Act, Sec. 676(b)(3)(B)-(C) requires that eligible entities provide information on how linkages will be developed to fill identified gaps in the services through the provision of information, referrals, and follow-up consultation. CSBG Act, Sec. 676(b)(5)(6)(9) requires that CSBG eligible entities develop linkages with governmental and other social service programs to assure the effective delivery of services and requires that eligible entities establish linkages with other organizations to fill identified gaps in services through the provision of information, referrals, case management, and follow-up consultations.

[illegible]

L and C-WIOA

42 U.S.C. 9901 et seq., Section 676, (b), (5) states that ". . . the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998"

County in CSBG Service Area	County Where Office is Located	City Where Office is Located	Address	Phone Number or Email of Contact	Method of Referral (Office Visit, Written, Phone call, Email)	Is Follow-Up Conducted to Determine if Client Received Assistance from Workforce Office? Yes or No	Is Documentation Obtained to Report Outcomes in FNPIs 1a, 1b, 1e, 1h? Yes or No	Describe Process Used to Obtain Enrollment & Outcome Data from Organization

L and C-Child Support

Under Public Law 105-205, section 678G(b) *CHILD SUPPORT SERVICES AND REFERRALS*.—During each fiscal year for which an eligible entity receives a grant under section 675C, such entity shall—

- (1) *inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this subtitle about the availability of child support services; and*
- (2) *refer eligible parents to the child support offices of State and local governments.*

As per Appendix A1, AGENCY SPECIFIC CLAUSES, Section 10.07 "The CONTRACTOR warrants that it shall inform custodial parents in single-parent families that participate in CSBG funded programs, services, and activities of the availability of child support services, and refer eligible parents to the child support office of the State and local governments."

County in CSBG Service Area	County Where Office is Located	City Where Office is Located	Address	Phone Number or Email of Contact	Method of Referral (Office Visit, Written, Phone Call, Email)	Is Follow-Up Conducted to Determine if the Client Received Assistance from Child Support Office? Yes or No	Is Documentation Obtained to Report Outcomes in FNPIs 3a, 3b, 3h? Yes or No	Describe the Process Used to Obtain Enrollment & Outcome Data from Organization

Note: If no follow up is conducted after the referral, do not report in FNPI 3a, 3b, 3h. Instead, report SRV 3g

L and C-Nutritious Food

Provision of Nutritious Foods: Describe how the Subrecipient will provide, *on an emergency basis*, such supplies and services, nutritious foods, and related services, as may be necessary to counteract the conditions of starvation and malnutrition among low-income individuals. **CSBG Act, Sec. 676(b)(4). The assistance only needs to be provided on an emergency basis, until the need is met. If a referral source can meet the need, that is acceptable; otherwise, CSBG funds must be used to meet the need.**

SRV 3	Income and Asset Building Services (SRV 3)	
SRV 3g-l	Benefit Coordination and Advocacy	Number of Individuals projected to receive service:
SRV 3l		
SRV 3l		
SRV 3l		
SRV 3l		
SRV 5	Health and Social/Behavioral Development Services (SRV 5)	
SRV 5ff-jj	Nutrition and Food/Meals	Number of Individuals projected to receive service:
SRV 5ff		
SRV 5gg		
SRV 5hh		
SRV 5ii		
SRV 5jj		

Individual and Family Programs

CSBG Program Assurances (§676A(b)a-c, (4) (1)... funds made available through the grant or allotment will be used –

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) secure and retain meaningful employment;

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) make better use of available income;

(v) obtain and maintain adequate housing and a suitable living environment;

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs.

[illegible]

Program 1 Service Delivery Model

676(b)(3)(A)Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State.” As required under Section 678E(a)(1)(A) of the CSBG Act, all CSBG eligible entities shall participate in a performance measurement system. ROMA incorporates the use of outcomes or results into the administration, management and operation of community action agencies. Org Standard 4.2 and 4.3: The organization’s/department’s Community Action plan is outcome-based, antipoverty focused, ties directly to the community assessment, and documents the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle.

Program Name: Success	Describe method in which services are provided <i>full-service case management program where participants receive a set of services to help them obtain positive outcomes. The agency conducts an initial intake to determine baseline needs of client. The agency provides direct services and refers client to community programs. Case manager meets with client twice a month at the agency, and by phone and email as needed.</i>
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[illegible]

Program 2 Service Delivery Model	
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675(b)(3)(A)Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675(c), targeted to low-income individuals and families in communities within the State;" [As required under Section 678(e)(1)(A) of the CSBG Act, all CSBG eligible entities shall participate in a performance measurement system. ROMA incorporates the use of outcomes or results into the administration, management and operation of community action agencies. Org Standard 4.2 and 4.3. The organization's/department's Community Action plan is outcome-based, antipoverty focused, ties directly to the community assessment, and documents the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle.

[illegible]

		Family National Performance Indicators (FNPIs)
OLD NPIs	Subrecipient:	
	NPIs	Counts of Change for Indicators
	FNPI 1	Employment Indicators (FNPI 1)
NEW	FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.
1.1A	FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).
1.1B	FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).
NEW	FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).
1.1A	FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).
1.1D	FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).
NEW	FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).
1.1C	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.
NEW	FNPI 1h.1	Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.
NEW	FNPI 1h.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.
NEW	FNPI 1h.3	Of the above, the number of employed participants who increased benefits related to employment.
	FNPI 1	Other Employment Outcome Indicator (FNPI 1)
TOP	FNPI 1z.1	The number of unduplicated persons who achieved a household income above 125% transitioning to self-sufficiency (Must be State assigned TOP goal or higher)
	FNPI 2	Education and Cognitive Development (FNPI 2)
NEW	FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.
NEW	FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.
NEW	FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).
NEW	FNPI 2c.1	Early Childhood Education (ages 0-5)

NEW	FNPI 2c.2	1st grade-8th grade
NEW	FNPI 2c.3	9th grade-12th grade
NEW	FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)
NEW	FNPI 2d.1	Early Childhood Education (ages 0-5)
NEW	FNPI 2d.2	1st grade-8th grade
NEW	FNPI 2d.3	9th grade-12th grade
NEW	FNPI 2e	The number of parents/caregivers who improved their home environments.
NEW	FNPI 2f	The number of adults who demonstrated improved basic education.
1.2B	FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.
1.2A	FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.
1.2C	FNPI 2i	The number of individuals who obtained an Associate's degree.
1.2C	FNPI 2j	The number of individuals who obtained a Bachelor's degree.
	FNPI 3	Income and Asset Building (FNPI 3)
NEW	FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.
NEW	FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.
NEW	FNPI 3c	The number of individuals who opened a savings account or IDA.
NEW	FNPI 3d	The number of individuals who increased their savings.
1.3 I, J	FNPI 3e	The number of individuals who used their savings to purchase an asset.
1.3 I, J	FNPI 3e.1	Of the above, the number of individuals who purchased a home.
NEW	FNPI 3f	The number of individuals who improved their credit scores.
NEW	FNPI 3g	The number of individuals who increased their net worth.
NEW	FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.
	FNPI 4	Housing (FNPI 4)
6.2E	FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.
1.2H, 6.4E	FNPI 4b	The number of households who obtained safe and affordable housing.
1.3D	FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.
NEW	FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.
6.2C	FNPI 4e	The number of households who avoided eviction.

NEW	FNPI 4f	The number of households who avoided foreclosure.
2.1D	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).
1.2K, 6.4H	FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.
	FNPI 5	Health and Social/Behavioral Development (FNPI 5)
NEW	FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).
NEW	FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.
6.4E	FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.
6.3J	FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.
6.3K	FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.
6.4E	FNPI 5f	The number of seniors (65+) who maintained an independent living situation.
6.4E	FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.
6.4E	FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.
NEW	FNPI 5i	The number of individuals with no recidivating event for six months.
NEW	FNPI 5i.1	Youth (ages 14-17)
NEW	FNPI 5i.2	Adults (ages 18+)
	FNPI 6	Civic Engagement and Community Involvement Indicators (FNPI 6)
NEW	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.
NEW	FNPI 6a.1	Of the above, the number of Community Action program participants who improved their leadership skills.
NEW	FNPI 6a.2	Of the above, the number of Community Action program participants who improved their social networks.
NEW	FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.
	FNPI 7	Outcomes Across Multiple Domains (FNPI 7)
NEW	FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.

	Family Level Services
NPIs	Data Entry Form
SRV 1	Employment Services (SRV 1)
SRV 1a-f	Skills Training and Opportunities for Experience
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-h	Career Counseling
SRV 1g	Workshops
SRV 1h	Coaching
SRV 1i-n	Job Search
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-p	Post Employment Supports
SRV 1o	Coaching
SRV 1p	Interactions with employers
SRV 1q	Employment Supplies
SRV 1q	Employment Supplies
SRV 2	Education and Cognitive Development Services (SRV 2)
SRV 2a-j	Child/Young Adult Education Programs
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 2k	School Supplies
SRV 2l-q	Extra-curricular Programs
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-z	Adult Education Programs
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 2v	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	Post-Secondary Education Supports
SRV 2aa	College applications, text books, computers, etc.
SRV 2bb	Financial Aid Assistance
SRV 2bb	Scholarships
SRV 2cc	Home Visits
SRV 2cc	Home Visits
SRV 3	Income and Asset Building Services (SRV 3)
SRV 3a-f	Training and Counseling Services
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-l	Benefit Coordination and Advocacy
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-r	Asset Building
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	Loans And Grants
SRV 3q	Micro-loans
SRV 3r	Business incubator/business development loans
SRV 4	Housing Services (SRV 4)
SRV 4a-e	Housing Payment Assistance
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-h	Eviction Prevention Services
SRV 4f	Eviction Counseling
SRV 4g	Landlord/Tenant Mediations
SRV 4h	Landlord/Tenant Rights Education
SRV 4i-l	Utility Payment Assistance
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-p	Housing Placement/Rapid Re-housing
SRV 4m	Temporary Housing Placement (includes Emergency Shelters)
SRV 4n	Transitional Housing Placements
SRV 4o	Permanent Housing Placements
SRV 4p	Rental Counseling
SRV 4q	Housing Maintenance & Improvements
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)
SRV 4r-t	Weatherization Services
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.)
SRV 5	Health and Social/Behavioral Development Services (SRV 5)
SRV 5a-j	Health Services, Screening and Assessments
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-o	Reproductive Health Services
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-q	Wellness Education
SRV 5p	Wellness Classes (stress reduction, medication management, mindfulness, etc.)
SRV 5q	Exercise/Fitness
SRV 5r-x	Mental/Behavioral Health
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-aa	Support Groups
SRV 5y	Substance Abuse Support Group Meetings
SRV 5z	Domestic Violence Support Group Meetings
SRV 5aa	Mental Health Support Group Meeting
SRV 5bb-ee	Dental Services, Screenings and Exams
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-jj	Nutrition and Food/Meals
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-mm	Family Skills Development
SRV 5kk	Family Mentoring Sessions
SRV 5ll	Life Skills Coaching Sessions
SRV 5mm	Parenting Classes
SRV 5nn-oo	Emergency Hygiene Assistance
SRV 5nn	Kits/boxes

SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)
SRV 6a-f	Civic Engagement and Community Involvement Services (SRV 6)
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
SRV 7	Services Supporting Multiple Domains (SRV 7)
SRV 7a	Case Management
SRV 7a	Case Management
SRV 7b	Eligibility Determinations
SRV 7b	Eligibility Determinations
SRV 7c	Referrals
SRV 7c	Referrals
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair;
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)
SRV 7e-f	Childcare
SRV 7e	Child Care subsidies
SRV 7f	Child Care payments
SRV 7g	Eldercare
SRV 7g	Day Centers
SRV 7h-j	Identification Documents
SRV 7h	Birth Certificate
SRV 7i	Social Security Card
SRV 7j	Driver's License
SRV 7k	Re-Entry Services
SRV 7k	Criminal Record Expungements
SRV 7l	Immigration Support Services (relocation, food, clothing)
SRV 7l	Immigration Support Services (relocation, food, clothing)
SRV 7m	Legal Assistance (includes emergency legal assistance)
SRV 7m	Legal Assistance

SRV 7n	Emergency Clothing Assistance
SRV 7n	Emergency Clothing Assistance
SRV 7o	Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government)
SRV 7o	Mediation/Customer Advocacy Interventions

Community Level Initiatives

CSBG Program Assurances (§676A(b)a-c, (4) (1)... funds made available through the grant or allotment will be used – (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to; document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.

1. Initiative Name		
2. Initiative Year		1-7+ years
3. Problem Identification		Narrative (Provide a narrative
4. Goal/Agenda		Narrative
5. Issue/CSBG Community Domains		Employment; Education and Cognitive
6. Ultimate Expected Outcome		Community Level National
7. Identified Community		Neighborhood, City, School District,
8. Expected Duration		Narrative (Provide the range
9. Partnership Type		Independent CAA Initiative, CAA is the
10. Partners		Narrative (Provide a narrative
11. Strategy(ies)		
12. Progress on Outcomes/Indicators		No Outcomes to Report, Interim
13. Impact of Outcomes		Narrative
14. Outcomes/Indicators to Report		Community Level National
15. Final Status		Initiative Active, Initiative Ended
16. Lessons Learned		Narrative

Community NPIs			
	CNPI 1	Counts of Change for Employment Indicators (CNPI 1)	2025 Target
NEW	CNPI 1a	Number of jobs created to increase opportunities for people with low incomes in the identified community.	
2.1A	CNPI 1b	Number of job opportunities maintained in the identified community.	
2.1B	CNPI 1c	Number of “living wage” jobs created in the identified community*.	
2.1B	CNPI 1d	Number of “living wage” jobs maintained in the identified community*.	
NEW	CNPI 1e	Number of jobs created in the identified community with a benefit package.	
	CNPI 1	Rates of Change for Employment Indicators (CNPI 1)	Expected % Change
NEW	CNPI 1f	Percent decrease of the unemployment rate.	
NEW	CNPI 1g	Percent decrease of the youth unemployment rate.	
NEW	CNPI 1h	Percent decrease of the underemployment rate.	
	CNPI 2	Counts of Change for Education and Cognitive Development Indicators (CNPI 2)	2025 Target
NEW	CNPI 2a	Number of accessible and affordable early childhood or pre-school education assets or resource added to the identified community.	
2.1F	CNPI 2b	Number of accredited or licensed affordable child care facilities added in the identified community.	
NEW	CNPI 2c	Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.	
2.1G	CNPI 2d	Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)	
2.1I	CNPI 2e	Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)	
2.1I	CNPI 2f	Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)	
	CNPI 2	Rates of Change for Education and Cognitive Development Indicators (CNPI 2)	Expected % Change
NEW	CNPI 2g	Percent increase of children in the identified community who are kindergarten ready.	
NEW	CNPI 2h	Percent increase of children in the identified community at (or above) the basic reading level.	
NEW	CNPI 2i	Percent increase of children in the identified community at (or above) the basic math level.	
NEW	CNPI 2j	Percent increase in high school (or high school equivalency) graduation rate in the identified community.	
NEW	CNPI 2k	Percent increase of the rate of youth in the identified community who attend post-secondary education.	
NEW	CNPI 2l	Percent increase of the rate of youth in the identified community who graduate from post-secondary education.	

NEW	CNPI 2m	Percent increase of adults in the identified community who attend post-secondary education.	
NEW	CNPI 2n	Percent increase of adults in the identified community who graduate from post-secondary education.	
NEW	CNPI 2o	Percent increase in the adult literacy rate in the identified community.	
	CNPI 3	Counts of Change for Infrastructure and Asset Building Indicators (CNPI 3)	2025 Target
	CNPI 3a	Number of new accessible assets/resources created in the identified community:	
2.2D	CNPI 3a.1	Commercial	
NEW	CNPI 3a.2	Financial	
NEW	CNPI 3a.3	Technological/ Communications (e.g. broadband)	
2.1H	CNPI 3a.4	Transportation	
NEW	CNPI 3a.5	Recreational (e.g. parks, gardens, libraries)	
2.1A, B & E	CNPI 3a.6	Other Public Assets/Physical Improvements	
	CNPI 3b	Number of existing assets/resources made accessible to the identified community:	
2.2D	CNPI 3b.1	Commercial	
NEW	CNPI 3b.2	Financial	
NEW	CNPI 3b.3	Technological/ Communications (e.g. broadband)	
2.1H	CNPI 3b.4	Transportation	
NEW	CNPI 3c	Recreational (e.g. parks, gardens, libraries)	
NEW	CNPI 3d	Other Public Assets/Physical Improvements	
	CNPI 3	Rates of Change for Infrastructure and Asset Building Indicators (CNPI 3)	Expected % Change
NEW	CNPI 3e	Percent decrease of abandoned or neglected buildings in the identified community.	
NEW	CNPI 3f	Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.).	
NEW	CNPI 3g	Percent decrease of predatory lenders and/or lending practices in the identified community.	
NEW	CNPI 3h	Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.	
2.1H year to year	CNPI 3i	Percent increase of transportation services in the identified community.	
	CNPI 4	Counts of Change for Housing Indicators (CNPI 4)	2025 Target
2.1C	CNPI 4a	Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).	
2.1D	CNPI 4b	Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.	
NEW	CNPI 4c	Number of shelter beds created in the identified community.	
NEW	CNPI 4d	Number of shelter beds maintained in the identified community.	
	CNPI 4	Rates of Change for Housing Indicators (CNPI 4)	Expected % Change

NEW	CNPI 4e	Percent decrease in the rate of homelessness in the identified community.	
NEW	CNPI 4f	Percent decrease in the foreclosure rate in the identified community.	
NEW	CNPI 4g	Percent increase in the rate of home ownership of people with low incomes in the identified community.	
2.1D year to year	CNPI 4h	Percent increase of affordable housing in the identified community.	
NEW	CNPI 4i	Percent increase of shelter beds in the identified community.	
	CNPI 5	Counts of Change for Health and Social/Behavioral Indicators (CNPI 5)	2025 Target
2.1E	CNPI 5a	Number of accessible and affordable physical health assets or resources created in the identified community.	
2.1C	CNPI 5b	Number of accessible and affordable behavioral and mental health assets or resources created in the identified community.	
2.2C	CNPI 5c	Number of public safety assets and resources created in the identified community.	
NEW	CNPI 5d	Number of accessible and affordable healthy food resources created in the identified community.	
NEW	CNPI 5e	Number of activities designed to improve police and community relations within the identified community.	
	CNPI 5	Rates of Change for Physical Health, Wellbeing, and Development Indicators (CNPI 5)	Expected % Change
NEW	CNPI 5f	Percent decrease in infant mortality rate in the identified community.	
NEW	CNPI 5g	Percent decrease in childhood obesity rate in the identified community.	
NEW	CNPI 5h	Percent decrease in adult obesity rate in the identified community.	
NEW	CNPI 5i	Percent increase in child immunization rate in the identified community.	
NEW	CNPI 5j	Percent decrease in uninsured families in the identified community.	
	CNPI 5	Rates of Change for Behavioral and Mental health, Emotional Wellbeing, and Development Indicators (CNPI 5)	Expected % Change
NEW	CNPI 5k	Percent decrease in the teen pregnancy rate in the identified community.	
NEW	CNPI 5l	Percent decrease in unplanned pregnancies in the identified community.	
NEW	CNPI 5m	Percent decrease in substance abuse rate in the identified community.(e.g. cigarettes, prescription drugs, narcotics, alcohol).	
NEW	CNPI 5n	Percent decrease in domestic violence rate in the identified community.	
NEW	CNPI 5o	Percent decrease in the child abuse rate in the identified community.	
NEW	CNPI 5p	Percent decrease in the child neglect rate in the identified community.	
NEW	CNPI 5q	Percent decrease in the elder abuse rate in the identified community.	
NEW	CNPI 5r	Percent decrease in the elder neglect rate in the identified community.	
	CNPI 5	Rates of Change for Public Safety Indicators (CNPI 5)	Expected % Change
NEW	CNPI 5s	Percent decrease in recidivism rate in the identified community.	
NEW	CNPI 5t	Percent decrease in non-violent crime rate in the identified community.	

NEW	CNPI 5u	Percent decrease in violent crime rate in the identified community.	
NEW	CNPI 5v	Percent decrease in teens involved with the juvenile court system in the identified community.	
	CNPI 6	Rates of Change for Civic Engagement and Community Involvement Indicators Goal 2 (CNPI 6)	Expected % Change
2.3 year to year	CNPI 6 G2a	Percent increase of donated time to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	
NEW	CNPI 6 G2b	Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	
3.2A, D year to year	CNPI 6 G2c	Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	
	CNPI 6	Rates of Change for Civic Engagement and Community Involvement Indicators Goal 3 (CNPI 6)	Expected % Change
3.2 year to year	CNPI 6 G3a	Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	
NEW	CNPI 6 G3b	Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG Eligible Entity or other organizations within the identified community.	

	Strategies
NPIs	Community Strategies List
STR 1	Employment Strategies (STR 1)
STR 1a	Minimum/Living Wage Campaign
STR 1b	Job Creation/Employment Generation
STR 1c	Job Fairs
STR 1d	Earned Income Tax Credit (EITC) Promotion
STR 1e	Commercial Space Development
STR 1f	Employer Education
STR 1g	Employment Policy Changes
STR 1h	Employment Legislative Changes
STR 1i	Other Employment Strategy: (please specify)
STR 2	Education and Cognitive Development Strategies (STR 2)
STR 2a	Preschool for All Campaign
STR 2b	Charter School Development
STR 2c	After School Enrichment Activities Promotion
STR 2d	Pre K-College/Community College Support
STR 2e	Children's Trust Fund Creation
STR 2f	Scholarship Creation
STR 2g	Child Tax Credit (CTC) Promotion
STR 2h	Adoption Child Care Quality Rating
STR 2i	Adult Education Establishment
STR 2j	Education and Cognitive Development Policy Changes
STR 2k	Education and Cognitive Development Legislative Changes
STR 2l	Other Education and Cognitive Development Strategy: (please specify)
STR 3	Infrastructure and Asset Building Strategies (STR 3)
STR 3a	Cultural Asset Creation
STR 3b	Police/Community Relations Campaign
STR 3c	Neighborhood Safety Watch Programs
STR 3d	Anti-Predatory Lending Campaign
STR 3e	Asset Building and Savings Promotion
STR 3f	Develop/Build/Rehab Spaces
STR 3g	Maintain or Host Income Tax Preparation Sites

STR 3h	Community-Wide Data Collection Systems Development
STR 3i	Local 211 or Resource/Referral System Development
STR 3j	Water/Sewer System Development
STR 3k	Community Financial Institution Creation
STR 3l	Infrastructure Planning Coalition
STR 3m	Park or Recreation Creation and Maintenance
STR 3n	Rehabilitation/Weatherization of Housing Stock
STR 3o	Community Center/Community Facility Establishment
STR 3p	Asset Limit Barriers for Benefits Policy Changes
STR 3q	Infrastructure and Asset Building Policy Changes
STR 3r	Infrastructure and Asset Building Legislative Changes
STR 3s	Other Infrastructure and Asset Building Strategy: (please specify)
STR 4	Housing Strategies (STR 4)
STR 4a	End Chronic Homelessness Campaign
STR 4b	New Affordable Single Unit Housing Creation
STR 4c	New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
STR 4d	Tenants' Rights Campaign
STR 4e	New Shelters Creation (including day shelters and domestic violence shelters)
STR 4f	Housing or Land Trust Creation
STR 4g	Building Codes Campaign
STR 4h	Housing Policy Changes
STR 4i	Housing Legislative Changes
STR 4j	Other Housing Strategy: (please specify)
STR 5	Health and Social/Behavioral Strategies (STR 5)
STR 5a	Health Specific Campaign
STR 5b	Farmers Market or Community Garden Development
STR 5c	Grocery Store Development
STR 5d	Gun Safety/Control Campaign
STR 5e	Healthy Food Campaign
STR 5f	Nutrition Education Collaborative
STR 5g	Food Bank Development
STR 5h	Domestic Violence Court Development

STR 5i	Drug Court Development
STR 5j	Alternative Energy Source Development
STR 5k	Develop or Maintain a Health Clinic
STR 5l	Health and Social/Behavioral Development Policy Changes
STR 5m	Health and Social/Behavioral Development Legislative Changes
STR 5n	Other Health and Social/Behavioral Development Strategy: (please specify)
STR 6 G2	Civic Engagement and Community Involvement Strategies- Goal 2 (STR 6)
STR 6 G2a	Development of Health and Social Service Provider Partnerships
STR 6 G2b	Recruiting and Coordinating Community Volunteers
STR 6 G2c	Poverty Simulations
STR 6 G2d	Attract Capital Investments
STR 6 G2e	Build/Support Increased Equity
STR 6 G2f	Equity Awareness Campaign
STR 6 G2g	Coordinated Community-wide Needs Assessment
STR 6 G2h	Civic Engagement and Community Involvement in Advocacy Efforts
STR 6 G2i	Civic Engagement Policy Changes
STR 6 G2j	Civic Engagement Legislative Changes
STR 6 G2k	Other Civic Engagement and Community Involvement Strategy: (please specify)
STR 6 G3	Civic Engagement and Community Involvement Strategies — Goal 3 (STR 6)
STR 6 G3a	Empowerment of Individuals/Families with Low-Incomes
STR 6 G3b	Campaign to Ensure Individuals with Low-Incomes are Represented on Local Governing Bodies
STR 6 G3c	Social Capital Building Campaign for Individuals/Families with Low-Incomes
STR 6 G3d	Campaign for Volunteer Placement and Coordination
STR 6 G3e	Civic Engagement Policy Changes
STR 6 G3f	Civic Engagement Legislative Changes
STR 6 G3g	Other Civic Engagement and Community Involvement Strategy: (please specify)
STR 7	Community Support Strategies (STR 7)
STR 7a	Off-Hours (Non-Traditional Hours) Child Care Development
STR 7b	Transportation System Development
STR 7c	Transportation Services Coordination and Support
STR 7d	Community Support Policy Changes
STR 7e	Community Support Legislative Changes

STR 7f	Other Community Support Strategy: (please specify)
STR 8	Emergency Management Strategies (STR 8)
STR 8a	State or Local Emergency Management Board Enhancement
STR 8b	Community wide Emergency Disaster Relief Service Creation
STR 8c	Disaster Preparation Planning
STR 8d	Emergency Management Policy Changes
STR 8e	Emergency Management Legislative Changes
STR 8f	Other Emergency Management Strategy: (please specify)

Agency Capacity

Section B: CSBG Eligible Entity Capacity Building - Data Entry Form		
B.2	Hours of Agency Capacity Building (e.g. training, planning, assessment):	Number Targeted for FY 24
B.2a	Hours of Board Members in capacity building activities	
B.2b	Hours of Agency Staff in capacity building activities	
B.3	Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Number Targeted for FY 24
B.3a	Total number of volunteer hours donated to the agency	
B.3a.1	Of the above, the total number of volunteer hours donated by individuals with low-incomes	
B.4	The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number Targeted for FY 24
B.4a	Number of Nationally Certified ROMA Trainers	
B.4b	Number of Nationally Certified ROMA Implementers	
B.4c	Number of Certified Community Action Professionals (CCAP)	
B.4d	Number of Staff with a child development certification	
B.4e	Number of Staff with a family development certification	
B.4f	Number of Pathways Reviewers	
B.4g	Number of Staff with Home Energy Professional Certifications	
B.4g.1	Number of Energy Auditors	
B.4g.2	Number of Retrofit Installer Technicians	
B.4g.3	Number of Crew Leaders	
B.4g.4	Number of Quality Control Inspectors (QCI)	
B.4h	Number of LEED Risk Certified assessors	
B.4i	Number of Building Performance Institute (BPI) certified professionals	
B.4j	Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k	Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l	Number of American Institute of Certified Planners (AICP)	
B.4m	Other <i>(Please specify others below)</i> :	
B.5	Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Number Targeted for FY 24
B.5a	Non-Profit	
B.5b	Faith Based	

B.5c	Local Government	
B.5d	State Government	
B.5e	Federal Government	
B.5f	For-Profit Business or Corporation	
B.5g	Consortiums/Collaborations	
B.5h	School Districts	
B.5i	Institutions of Post-Secondary Education/Training	
B.5j	Financial/Banking Institutions	
B.5k	Health Service Organizations	
B.5l	Statewide Associations or Collaborations	

Innovative Initiative
Under Public Law 105-205, section 675C(a) Describe the use of CSBG "funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Please describe an innovative initiative currently being delivered or an initiative in the planning stages during this contract year. The status of this initiative will be reported at the end of the contract period as part of the annual report.