

## **Guidelines for Section G**

### **Item 2.a Total leveraged resources in agencies reporting, including CSBG**

If you report in both Section G and Section F, the value of this item would be the same as the final **total in** Section F.

### **Item 2.b Total CSBG Funds for FY 2009**

Report the total CSBG funds allocated in FY 2009, including discretionary funds. The value of this item should match the total CSBG allocation reported in Section F, Subsection I, Item 2.

### **Item 3 Total unduplicated number of persons about whom one or more characteristics were obtained**

To obtain unduplicated counts, an agency will need to have a system to distinguish each individual so the number of services the individual is provided can be assigned to that individual. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, not seven services.

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### **Item 4 Total unduplicated number of persons about whom NO characteristics were obtained**

If an agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of persons for whom characteristics were not obtained and enter the number here. These items should include all persons served in a local CSBG agency. If an agency cannot provide demographic characteristics for all persons it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported. Individuals calling into Information and Referral lines and those receiving food boxes should not be counted if a way of determining unduplicated individuals here has not been established.

### **Item 5 Total unduplicated number of families about whom one or more characteristics were obtained**

To obtain unduplicated counts, an agency will need to have a system to distinguish which family unit each individual belongs to so the total number of services the individuals in the family are provided can be assigned to the family. For example, if a 3 person family enters an agency and each individual receives one different service, an unduplicated count records one family, not three individuals receiving services who are each assigned the same family characteristics (income level, household type, etc). A family can be a single individual. For families of more than one individual, the definition of "family" is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter, her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a "single family."

### **Item 6 Total unduplicated number of families about whom NO characteristics were obtained**

If an agency has a system of unique identifiers, such as one that identifies an individuals' name, social security number and address, but has not yet begun to record demographic characteristics, please total the number of families for whom characteristics were not obtained and enter the number here. These items should include all families served in a local CSBG agency. If an agency cannot provide demographic characteristics for all families it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported. Families calling into Information and Referral lines and those receiving food boxes should not be counted if a way of

determining unduplicated families here has not been established. This requires that a similar system of unique identifiers be in place, which, in addition to identifying an individual, also identifies a family. For example, if a family member comes in and receives four services and another family member comes in and receives six services, an unduplicated count would record one family, not ten services for two individuals. Agencies generally append the family code to all family members' individual identifiers.

### **Item 7.a - 7.b Gender**

If all program participants listed in Item 3 reported their gender, the sum of Item 7.a and Item 7.b should be equal to Item 3. The sum should not exceed the value in Item 3.

### **Item 8.a - 8.h Age**

This item applies only to the individual who is receiving services. Most agencies record the date of birth and later tally ages annually to provide this information.

### **Item 9.I.a - 9.II.f Ethnicity/Race**

NOTE: This section has been modified to conform to the changes made by the U.S. Census Bureau in reporting race and Hispanic origin on the 2000 Census. We are now asking for information both on Ethnicity (Hispanic or not Hispanic) and Race. These are now two separate categories. Therefore, someone who reports Hispanic for ethnicity in Item 9.I will also report a race from the racial categories in Item 9.II.

### **Item 10.a - 10.e Education**

Please note that this item **only** applies to individuals **24 years of age or older**. We are no longer asking for the characteristics "Non-HS grad/GED, teen or adult." Instead, we will determine the number of non-high school graduates based on the education levels reported for individuals 24 years of age or older. If you have any questions about this item, please call us at (202) 624-5866.

Even if all adults listed in Item 3 reported their education, the sum of Item 10.a through Item 10.e should be significantly less than the value in Item 3 because Items 10.a through 10.e only include adults. The sum of Item 10 should not exceed the sum of Items 8.e through 8.h (the ages of adults).

### **Item 12.a - 12.f Family Type**

Based on the composition of the family of the recipient, one of the five family types should be noted. If the family type of the recipient is not reflected in one of these types please mark "other." **If more than one member of a family receives services, the family should only be counted once.**

If all families listed in Item 5 reported their family type, the sum of Items 12.a through 12.f should be equal to Item 5. The sum should not exceed the value in Item 5.

### **Item 13.a - 13.h Family Size**

Please enter the number of people in the family of the person receiving services.

If all families listed in Item 5 reported their family size, the sum of Item 13.a through 13.h should be equal to Item 5. The sum should not exceed the value in Item 5.

### **Item 14.a - 14.k Source of Family Income**

Please enter the type or types of income received by all persons in the family. It is understood that a family may have several sources of income, please indicate all sources of income for each family. Food Stamps, Medicaid and other in-kind benefits (LIHEAP, WAP, etc.) will not be included in these calculations.

**Item 14.a Unduplicated # of Families Reporting Income Source**

With this item we are attempting to collect an unduplicated count of families who provided information on sources of income in Items 14.c through 14.k. This will aid NASCSP in determining what percentage of families responding were receiving a particular source of income and in understanding how many were in programs that record their income sources. If all families reported on their source(s) of income, the number would match the figure in Item 5. If you have any questions about this item, please call us.

**Item 14.b Unduplicated # of Families Reporting Zero Income**

Enter the unduplicated number of families reporting zero income.

**Item 14.c TANF**

Enter the unduplicated number of families that receive funds from the HHS Temporary Assistance for Needy Families program.

**Item 14.d SSI - Supplemental Security Income**

Enter the unduplicated number of families that receive SSI benefits. This is federal assistance usually provided to persons whose Social Security payments are inadequate.

**Item 14.e Social Security**

Enter the unduplicated number of families that receive Social Security benefits.

**Item 14.f Pension**

Enter the unduplicated number of families that receive Pension benefits, including any type of income earned from private pensions, e.g. company retirement, IRA income or 401(k)(Keough).

**Item 14.g General Assistance**

Enter the unduplicated number of families that receive General Assistance. This is usually a state-funded program available for emergencies and in some instances becomes a regular source of income for single program participants. It has a variety of names; for instance, in some states it is called General Relief.

**Item 14.h Unemployment Insurance payments**

Enter the unduplicated number of families that receive Unemployment Insurance payments.

**Item 14.i Employment plus any other sources**

Enter the unduplicated number of families that have income from employment and from any other sources such as those included in this list.

**Item 14.j Employment only**

Enter the unduplicated number of families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses. **Items 14.i and 14.j are mutually exclusive.**

**Item 14.k Other**

Enter the unduplicated number of families that report other sources of income, including investments, rent, etc.

**Item 15.a - 15.h Level of Income**

This item refers to income levels of the families served compared to the current HHS Poverty Income Guidelines for 2009, published annually in the Federal Register. Note that in 2006 we divided the categories, “up to 50%” and “51% to 75%”, and in 2009 we divided the categories “151% to 175%,” “176% to 200%,” and “201% and over.” Data is required for these new categories in 2009. If possible for FY 2009, please record the number of families at each of the eight percentage ranges of the poverty level. If your agency cannot delineate income levels by these categories at this time, please record data for incomes up to 75% of the poverty level as in previous years.

If all families listed in Item 5 reported their level of income, the sum of Items 15.a through 15.h should be equal to Item 5. The sum should not exceed the value in Item 5.

**Item 16.a - 16.d Housing**

**Item 16.a Own**

Enter the number of families that own their home.

**Item 16.b Rent**

Enter the number of families that rent their housing. Rent can be considered as money or services exchanged for housing and payment of a portion of rent in units shared with others.

**Item 16.c Homeless**

Enter the number of families that were homeless.

The definition of the term “Homeless” used for this report, taken from the Stuart B. McKinney Act, follows:

“Homeless” or “homeless individual” includes: (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and (2) An individual who has a primary nighttime residence that is: A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.” The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

**Item 16.d Other**

If neither Item 16.a, nor Item 16.b, nor Item 16.c describes the family’s housing situation, record them here.

If all families listed in Item 5 reported their housing, the sum of Items 16.a through 16.d should be equal to Item 5.

The sum should not exceed the value in Item 5.