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# **CSBG LEXICON**

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**For Community Services Block Grant Funded Programs**

To assist with the completion of the CSBG IS Survey

**September 2014**

## **INTRODUCTION**

The purpose of the LEXICON is to provide definitions and clarification related to phrases commonly used by state and local managers of Community Services Block Grant (CSBG) funded programs. Most importantly, the LEXICON provides guidance for reporting subcategories of allowable CSBG-funded services/expenditures within the nine established categories in Section E of the CSBG-IS. Quick links to these nine categories are provided below.

- [Employment](#)
- [Education](#)
- [Income Management](#)
- [Housing](#)
- [Emergency Services](#)
- [Nutrition](#)
- [Linkages](#)
- [Self-Sufficiency](#)
- [Health](#)

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## **Act**

See [CSBG Act](#).

## **Adult Basic Education (ABE)**

ABE or GED Instruction, including preparatory classes for a high-school equivalency certificate General Education Degree (GED). Report in Section E, under Service Category *Education*.

## **Adult Work Experience**

Projects for adults, such as displaced homemakers, providing work experience to assist them in obtaining full-time, unsubsidized employment. Report in Section E, under Service Category *Employment*.

## **Advocacy**

See [Brokerage/Advocacy](#).

## **Agency**

An organization receiving a CSBG grant or contract from a state or territory.

## **Aging Programs**

See [Elderly Projects](#).

## **Alcohol Abuse**

- Preventative classes, seminars or presentations on alcohol abuse. Report in Section E, under Service Category *Health*.
- Crisis intervention to individuals abusing alcohol or to the families of alcohol abusers. Report in Section E, under Service Category *Emergency Services*.
- In- or out-patient treatment of substance abuse. Report in Section E, under Service Category *Health*.

## **Allocation**

Funds appropriated by the U.S. Congress for the CSBG and distributed by the Secretary of HHS to states, territories and Indian tribes according to section 674 of the CSBG Act. A state's CSBG allocation is its share of the annual federal CSBG appropriation. This amount equates to the CSBG funds expended by a state in any fiscal year only when the carry-over from the previous fiscal year, the planned carry-forward into the next fiscal year and the state appropriations for CSBG, if any, are also factored in.

## **Allotment**

CSBG funds from a state's allocation distributed by the state CSBG administering agency to eligible local entities and discretionary grantees in accord with established state procedures consistent with the CSBG Act. Also known as CSBG substate allotment.

**Alternative Education**

Non-school education projects for school dropouts. Report in Section E, under Service Category *Education*.

**Alternative Energy Installations**

Installations of non-fossil, non-resistance energy sources such as solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices. Report in Section E, under Service Category *Income Management*.

**Apartment Locator Aid**

Report in Section E, under Service Category *Housing*.

**Assurances**

To receive its annual allocation of CSBG funds, each state's Governor must submit an application to the Secretary that, among other things, "certifies" or provides "assurances" that the state will comply with specific conditions contained in Sec 676 of the [CSBG Act](#).

**Assurance Plan**

The application of a Governor to the Secretary for the state's allocation of CSBG funds shall contain, among other things, a plan with provisions describing how the state will carry out the required assurances, and this plan shall be made available for public inspection and easy review and comment. From Sections 676 (a)(2)(B) of the [CSBG Act](#).

**Available Income**

See [Income Management](#).

**Battered Women's Shelters**

Temporary shelters and counseling for battered women. Report in Section E, under Service Category *Emergency Services*.

**Better Use of Available Income**

See [Income Management](#).

**Brokerage/Advocacy**

Projects to increase awareness of identified needs of the poor. Report in Section E, under the service category aligned with the advocacy efforts

**Budget Counseling**

Counseling clients on family budgets. Report in Section E, under Service Category *Income Management*.

**C.O.G.**

Councils of Government: local regional bodies that may be eligible entities.

**Canneries/Self-Help Production**

Construction or operation of community canneries, or other projects to assist low-income families in preserving fruits, vegetables, and meats. Report in Section E, under Service Category *Nutrition*.

**Car Pools**

Projects organizing car pools and van pools. Report in Section E, under the service category aligned with the advocacy or service efforts. For examples, see below.

- Projects organizing car pools and van pools to save money commuting to work or shopping. Report in Section E, under Service Category *Income Management*.
- Projects organizing car pools and van pools for medical reason. Report in Section E under Service Category *Health*.
- Car pools to access jobs. Report in Section E under Service Category *Employment*.

**Career Development**

Training, workshops or courses for employees to qualify them for promotion to a more responsible position. Career development for staff of local CSBG operators. Report in Section E, under Service Category *Employment*.

**Case Management**

A system which helps clients to achieve self-sufficiency through development of a formal, goal-oriented action plan, under the guidance of a trained professional. Report in Section E, under Service Category *Self-Sufficiency*, unless crisis intervention case management, which should be listed in Service Category *Emergency Services*.

**Categories of Service**

See [CSBG Services](#).

**CDBG**

The Community Development Block Grant. Participation in preparation of applications from local governments for CDBG funds. Report in Section E under the service category aligned with the CDBG project/s.

**Child Abuse**

Intervention to prevent child abuse. Report in Section E, under Service Category *Emergency Services*.

**Classes**

General instructional or educational classes for low-income persons. Report in Section E, under Service Category *Education*.

**Clothing**

Donations of clothing or emergency payments for clothing. Report in Section E, under Service Category *Emergency Services*.

**Community Action Agency (CAA)**

Any organization officially designated for fiscal year 1981 as a community action agency or a community action program under the provisions of section 210 of the Economic Opportunity Act of 1964 as amended. Private, nonprofit CAAs must have tri-partite boards of directors, consisting of one-third public officials, at least one-third representatives of the poor, and the remainder from the private sector pursuant to Sec. 676B of the [CSBG Act](#).

**Community Action Partnership**

National membership association for local CAAs. Formerly the National Association of Community Action Agencies (NACAA).

**Community Action Program Legal Services (CAPLAW)**

National membership association dedicated to providing legal, governance, and management resources to CAAs.

**Community Center**

See [Neighborhood Centers](#).

**Community Development**

Community or neighborhood economic development projects run by local CSBG operations separately, or as joint ventures with private enterprise or local governments. Report in Section E, under Service Category *Linkages*.

**Community Food and Nutrition Programs (CFNP)**

Community nutrition programs authorized under the [CSBG Act](#). Report in Section E, under Service Category *Nutrition*.

**Community Organization (general)**

Comprehensive, multiple-purpose projects of local CSBG operators to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency. Report in Section E, under Service Category *Linkages*.

**Community Organization (targeted)**

Projects to mobilize community resources to meet the needs of low-income persons, in any of the nine service categories. Report in Section E, under the service category aligned with the community organization efforts.

**Community Outreach (general)**

Activities of local CSBG operators to insure that low-income citizens are aware of the range of services available to them, and of anti-poverty efforts in general. Can include funding for units of local CSBG operators that recruit volunteers and coordinate their activities, organize community meetings, coordinate special activities such as crime prevention campaigns, or conduct on-going needs assessments. Report in Section E, under Service Category *Linkages*.

**Community Outreach (targeted)**

Projects of local CSBG operators ensuring that eligible participants are aware of available services in any of the nine service categories. Report in Section E, under the service category aligned with the community outreach efforts.

**Community Participation**

From Section 672 (2)(D) of the [CSBG Act](#), “the maximum participation of residents of the low-income communities and members of the groups served by programs assisted through the block grants ...to empower such residents and members to respond to the unique problems and needs within their communities.” Report in Section E, under the service category aligned with the community participation efforts.

**Congregate Meals**

Programs that provide on-site meals for the poor and the elderly. Report in Section E, under Service Category *Nutrition*.

**Consumer Co-ops**

Projects organizing consumer cooperatives or buying clubs, to stretch available income. Report in Section E, under Service Category *Income Management*.

**Consumer Education**

Providing workshops, classes or counseling on consumer education issues. Report in Section E, under Service Category *Income Management*.

**Corporation for National and Community Service**

The Corporation for National and Community Service is a public-private partnership that oversees three national service initiatives—AmeriCorps (AmeriCorps\*VISTA and AmeriCorps\*National Civilian Community Corps), Learn and Serve America, and the National Senior Service Corps (Foster Grandparent Program, Senior Companions Program, and the Retired and Senior Volunteer Program—RSVP).

### **Counseling**

Community Action Agencies provide many different forms of counseling. Please report them in Section E, as follows:

- Crisis Counseling under Service Category *Emergency Services*.
- Educational Counseling under Service Category *Education*.
- Family Counseling and Comprehensive Case Management under Service Category *Linkages* or *Self-Sufficiency*.
- Home Ownership Counseling under Service Category *Housing*.
- Credit Counseling under Service Category *Income Management*.
- Housing Counseling under Service Category *Housing*.
- Individual Counseling under Service Category *Linkages*.
- Job Counseling under Service Category *Employment*.
- Nutrition Counseling under Service Category *Nutrition*.
- For Counseling not specified above, please report them in Section E under the service category aligned with the community participation efforts.

### **Crafts**

- Classes or instruction of a general educational nature. Report in Section E, under Service Category *Education*.
- Skill training to enable trainees to obtain a job or supplement their income. Report in Section E, under Service Category *Employment*.
- As business or income-generating projects run by CSBG operators. Report in Section E, under Service Category *Employment*.
- For areas not specified above, please report them in Section E under the service category aligned with the purpose of the craft project.

### **Credit Counseling**

Counseling to low-income individuals about personal credit. Report in Section E, under Service Category *Income Management*.

### **Credit Unions**

Organization of credit unions in low-income communities for low-income workers. Report in Section E, under Service Category *Income Management*.

### **Crisis Hot Line**

Telephone counseling to individuals in crisis. Report in Section E, under Service Category *Emergency Services*.

### **Crisis Intervention**

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse. Can also include mediation in case of utility shut-offs or in cases where loss of benefits from programs such TANF or Food Stamps/ Supplemental Nutrition Assistance Program (SNAP) could cause family emergencies. Report in Section E, under Service Category *Emergency Services*.

### **CSBG IS Survey**

Annual CSBG Information System Survey on the CSBG Network's use of funds, demographics of those served, and outcomes achieved.

### **CSBG Act**

Title II of the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, U.S. Public Law 105-285. To view the Act, use the following link:  
<http://www.gpo.gov/fdsys/pkg/PLAW-105publ285/pdf/PLAW-105publ285.pdf>.

### **CSBG Mission**

See [CSBG Purpose](#).

### **CSBG Purpose**

From Sec. 672(1) of the [CSBG Act](#): “to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security).”

### **CSBG Services**

There are nine established categories of services for the Community Services Block Grant Information System Survey: [Employment](#), [Education](#), [Income Management](#), [Housing](#), [Emergency Services](#), [Nutrition](#), [Linkages](#), [Self-Sufficiency](#) and [Health](#).

### **CSBG Strategies**

Sec. 672(2)A-E and 676(b) of the [CSBG Act](#) outlines strategies for accomplishing the CSBG mission and/or purpose.

### **DOE/WAP**

The Low-Income Weatherization Assistance Program of the U.S. Department of Energy.

### **DOT (U.S.)**

The federal Department of Transportation.

### **Day Care and Child Development**

Child care/or classes frequently providing both child development instruction and support for working parents. Report in Section E, under Service Category *Education*.

### **Dental**

See [Medical/Dental Screening](#). Report in Section E, under Service Category *Health*.

### **Direct Service Projects**

The provision of any of an array in Section E directly to low-income individuals. Contrast with [Non-Service Projects](#). Report in Section E under the service category aligned with the direct service project.

### **Disaster Relief**

Emergency assistance to victims in a community as a result of natural disasters or large scale accidents. Report in Section E, under Service Category *Emergency Services*.

### **Displaced Homemaker**

Organizing a support group of displaced homemakers (women returning to the workforce from being a full-time homemaker, usually the result of divorce or death of spouse). Report in Section E, under Service Category *Employment*.

### **Donated Goods/Services**

Organizing or providing donations of food, clothing, furniture, wood and other fuels and professional services to help families and individuals meet one-time emergencies or recover from natural disasters. Report in Section E, under Service Category *Emergency Services*.

### **Drug Abuse**

Preventative classes, seminars or presentations on drug abuse. Intervention or treatment of substance users. Report in Section E, under Service Category *Health*.

### **Economic Development**

See [Community Development](#).

### **Education [SERVICE CATEGORY 2]**

One of nine categories in Section E or programs from the [CSBG Act](#).

Definitions of specific activities to Report in Section E, under Service Category *Emergency Services* are as follows:

#### **Information and Referral (I & R)**

- Information about educational opportunities.
- Referral to community education programs.

#### **Counseling and Guidance**

Providing advice and guidance to low-income youths and adults about their educational aspirations and opportunities. These services may come in the form of:

- Counseling for at-risk students and dropouts.
- Students seeking scholarships to a college or technical school.
- Adults seeking educational resources.

### **Public Education and Public Information**

Educational or informational activities conducted by local CSBG agencies to inform the general public about the problems and solutions of poverty in their communities.

### **Head Start Support**

Use of CSBG resources to supplement and improve the educational quality of the Head Start programs that are run by local CSBG agencies.

### **Day Care and Child Development**

- Childcare and/or classes, frequently providing both child development instruction and support for working parents.
- Direct instruction in parenting skills.

### **Adult Basic Education (ABE), GED Instruction and/or Other Instruction**

- Classes preparatory to obtaining a high-school equivalency certificate (GED), literacy skills, basic math skills, and English language, as well as all other instruction, workshops and tutoring.
- May also include classes in alternative education for high school dropouts, craft workshops, etc.

### **Other Education Projects**

- Provision of transportation to education project participants.
- Scholarship programs for low-income students.
- In-school dropout prevention.
- Tutoring and counseling, etc.

### **Interagency and Statewide Planning and Coordination**

Cooperation in meeting community education needs through:

- Interagency planning and/or coordination.
- Statewide meetings or conferences to educate the general public or policymakers about the needs of low-income groups.
- Includes coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions for the statewide needs of low-income groups.

### **Community Organization/and Brokerage/Advocacy**

- Projects to mobilize community resources to meet the educational needs of low-income persons.
- To increase community or employer awareness of identified employment and training needs of the poor.
- To arrange for partnerships and coordinated initiatives in education projects.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Education Counseling**

Providing counseling and guidance to low-income youths and adults about their educational aspirations and opportunities. Can include counseling to high school dropouts, and to youth seeking scholarships to college or technical school. Report in Section E, under Service Category *Education*.

### **Elderly Projects**

Includes multi-purpose or miscellaneous projects that are primarily for the poor who are elderly (employment or hot lunch projects, even if exclusively for the elderly would be reflected in the *Employment* and *Nutrition* categories, respectively.) Can include projects specifically for seniors such as support for multi-purpose senior centers, recreation, consumer, health, homemaker, companion and other services for the elderly. Includes information, referral or outreach projects as well as costs of sponsoring Foster Grandparent or R.S.V.P. programs. CSBG resources used to amplify or supplement Older American Act programs run by local CSBG operators. Report in Section E, under Service Category *Linkages*.

### **Eligibility, Participant**

Per Sec. 673(2) of the [CSBG Act](#), the poverty line “... shall be used as a criterion of eligibility in community service block grant programs.” Additionally, “Whenever a State determines that it serves the objectives of the block grant program established under this subtitle, the State may revise the poverty line to not to exceed 125 percent of the official poverty line otherwise applicable under this paragraph.” To view CAPLAW’s *CSBG Q&A on Client Eligibility*, use the following link:

[https://www.csbgta.org/index2.php?option=com\\_member&task=toolkit&act=download&id=460&no\\_html=1&Itemid=17](https://www.csbgta.org/index2.php?option=com_member&task=toolkit&act=download&id=460&no_html=1&Itemid=17)

### **Eligible Entity**

Per Section 673(1)(A) of the [CSBG Act](#), “an eligible entity is an entity that is an eligible entity described in section 673(1) (as in effect on the day before the date of enactment of the Coats Human Services Reauthorization Act of 1998) as of the day before such date of enactment or is designated by the process described in section 676A (including an organization serving migrant or seasonal farmworkers that is so described or designated); and (ii) that has a tripartite board or other mechanism described in subsection (a) or (b), as appropriate, of section 676B.”

### **Emergency Aid, Other**

Miscellaneous emergency services. See also [Donated Goods/Services](#). Report in Section E, under Service Category *Emergency Services*.

### **Emergency Cash Assistance**

One-time payments to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. Report in Section E, under Service Category *Emergency Services*.

### **Emergency Loans**

Short-term loans to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. Report in Section E, under Service Category *Emergency Services*.

### **Emergency Services [SERVICE CATEGORY 5]**

One of nine categories in Section E or programs from f the [CSBG Act](#).

Definitions of specific activities to report in Section E, under Service Category *Emergency Services* are as follows:

#### **Information & Referral (I&R)**

- Information about emergency and disaster relief services.
- Referrals to existing community programs.

#### **Cash Assistance/Loans**

- Cash assistance in the form of one-time payments to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc.
- Short-term loans to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc.

#### **Emergency Energy Support**

- Use of CSBG resources to amplify or supplement the crisis assistance or fuel payment aspects of any home energy assistance programs that are run by local CSBG agencies.
- Any CSBG resources used to make emergency energy payments, energy-related repairs, energy-related advocacy and/or crisis interventions, especially with energy suppliers.

#### **Crisis Intervention & Crisis Case Management**

- Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse, illness or unemployment.
- Includes temporary shelter for battered women and crisis hotlines.
- Can also include mediation or cases where the loss of benefits from programs such as TANF or Food Stamps/ Supplemental Nutrition Assistance Program (SNAP) causes family emergencies.

#### **Donated Goods/Services/Cash**

Mobilizing, storing and distributing donations of money, food, clothing, furniture, wood and other fuels, and professional services to help families and individuals meet one-time emergencies or recover from disasters.

#### **Other Emergency Services**

Can include services such as transportation to meet family emergencies, provision of legal aid.

### **Homeless Aid**

- Temporary shelter and/or food programs for the homeless.
- Can include other help, such as clothing, medical care and shelter construction.

### **Interagency or Statewide Planning and Coordination**

Cooperation in meeting community emergency or disaster relief needs through interagency planning and/or coordination.

### **Community Organization, Brokerage/Advocacy**

- Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- Projects to increase the awareness of the identified emergency or disaster relief needs of low-income groups.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

## **Employment [SERVICE CATEGORY 1]**

One of nine categories in Section E or programs of the [CSBG Act](#).

Definitions of specific activities to report in Section E, under Service Category *Employment* are as follows:

### **Information and Referral (I & R)**

- Information about employment and job training services.
- Referral to community programs.

### **Job Counseling**

- Periodic counseling of un- or under-employed participants, including help with job hunting skills, formation of job clubs or identification of jobs.
- Can include I & R activities.

### **Job Placement/Development**

This consists of comprehensive projects to get jobs for low-income persons.

- Development means finding vacant positions for which employers agree to interview low-income job seekers.
- Placement includes setting up job interviews for participating job hunters.
- Can include job counseling, job banks and I & R activities.

### **On-the-Job Training (OJT)**

This includes On-the-Job Training (OJT) activities to enhance the skills of working persons during their hours of employment.

### **Summer Youth Jobs (OJT)**

Summer jobs for low-income young people, providing them income, work experience, and perhaps OJT.

### **Head Start Staff/OJT**

The use of CSBG resources for OJT projects for Head Start staff, in support of that HHS program.

### **Weatherization Crew (OJT)**

The use of CSBG resources for OJT projects for crews and staff, in support of DOE or other weatherization assistance programs.

### **Other OJT**

Other OJT projects of local CSBG agencies, such as adult work experience, or career development for the staff of local CSBG agencies.

### **Employment Generating Projects**

- Businesses, services or projects supported or run by local CSBG agencies to provide new job opportunities for low-income people.
- Can also include part-time income-enhancing projects such as establishing produce markets to sell surplus produce from community gardens.

### **Skills Training**

- Training in skills for which there are immediate or reoccurring job opportunities.
- Includes training in word processing, welding, job hunting and similar skills.

### **Other Employment Projects**

- Includes support of Green Thumb and projects to assist in finding jobs for such groups as the elderly, ex-offenders and single mothers.
- Can include provision of transportation to employment project participants and support for Department of Labor programs such as welfare-to-work and former Job Training Partnership Act (JTPA) programs consolidated under the Workforce Investment Act (WIA).

### **Interagency and Statewide Planning and Coordination**

- Participation by CSBG agencies in the local planning and coordination of the Workforce Investment Act (WIA).
- Participation by CSBG agencies in local, regional or statewide planning and/or coordination of other community employment programs.

### **Community Organization and Brokerage/Advocacy**

Includes projects to mobilize community resources to meet the employment and job training needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor, and to arrange for partnerships and coordinated initiatives in employment projects.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Employment-Generating Joint Ventures**

Participation with private enterprise or local government in community projects that will provide an agreed-upon number of jobs for low-income citizens. Report in Section E, under Service Category *Employment*.

### **Employment-Generating Projects**

Businesses, services or projects supported or run by local CSBG operators to provide new job opportunities for low-income persons. Can also include part-time income-enhancing projects such as establishing produce markets to sell the excess from community gardens. Report in Section E, under Service Category *Employment*.

### **Energy Conservation**

Residential Energy Conservation Workshops or Public Information for Energy Conservation. Report in Section E, under Service Category *Income Management*.

### **English Classes (ESL)**

Instruction in English-as-second-language. Report in Section E, under Service Category *Education*.

### **Ex-offender, Employment**

Projects to assist former inmates of prisons or correctional facilities to find jobs. Report in Section E, under Service Category *Employment*. E.

### **Ex-offender, Multi-Purpose Projects**

Comprehensive projects to assist former inmates of prisons or correctional facilities with employment, housing, educational, motivational and community acceptance difficulties. Report in Section E, under Service Category *Linkages*.

### **Family/Individual Counseling**

One-to-one sessions with multi-problem families or individuals by certified counselors. Report in Section E, under Service Category *Linkages*.

Providing long-term, professional case management services organized to remove obstacles to self-sufficiency over time. Report in Section E, under Service Category *Self-Sufficiency*.

### **Family Planning Classes**

Classes, instruction, or presentations on family planning. Report in Section E, under Service Category *Health*.

**Farm Workers**

Direct support for, including membership fees of CSBG Council operators. Report in Section E, under Service Category *Employment*.

**Farmworker Employment**

Projects of local or state CSBG operators to find work for, or improve the working conditions of migrant, seasonal, and other farm workers. Report in Section E, under Service Category *Employment*.

**Feeding Programs for the Homeless**

Food programs for both transient and indigenous homeless persons. Report in Section E, under Service Category *Emergency Services*.

**FEMA**

U.S. Federal Emergency Management Administration.

**Fiscal Year (FY)**

Any twelve-month period designated by the State. A year beginning on October 1 and ending on September 30 is the standard fiscal year of the federal government.

**Food**

Donations and emergency payments for food. Report in Section E, under Service Category *Emergency Services*. Provision of food. See [Nutrition](#).

**Food Banks**

Assistance to regional Food Banks that support local Food Pantries. Report in Section E, under Service Category *Nutrition*.

**Food Baskets**

Organizing, preparing and providing food baskets (inclusive of Holidays). Report in Section E, under Service Category *Nutrition*.

**Food Co-ops**

Food-buying cooperatives. As a project to maximize the available income of low-income consumers. Report in Section E, under Service Category *Income Management*.

As a project to provide employment for co-op operators. Report in Section E, under Service Category *Employment*.

**Food Pantries/Food Shelves**

Organization or operation of community food distribution outlets for donated foodstuffs. Can include assistance to regional food banks for preparation of food baskets. Report in Section E, under Service Category *Nutrition*.

**Food Processing**

Food preservation projects. Report in Section E, under Service Category *Nutrition*.

**Foster Grandparent**

Foster Grandparent program. Report in Section E, under Service Category *Linkages*. See [Corporation for National and Community Service](#).

**FTE**

Full-Time Equivalent.

**Fuel Assistance**

Mobilizing donations of fuel in support for LIHEAP or other fuel payments assistance. Report in Section E, under Service Category *Emergency Services*.

**Garden Projects**

Assistance with neighborhood or community gardens to improve the diets of low-income families. Report in Section E, under Service Category *Nutrition*.

Gardens as income generating projects. Report in Section E, under Service Category *Employment*.

**GED**

Instruction for adults or teenagers preparing them to obtain a high school equivalency degree or General Education Degree (GED). Report in Section E, under Service Category *Education*.

**Green Thumb**

A national program to provide part-time employment for older, rural workers in public service projects, funded by Title V of the Older American Act. Report in Section E, under Service Category *Employment*.

**HHS**

U.S. Department of Health and Human Services.

**Head Start PACs**

Support the activities of Head Start Parent Advisory Councils (PACs). Report in Section E, under Service Category *Education*.

**Head Start Staff OJT**

Support of on-the-job training (OJT) projects for Head Start staff. Report in Section E, under Service Category *Employment*.

### **Head Start Support**

Support of Head Start programs that are run by local CSBG operators. Report in Section E, under Service Category *Education*.

### **Health [SERVICE CATEGORY 9]**

One of nine categories in Section E. The [CSBG Act](#) does not address “Health” specifically, but Health is included as a service category as health-related programs assist low-income families and individuals in obtaining and maintaining self-sufficiency.

Definitions of specific activities to report in Section E, under Service Category *Health* are as follows:

#### **Transportation to Medical Services**

Transportation of low-income people to and from medical services.

#### **Medical or Dental Screening**

Expenditures for services to assess medical or dental needs.

#### **Immunization**

Expenditures in support of immunization programs and/or for providing immunization.

#### **Prevention of Drug Abuse or Alcoholism**

Funding for programs of education and support of program participants for prevention of these health problems.

#### **Treatment of Alcohol/Drug Abuse**

Expenditures related to identification and in- or out-patient treatment of these addictions.

#### **Pregnancy Related Maternal and Infant Health**

Expenditures related to health services for expectant and new mothers and infants. If these services are predominantly nutritional, e.g., education and food, they should continue to be reported under the Nutrition Service category, as should CSBG expenditures which directly support the WIC program. If most of the resources are being spent for non-nutritional screening and services, report them here.

#### **Family Planning Services**

Family planning, counseling, information and/or assistance.

#### **Rural Health Programs**

All programs designed to coordinate/increase all health resources available in rural areas.

#### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Other Primary Health Care**

This portion is for reporting direct primary services (services to eliminate disease, injury, malnutrition etc., not indirect help like education and prevention) funded by CSBG.

### **Other Health Programs**

Any health related services we may have missed above.

### **Health Screening**

Health screening projects. Report in Section E, under Service Category *Health*.

### **Home Maintenance**

Counseling or workshops in home maintenance for low-income. Report in Section E, under Service Category *Housing*.

### **Home Repair/Rehabilitation**

Provision of home repair and residential rehabilitation services to low-income households. Can include home maintenance workshops. Report in Section E, under Service Category *Housing*.

### **Homeless Aid/Programs**

Provision of temporary shelter and/or food programs for the homeless. Can include other help, such as clothing, medical care and shelter construction. Report in Section E, under Service Category *Emergency Services*.

### **Homeownership Counseling/Loan Preparation**

Counseling on homeownership for low-income persons, including assistance in completing applications for HUD and the Farmers Home Administration home loan programs. Report in Section E, under Service Category *Housing*.

### **Hot Meals**

Preparation and service of hot breakfasts, lunches or dinners to the poor, whether children, adults or the elderly. Includes congregate or home-delivered meals. Report in Section E, under Service Category *Nutrition*.

### **Household Financial Counseling**

Counseling and guidance to low-income individuals and families in preparing and implementing household budgets, personal credit and general consumer education issues. Report in Section E, under Service Category *Income Management*.

### **Housing [SERVICE CATEGORY 4]**

One of nine categories in Section E or programs from the CSBG Act.

Definitions of specific activities to report in Section E, under Service Category *Health* are as follows:

### **Information and Referral**

- Information about housing services.
- Referral to existing community programs.

### **Homeownership Counseling/Loan Assistance**

Counseling on homeownership for low-income people, including assistance completing applications for HUD and USDA Rural Development home loan programs.

### **Other Housing Counseling and Landlord/Tenant Advocacy**

Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations, as well as fair housing concerns.

### **Home Repair/Rehabilitation**

- Provision of home repair and residential rehabilitation services to low-income households.
- Can include home maintenance workshops.

### **Other Housing Programs**

- Support for group homes.
- Meeting safety and health code standards.
- Home construction for low-income families.
- Urban homesteading.
- Provision of transportation to housing project participants.
- Initiatives to enforce the Community Reinvestment Act.

### **Interagency and Statewide Planning and Coordination**

- Cooperation in meeting community housing needs through interagency or statewide planning and/or coordination.
- Can include participation in preparation of applications from local governments for Community Development Block Grant funds, rural water and wastewater facilities and Section 8 Housing.

### **Community Organization and Brokerage/Advocacy**

Projects to mobilize the resources of communities to identify or meet the housing needs of low-income families.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Housing Counseling**

Counseling in landlord/tenant relations, as well as, assistance in applying for rent subsidies and with default/displacement and relocation activities. Report in Section E, under Service Category *Housing*.

### **Housing Study Groups**

Support for and/or membership on housing study groups or housing commissions. Report in Section E, under Service Category *Housing*.

### **HUD**

U.S. Department of Housing and Urban Development.

### **Immunization**

Support of immunization programs and/or for providing immunization. Report in Section E, under Service Category *Health*.

### **Income Tax Counseling**

Assisting low-income individuals and families to prepare their federal, state, and/or local annual income tax reports, and informing about availability of credits and benefits. Report in Section E, under Service Category *Income Management*.

### **Income Management [SERVICE CATEGORY 3]**

One of nine categories in Section E or programs from the [CSBG Act](#).

Note: All CSBG-funded energy efficiency activities should be included in the *Income Management* service category.

Definitions of specific activities to be to report in Section E, under Service Category *Income Management* are as follows:

#### **Household Financial Counseling and Information and Referral**

- Providing information and referral about income management and counseling.
- Instructing low-income individuals and families about preparing and implementing household budgets.
- Assisting with personal, credit and general consumer education issues.

#### **Income Tax Counseling**

Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports, and informing them about the availability of credits and benefits.

#### **Alternative Energy Installations, Public Information (Energy Conservation, Residential Energy Conservation Workshops, Weatherization Support)**

- Workshops for low-income people or the general public on do-it-yourself home energy conservation measures.
- Supplementing the DOE or other state and federal weatherization programs run by local CSBG agencies with the objective of obtaining greater residential energy savings for low-income families.

- Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.

### **Other Income Management Projects**

Other projects to assist low-income persons to make better use of available income, such as organizing [credit unions](#), [food co-ops](#) and [car pools](#) or van pools.

### **Interagency or Statewide Planning and Coordination**

Participation in interagency local or statewide planning and/or coordination to meet community needs in areas such as residential energy conservation, tax preparation, consumer education, etc.

### **Community Organization and Brokerage/Advocacy**

- Projects to mobilize community resources to identify or meet the needs of low-income persons to preserve income.
- Projects to increase local awareness of the identified needs of low-income populations to stretch their income and to arrange for partnership and coordinated initiatives in income management projects.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Indian Tribe**

The terms ‘Indian tribe’ and ‘tribal organization’ mean a tribe, band, or other organized group recognized in the State in which the tribe, band, or group resides, or considered by the Secretary of the Interior, to be an Indian tribe or an Indian organization for any purpose. Indian tribes are eligible to receive a portion of a state’s CSBG allocation in relation to their relative populations, upon approval of an annual plan submitted to the Secretary of Health and Human Services.

### **Indirect Cost**

A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objectives specifically benefited.

### **Information and Referral (I&R) (general)**

As a unit, I&R is the bureau of local CSBG agencies that fields all inquiries about available services and makes referrals to community programs. Report in Section E, under Service Category *Linkages*.

### **Information and Referral (targeted)**

Projects of local CSBG operators to answer inquiries and make referrals to community programs in the Section E service categories. Report in Section E, under the service category aligned with the I&R efforts.

**Instruction**

Classes, workshops, tutoring and all instruction except ABE and GED. Includes classes, parenting, alternative education for high school dropouts, craft workshops, etc. Report in Section E, under Service Category *Education*.

**Interagency Planning & Coordination**

Cooperation in meeting community needs through interagency planning and/or coordination. Report in Section E, under the service category aligned with the planning and coordination efforts.

**Intervention**

To ameliorate crises, emergencies or conditions of poverty. See [Crisis Intervention](#).

**Job Banks**

Formation and maintenance of a file of available jobs in a community, to assist low-income job seekers. Report in Section E, under Service Category *Employment*.

**Job Clubs**

Voluntary groups of job-hunters helping one another with resume-writing, calling for job interviews, morale building, etc. Report in Section E, under Service Category *Employment*.

**Job Counseling**

Periodic counseling of un- or under-employment participants, including help with job hunting skills and organizing job clubs. Report in Section E, under Service Category *Employment*.

**Job Creation**

See [Employment-Generating Projects](#).

**Job Fairs**

Fairs to introduce potential employees to potential employers, usually cooperatively sponsored by public schools, Chambers of Commerce, etc. Report in Section E, under Service Category *Employment*.

**Job Placement/Development**

Consists of projects to get jobs for low-income persons. Development means finding vacant positions for which employers agree to interview low-income job seekers. Placement includes setting up job interviews for participating job hunters. Report in Section E, under Service Category *Employment*. See also [Employment-Generating Projects](#).

**Joint Ventures**

Usually, participation of local CSBG operators with private enterprise or local governments in joint projects. Can also include joint training ventures between state and local CSBG operators.

Report in Section E, under the service category aligned with the joint venture.

### **Landlord/Tenant Advocacy**

Counseling or intervention on landlord/tenant disputes, as well as assistance in applying for rent subsidies, with default/displacement and relocation situations, and fair housing. Report in Section E, under Service Category *Housing*.

### **LIHEAP**

The federal Low Income Home Energy Assistance Program, which has a variety of names in the States.

### **LIHEAP Support**

Amplify or supplement either the crisis assistance or fuel payments aspects of the Low Income Home Energy Assistance Programs that are run by local CSBG operators or any other programs to help the poor pay home energy bills. Report in Section E, under Service Category *Emergency Services*.

### **Limited Purpose Agency (LPA)**

Any organization officially designated for fiscal 1981 as a limited purpose agency (LPA) under the provisions of the Economic Opportunity Act of 1964 as amended. Like a community action agency, a private non-profit LPA must have a tri-partite board of directors.

### **Linkages [SERVICE CATEGORY 7]**

One of nine categories in Section E or programs from the [CSBG Act](#).

Definitions of specific activities to report in Section E, under Service Category *Linkages* are as follows:

#### **Information & Referral (I & R)**

This is the classification only for CSBG agencies that utilize umbrella I&R units rather than incorporating the function into each program. List funding for that part of the local CSBG agency that fields all inquiries about available services, and makes referrals to community programs.

#### **Family/Individual Counseling Programs**

Programs providing one-to-one sessions with multi-problem individuals or families by certified counselors. *Comprehensive case-management for a long-term development program should be* report in Section E, under the service category *Self-Sufficiency*.

#### **Local or State Needs Assessments and Other Community Outreach**

- Projects undertaken by local or state CSBG agencies to identify and prioritize the needs of low-income citizens eligible for CSBG services and covering multiple problem areas and issues.
- Multi-purpose, general activities of units of local CSBG agencies that recruit

volunteers and coordinate their activities and/or inform low-income citizens of numerous services for which they are eligible.

- Organizing community meetings.
- Coordinating community activities, such as beautification, recycling or crime prevention campaigns.

### **Transportation Projects**

- Multi-purpose transportation components that take participants, young and old, to services they need within their communities.
- Provision of transportation to meet the various needs of the elderly and handicapped, which cannot be assigned to a single direct program purpose in Service Categories 1 - 6 or in the Health Service category.

### **Elderly Projects**

- Multi-purpose or miscellaneous projects not listed in other subcategories and that are primarily for elderly people. (Employment or hot lunch projects, even if exclusively for the elderly, would be reflected in the Employment and Nutrition categories, respectively.)
- Can include such projects as support for multi-purpose senior centers or recreation, consumer and homemaker services.

### **Neighborhood/Community Development**

General funding for neighborhood or community centers that are multi-purpose satellites of local CSBG agencies. Community or economic development projects of local CSBG agencies.

### **Summer Youth Recreation**

Projects to involve low-income youth in summer activities.

### **Other Linkages Projects**

Miscellaneous projects, such as full-year youth recreation projects, multi-purpose services for ex-offenders, etc.

### **Interagency Planning and Coordination**

Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.

### **Community Organization and Brokerage/Advocacy Projects**

- Comprehensive, multiple-purpose projects of local CSBG agencies to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency.
- Projects of state CSBG offices to increase statewide awareness of identified needs of low-income populations.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Local CSBG Operator**

An agency or organization that received a subgrant or subcontract of CSBG funds from the state CSBG administering agency to provide CSBG services in a predetermined geographical area, generally at least one local political subdivision -- city, county, parish or township. Includes eligible entities and, when used most broadly, agencies and organizations receiving subgrants or subcontracts of state discretionary CSBG funds.

### **Local Government/Local Jurisdiction**

Any general purpose political subdivision of a state that has the power to levy taxes and spend funds, as well as general corporate and police powers.

### **Medical/Dental Screening**

Expenditures for physicians', dentists', nurses', paramedics' services in assessing medical or dental service needs. Report in Section E, under the service category *Health*.

### **Memberships**

Membership dues and travel of CSBG operators in organizations or networks that seek solutions to poverty conditions. Report in Section E, under the service category *Linkages*.

### **Mental Health**

Mental health projects of local CSBG operators. Report in Section E, under the service category *Health*.

### **NASCSP**

The National Association for State Community Services Programs, a professional association of state administrators of the CSBG, and the Department of Energy's Weatherization Assistance Program.

### **NCAF**

The National Community Action Foundation (NCAF) is a private, non-profit organization that serves as the national advocate for Community Action Agencies.

### **Needs Assessments**

Short-term projects or studies undertaken by local or state CSBG operators to identify and prioritize the needs of low-income citizens eligible for CSBG services. Informal on-going needs assessment. Report in Section E, under the service category *Linkages*. To access NASCSP's *A Community Action Guide to Comprehensive Needs Assessments*, use the following link: [http://www.nascsp.org/data/files/CSBG\\_Resources/Train\\_Tech\\_Assistance/Needs\\_Assessment\\_FINAL\\_-\\_8.22\\_print\\_to\\_pdf.pdf](http://www.nascsp.org/data/files/CSBG_Resources/Train_Tech_Assistance/Needs_Assessment_FINAL_-_8.22_print_to_pdf.pdf).

### **Neighborhood Centers**

Use of satellite centers by local CSBG operators to provide a variety of services to low-income persons. Report in Section E, under the service category *Linkages*.

### **Neighborhood Development**

See [Community Development](#).

### **NGA**

The National Governors' Association is the policy, research and technical assistance organization of the nation's Governors.

### **Non-Service Projects**

Projects of local CSBG operators designed to overcome the deficiencies that prevent low-income citizens as groups from attaining self-sufficiency. They are directed at the structural causes of poverty in communities, and include interagency planning and coordination, community organization, and brokerage/advocacy projects, as well as joint ventures. Report in Section E, under the service category aligned with the non-service project. Contrast with [Direct Service Projects](#). Also called Indirect Services.

### **Nursing Homes**

Cooperation with other agencies in planning for, studying the feasibility of and making applications for grants for nursing homes for the elderly. Contributions to joint ventures with local government in financing nursing home construction or maintenance or projects of local CSBG operators taking the lead role in developing or operating nursing homes. Report in Section E, under the service category *Housing*.

### **Nutrition [SERVICE CATEGORY 6]**

One of nine categories in Section E or programs from the [CSBG Act](#).

Definitions of specific activities to report in Section E, under Service Category *Nutrition* are as follows:

#### **Information and Referral/Counseling**

- Information about nutrition services.
- Referral to community programs.
- Can include short-term or one-time counseling to individuals or groups about nutrition, diet and food preparation.

#### **Surplus Food/Commodities Distribution**

Use of CSBG resources to store and distribute surplus USDA agricultural commodities and other federally provided emergency food to low-income persons.

#### **Food Pantries/Shelves**

Organization or operation of community distribution outlets of locally donated food --

such as dented canned goods and overstocked produce -- to low-income persons. This also includes assistance to regional food banks for preparation of food baskets.

**Hot Meals**

Providing hot breakfasts, lunches or dinners to the low-income individuals and families. This includes congregate or home-delivered meals.

**Gardening/Canning/Self-Help Production**

Assistance with neighborhood or community gardens to improve the diets of low-income families or operation of community canneries, or other projects to assist low-income families with preserving fruits, vegetables and meats.

**Nutrition Education/Comprehensive Counseling**

Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and infant nutrition training, etc.

**Other Nutrition Projects**

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) program. Summer feeding programs for children. Provision of transportation to nutrition project participants; etc.

**Interagency and Statewide Planning and Coordination**

Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.

**Community Organization and Brokerage/Advocacy**

Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Holiday basket campaigns and projects to increase local awareness of identified nutritional needs of low-income groups.

**Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

**Nutrition Education and Comprehensive Counseling**

Sustained counseling or education program to individuals or groups about nutrition, diet and food preparation. May include nutrition assessment. Report in Section E, under the service category *Nutrition*.

**OCS**

The Office of Community Services, the [HHS](#) agency designated by the Secretary to administer the CSBG.

## **OJT**

On-the-Job Training. See [Head Start Staff OJT](#); [OJT, other OTJ](#); [Summer Youth Jobs/OJT](#) and [Weatherization Crew OJT](#).

## **OJT, Other**

On-the-Job Training (OJT) projects of local CSBG operators other than Summer Youth, Weatherization Crew and Head Start Staff OJT. Includes adult work experience, youth-in-school work experience, or career development for the staff of local CSBG operators. Report in Section E, under the service category *Employment*.

## **Oil Overcharge**

Funds received by the states from oil companies via U.S. DOE Stripper Well decisions of federal Circuit Courts. These funds may be used for a variety of energy-related programs. Also called Petroleum Violation Escrow (PVE) funds.

## **Older Americans Act (OAA)**

Use of CSBG resources to amplify or supplement OAA programs run by local CSBG operators. Report in Section E, under the service category *Linkages*.

## **Other Programs [SERVICE CATEGORY 10]**

While NASCSP hopes to keep the number of new categories down, we wish to ensure there is opportunity to report on every significant CSBG funded activity under a relevant heading.

While most leadership, advocacy, and partnership activity should be listed under the *Linkages* service category, if you feel there is a related effort that does not fit in the that category and you choose to list it as “Other,” you must provide an explanation.

## **Outreach**

See [Community Outreach](#).

## **Parenting Training**

Classes, workshops or other instruction to low-income parents on child-raising skills. Report in Section E, under the service category *Education*.

## **Persons Assisted**

Beneficiaries of, or participants in, CSBG programs or services. People receiving CSBG services.

## **Planning**

See [Interagency Planning & Coordination](#).

### **Poverty Guideline**

“The term ‘poverty guideline’ means the official poverty line defined by the Office of Management and Budget based on the most recent data available from the Bureau of the Census. The Secretary shall revise annually (or at any shorter interval the Secretary determines to be feasible and desirable) the poverty line, which shall be used as a criterion of eligibility in the community services block grant program ...” Quoted from Sec. 673 (2) of the [CSBG Act](#). See [Eligibility, Participant](#).

### **Primary Health Care**

Direct primary services to eliminate disease, injury, malnutrition, not indirect services such as prevention or education, funded by CSBG. Might include clinic visits, medication or home health care. Report in Section E, under the service category *Health*

### **Prior Year Report**

Each state must prepare an annual report describing how it met the goals, objectives and needs in the use of block grant funds as identified in the proposed use report prepared for the previous fiscal year, and how funds were targeted to those most in need. See Sec. 676 of the [CSBG Act](#) for more information.

### **Private Sector**

The private sector includes private for-profit companies. Private non-profit organizations such as non-governmental health and educational institutions. Independently-managed publicly-owned organizations such as utility companies.

### **Private Sector Involvement**

Use of CSBG funds to encourage entities in the private sector of the community to engage in efforts to ameliorate poverty in the community.

### **Programmatic Assurances**

Under Sec. 676(b) of the [CSBG Act](#), there are several assurances a state CSBG office must pledge to/assure it will comply with in its administration of CSBG. See [Assurances](#).

### **Produce Market**

If designed to get extra income for urban gardeners or farm workers. Report in Section E, under the service category *Employment*.

### **Program Coordination**

Per the [CSBG Act](#) Section Sec. 676(b)(5), “...the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure effective delivery of such services to low-income individuals and to avoid duplication of such services...”

**Program Year (PY)**

Any twelve-month period of a state or local CSBG operator after which its financial books and accounts are closed for audit.

**Proposed Use Report**

Per Sec. 676(b) of the [CSBG Act](#), each state must prepare an annual plan on the use of block grant funds received, including a statement of goals and objectives, information on the types of activities to be supported, geographic areas to be served and types of individuals to be served, and the method of distribution of the funds. Per Sec. 676(a)(2-3) of the Act, the proposed plan shall be made available to the public for timely review and comment, and its subject to the state legislature's public hearing.

**Public Information**

Educational or informational activities conducted by the local CSBG operators to inform the general public about the problems and solutions of poverty in their communities. Report in Section E, under the service category *Education*.

**Public Information, Energy Conservation**

Provision of workshops and forums for the general public on the income savings from residential and other conservation measures. Report in Section E, under the service category *Income Management*.

**PVE Funds**

See [Oil Overcharge](#).

**R.S.V.P. Support**

Use of CSBG resources to provide sites for the Retired Senior Volunteer Program. Report in Section E, under the service category *Linkages*.

**Residential Energy Conservation Workshops**

Workshops for low-income persons on do-it-yourself conservation measures in the home that will save money. Report in Section E, under the service category *Income Management*.

**Results Oriented Management and Accountability (ROMA)**

Results Oriented Management and Accountability (ROMA) is an interagency initiative promoting outcome-based management strategies for community, state, and federal agencies participating in the Community Service Block Grant programs. ROMA was designed by the Office of Community Services' Monitoring and Assessment Task Force (MATF) in response to the 1993 Government Performance and Results Act (GPRA). Local agencies can measure and demonstrate outcomes they have achieved according to the six national ROMA goals established by the MATF.

### **Activity**

Activities are what a program does with its inputs to fulfill its mission. Examples are sheltering homeless families, educating the public about signs of child abuse, and providing adult mentors for youth. Program activities result in outputs.

### **Benchmarks**

Performance data that are used for comparative purposes. A program can use its own data as a baseline benchmark against which to compare future performance. It also can use data from another program as a benchmark. In the latter case, the other program often is chosen because it is exemplary and its data are used as a target to strive for, rather than as a baseline.

### **Impact**

The direct or indirect effects or consequences of achieving program goals.

### **Indicator**

(Outcome) indicators are the specific items of information that track a program's success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. For example, a program whose desired outcome is that participants pursue a healthy lifestyle could define "healthy lifestyle" as not smoking; maintaining a recommended weight, blood pressure, and cholesterol level; getting at least two hours of exercise each week; and wearing seat belts consistently. The number and percent of program participants who demonstrate these behaviors then is an indicator of how well the program is doing with respect to the outcome.

### **Input**

Inputs are resources a program used to achieve program objectives. Examples are staff, volunteers, facilities, equipment, curricula, and money. A program uses inputs to support activities.

### **Measure**

The means used for assessing the achievement of objectives. Measures may be quantitative or qualitative, objective or subjective. The particular form of measurement used is dependent on the objective to be measured, the availability of opportunities for measurement and the cost of the measurement process.

### **Milestones**

Key accomplishments or threshold points through which project participants must pass if it is to be successful.

### **National Performance Indicator**

The CSBG Network uses national indicators (NPIs) of community action performance. To access the *National Performance Indicators Instruction Manual*, use the following link:

[http://www.nascsp.org/data/files/csbg\\_is\\_survey/additional/nascsptrainersperformancetar getingmanual8-18-08final.pdf](http://www.nascsp.org/data/files/csbg_is_survey/additional/nascsptrainersperformancetar getingmanual8-18-08final.pdf) .

### **Outcome**

The benefits or changes for clients, households, or a community that are produced during or after participation in program activities.

### **Outcome Measure**

An assessment of the results, effects or impact of a program activity compared to its intended purpose.

### **Outcome Target**

Outcome targets are numerical objectives for a program's level of achievement on its outcomes. After a program has had experience with measuring outcomes, it can use its findings to set targets for the number and percent of participants expected to achieve desired outcomes in the next reporting period. It also can set targets for the amount of change it expects participants to experience. See *NASCSP Targeting Field Manual*.

### **Output**

Products of a program's activities, such as the number of meals provided, classes taught, brochures distributed, or participants served. Another term for "outputs" is "units of service." A program's outputs should produce desired outcomes for the program's participants.

### **Output Measure**

A tabulation, calculation or recording of activity or effort that can be expressed in a quantitative or qualitative manner.

### **Performance**

The accomplishment of actions that transform inputs (through a process) to outputs and outcomes.

### **Performance Indicator**

A particular value or characteristic used to measure outputs or outcomes.

### **Scale**

An instrument that is used to measure an outcome on a continuum. It is used to show incremental progress, stabilization, or decline.

## **Rural Development**

USDA Rural Development. Includes Rural Economic Community Development (RECD).

## **Rural Water/Waste Water Projects**

Projects of local CSBG operators to prepare applications for rural water and waste water grants for local governments; Projects to leverage CSBG funds by providing some start-up costs for rural water and waste water operations; Report in Section E, under the service category *Housing*.

## **SSBG**

Social Services Block Grant from the U.S. DHHS.

## **Scholarships**

Counseling low-income students about educational opportunities Projects of CSBG operators to provide post-secondary scholarships to low-income students. Report in Section E, under the service category *Education*.

## **School Dropouts**

Alternative education projects for school dropouts Counseling for individual high school dropouts. Report in Section E, under the service category *Education*.

## **Secretary**

The Secretary of the U.S. Department of Health and Human Services (HHS), designated by the CSBG Act as federal administrator of this block grant.

## **Self-Sufficiency [SERVICE CATEGORY 8]**

One of nine categories in Section E or programs from the [CSBG Act](#).

The purpose of this section is to capture expenditures being devoted to comprehensive, long-term programs of family development whose purpose is to help program participants achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty. While all CSBG expenditures in some way relate to these purposes, this section is for reporting on specific sub-grantee programs whose name and core purpose is related to such coordinated comprehensive strategies.

### **Comprehensive Self-Sufficiency Program**

- A comprehensive system of support services which promotes, empowers and nurtures families or family members toward self-sufficiency. Self-Sufficiency programs provide trained staff to assist families with barriers that may be associated with multiple service categories in Section E and therefore do not fit neatly in a single category. At a minimum, the following elements are included in a comprehensive case management program:
- Comprehensive assessment of the issues facing the family or family members and the resources the family brings to address these issues.
- Written plan toward self-support created with each family.
- Comprehensive assortment of services that are available to implement the plan.
- Case management methodology used to track and evaluate progress, as well as adjust the plan as needed.
- Staff who are flexible and establish trusting and long-term relationships with participants.

Definitions of specific activities to be included in the Self-Sufficiency Service category are as follows:

### **Case Management**

A system which helps program participants to achieve self-sufficiency through comprehensive education and other goal-oriented action under the guidance of a trained professional.

### **Child Care**

Expenditures to pay for participants' childcare while they achieve program goals.

### **Family/Individual Counseling Programs**

Counseling programs developed as part of the overall strategy for achieving self-sufficiency.

### **Cash Assistance**

Purchases or cash grants to program participants.

### **Family Development/Intervention for Family Stabilization**

This refers to resource mobilization by agency workers who either provide or have provided case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs. This includes activities to assist families and individuals in preventing or addressing personal and situational problems by arranging and/or providing short-term assistance in developing long-range plans to meet multiple needs and emergencies that are preventing self-sufficiency. Services include outreach, advocacy, informal counseling, information and referral, follow-up and promoting active program participant participation in the process.

### **Homeless Programs**

Any of the above activities specifically targeted to the homeless population.

### **Seniors**

Individuals aged 55 and over.

In Section E Table 2: Age Group Category – Seniors: Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

### **Services**

See [CSBG Services](#).

### **Shelter for the Homeless**

Temporary shelter for the homeless.

### **Skills Training**

Training in skills in which there are immediate or reoccurring job opportunities. Includes training in word processing, welding, and similar skills. Report in Section E, under the service category *Employment*.

### **Staff Training/Development**

See [Career Development](#).

### **State**

"The term 'State' means each of the several states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands." Quoted from Sec. 673(5) of the [CSBG Act](#).

### **State CSBG Administering Agency**

The bureau, office, or division of state government that is designated by the Governor to operate the Community Services Block Grant in the state. Also called the "State CSBG office" or "State Office."

### **State Discretionary Funds**

That portion of a state's annual CSBG allocation that the state CSBG administering agency can use at its discretion to further the purposes of the [CSBG Act](#). It is the amount remaining after deductions of the entitlement for eligible entities (at least 90 percent) and state level administrative expenses (not more than five percent). For additional information, see Sec. 675C(b) of the CSBG Act.

### **Statewide Brokerage/Advocacy Projects**

Projects of state CSBG offices or local CSBG operators to increase statewide awareness of identified needs of low-income groups. Report in Section E, under the service category *Linkages*.

### **Statewide Coalitions**

Projects of state CSBG offices or local CSBG operators to bring together concerned organizations and agencies to study and/or gather information and recommend solutions to multiple statewide needs of low-income groups.

### **Statewide Forums**

Statewide forums or conferences to educate the general public or policy makers about the needs of low-income groups. Forums on specific categories of problems should be listed by Section E service category.

### **Strategies**

See [CSBG Strategies](#) (for service provision.)

**Subgrantee**

An organization receiving a CSBG grant or contract from a state or territory.

**Summer Feeding**

Summer feeding programs for children. Report in Section E, under the service category *Nutrition*.

**Summer Youth Jobs/OJT**

Summer Jobs for low-income young people, providing them income, work experience, and perhaps on-the-job training (OJT). Report in Section E, under the service category *Employment*.

**Summer Youth Recreation**

Projects to involve low-income youth in summer recreational activities. Report in Section E, under the service category *Linkages*.

**Surplus Commodities**

Food distributed by the USDA from federally-owned agricultural commodities.

**Temporary Emergency Food Assistance Program (TEFAP)**

CSBG resources to store and distribute surplus USDA agricultural commodities to low-income persons. Report in Section E, under the service category *Nutrition*.

**Training**

Training for CSBG operators, see [Ventures for Better Use CSBG Resources](#).

**Transportation (Day Care Only)**

Use of CSBG resources to transport children only to day care and child development facilities. Report in Section E, under the service category *Education*.

**Transportation (Head Start Only)**

Use of CSBG resources to transport only Head Start children. Report in Section E, under the service category *Education*.

**Transportation (Hot lunches/meals)**

Use of CSBG resources to transport only meals to homebound elderly and other low-income persons. Report in Section E, under the service category *Nutrition*.

**Transportation (Multi-purpose, Elderly, Rural, Disabled)**

Can include multi-purpose transportation projects that convey participants, young and old, to services, jobs and shopping. Transportation to meet the various needs of the elderly and handicapped. Use of CSBG resources to amplify or supplement rural transportation projects, etc. Report in Section E, under the service category *Linkages*.

**Transportation (planning)**

Participation of local CSBG operators in community planning activities to design or upgrade general purpose community transportation systems. Report in Section E, under the service category *Linkages*.

**Transportation (targeted)**

Projects of local CSBG operators to assure that community resources are accessible to low-income participants, in any of the Section E service categories. Report in Section E, under the service category aligned with the transportation efforts.

**Trash Collection**

Organization of a campaign to obtain improved trash collection in low-income neighborhoods or housing projects. Report in Section E, under the service category *Housing*.

**Trash Recycling**

As a job creation or income generating project. Report in Section E, under the service category *Employment*.

**Tutoring**

Tutoring for poor teenagers or adults to assist them to succeed in formal classes, or organization of tutorial cooperatives. Report in Section E, under the service category *Education*.

**Urban Homesteading**

Support of projects with local government to promote urban homesteading. Report in Section E, under the service category *Housing*.

**USDA**

The federal US Department of Agriculture.

**Utility Rate Reform**

Projects to obtain more equitable rates from public utilities for low-income consumers, such as life-line rates for the elderly. Report in Section E, under the service category *Income Management*.

**Ventures to Better Use CSBG Resources**

Joint state-local ventures to make a more effective and efficient use of CSBG resources through training and technical assistance to local CSBG operators. Report in Section E, under the service category *Income Management*.

### **Volunteer Recruitment**

Projects to recruit, train and/or supervise volunteers for multiple community programs for low-income persons. Report in Section E, under the service category *Linkages*

### **Waiver States**

States permitted to fund local governments to provide CSBG services upon approval of their applications to the Secretary requesting a waiver of the provision that at least 90% of their allocation be passed through to eligible entities. The fiscal 1983 federal appropriations act (P.L. 97-276) provided that states with 45% or more of their local jurisdictions not served by eligible entities could apply for a waiver. The '84 appropriations act (P.L. 98-139) provided that only the states receiving the waiver the previous year could reapply. Colorado, Utah and Wyoming received waivers in fiscal years 1983 and 1984.

### **Water and Waste Water Projects**

See [Rural Water](#). Support for rural water and waste water construction projects as joint ventures with local government. Report in Section E, under the service category *Housing*.

### **Weatherization Crew/OJT**

Use of CSBG resources for on-the-job training (OJT) projects for weatherization crews and staff, in support of the DOE or other Weatherization Assistance Program. Report in Section E, under the service category *Employment*.

### **Weatherization Support**

Use of CSBG resources to amplify or supplement the DOE or other Weatherization programs that are run by local CSBG operators, in order to attain greater residential energy savings for low-income families. Report in Section E, under the service category *Income Management*.

### **WIC Support**

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) nutrition program. Report in Section E, under the service category *Nutrition*.

### **Workforce Investment Act (WIA)**

The Workforce Investment Act of 1998 (WIA) consolidated existing Department of Labor's JTPA employment training programs. WIA authorizes the new Workforce Investment System and establishes the State Workforce Investment Boards with oversight responsibility by the Governors for the local workforce investment boards; establishes the design and required partnerships of the local One-Stop Career Centers and the process for which eligible providers of training and youth activities are identified. Also authorized are the use of the funds for youth activities, adult and dislocated worker employment and training activities; establishment of the local youth council, whose role is to ensure the provision and coordination of workforce investment activities to low income youth in the local area; provides for three levels of services: core services; intensive services; and training.

Notably, the Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA will supersede the Workforce Investment Act of 1998 and amend the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. However, the Act does not take effect until July 1, 2015, the first full program year after enactment.

### **Youth**

Individuals aged 12-18.

In Section E Table 2: Age Group Category – Youth: Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically for young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-21).

### **Youth Development Programs**

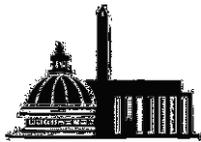
In Section F, Part II, State Resources, include all programs that serve children and youth ages 5-18.

### **Youth Recreation**

Full-year and summer youth recreation projects. Report in Section E, under the service category *Linkages*.

### **Youth Work Experience**

Report 8-month or longer work experience projects for in-school youth in Section E, under Service Category *Employment*. See also [Summer Youth Jobs/OJT](#).



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