

Instructional Notes

Module 2 SmartForm

SmartForm Purpose

The purpose of the Module 2 SmartForm is to:

1. Collect data required for reporting Module 2 of the CSBG Annual Report.
2. Alert CSBG Eligible Entities of possible data quality issues during the data collection process.
3. Provide CSBG Eligible Entities an explanation of possible data quality issues so they can determine whether the data needs to be modified.
4. Provide State Offices a guided review of CSBG Eligible Entity reported data prior to finalizing and submitting data in OLDC.

Components of the Smart Form

There are 5 tabs in the Module 2 SmartForm:

Module 2 Instructions - For more detailed guidance on Module 2 of the CSBG Annual Report, review [the CSBG Annual Report, Module 2 Instruction Manual](#).

Section A. Local CSBG Expen - This tab should be used by CSBG Eligible Entities to enter data on Module 2, Section A of the CSBG Annual Report

Section B. Local Agency Cap - This tab should be used by CSBG Eligible Entities to enter data on Module 2, Section B of the CSBG Annual Report

Section C Local CSBG Resources - This tab should be used by CSBG Eligible Entities to enter data on Module 2, Section C of the CSBG Annual Report

Outstanding Errors and Warnings Tab: This tab provides a summary list of data fields in Sections A, B, and C with possible data quality issues, as well as a brief description of the issues.

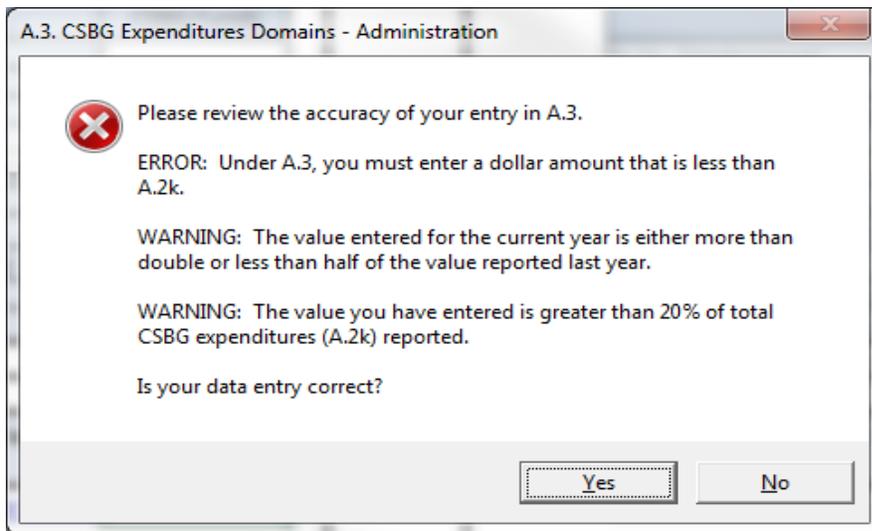
Error and Warning Messages - Overview

An Error is activated when the user has entered data that is considered invalid by the SmartForm (for example, a user reports they served a negative number of participants). **A Warning** is activated when data is considered valid, but should be reviewed by the user to confirm its accuracy (for example, a user reports that none of the participants served achieved an outcome).

Please note: a Warning message does not necessarily mean the data is incorrect. Review the reason for the warning and determine whether the data is correct or requires revision.

Error and Warning Messages - Example

The pop-up message will describe the error and/or warning(s) that were activated. An example of a pop-up message is included below:



Yes vs. No: Error and Warning Messages

NO: If the user **determines the data is incorrect** and wants to re-enter the value for the item, the user should **select No**. This will clear the previous data entered so that the user can type in new data.

YES: If the user **determines the data is correct** or is unsure, but wants to keep the data entered and move to other parts of the form, the user should **select Yes**. This will allow the user to keep the data entered and continue filling out the rest of the form.

Color Coded Fields

RED: The user has activated an **error message**.
The user has activated a **warning message**.

YELLOW:

The highlighting serves as a reminder to the CSBG Eligible Entity of the possible data quality issue. Once data is entered that resolves the error and/or warning message(s), the red and/or yellow highlighting will disappear.

Current Year and Prior Year Data

Each tab for Sections A, B, & C are prepopulated with **prior year data**. This should be used when reviewing current year data to identify discrepancies. The data comes from the FY17 IS Report. In future years all fields will be populated. Note: the user cannot edit prior year data.

Outstanding Errors and Warnings Tab

The SmartForm's Outstanding Errors and Warnings tab lists the location and description of all Errors and Warnings activated. **The Outstanding Warnings tab updates every time the user saves the SmartForm.** Therefore, it is critical that users save the SmartForm prior to reviewing the Outstanding Warnings tab.

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

Section A: Local Agency CSBG Expenditures Data Entry Form meets the Congressional requirement for an explanation of the **total amount of CSBG funding expended during the reporting period (identified below)** based on categories referenced in the CSBG Act.

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

Domain A.2g Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Domain A.2h Linkages: Many of the activities that were associated with Linkages are now captured in Domain A2.i. Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Domain A.2i Agency Capacity Building: Agency Capacity Building expenditures are detailed in A.4 on this form.

A.3 Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as "equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

State Name (enter below):	DUNS
North Carolina	153858329
Name of CSBG Eligible Entity (enter below):	
Eastern Carolina Human Services Agency, Inc.	

A.1 Local Agency Reporting Period:

A.1a. July 1-June 30	<input checked="" type="checkbox"/>
A.1b. October 1-September 30	<input type="checkbox"/>
A.1c. January 1-December 31	<input type="checkbox"/>

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$ 89,587
A.2b. Education and Cognitive Development	\$ 79,868
A.2c. Income, Infrastructure, and Asset Building	\$ 202,991
A.2d. Housing	\$ 43,109
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$ 42,015
A.2f. Civic Engagement and Community Involvement	\$ 135,022
A.2g. Services Supporting Multiple Domains	\$ 135,858
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$ 72,788
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$ 130,659
A.2j. Other (e.g. emergency management/disaster relief)	\$ 46,135
A.2k. Total CSBG Expenditures (auto calculated)	\$ 978,032

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$ -
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[*for more information on what qualifies as Administration, refer to IM37](#)

A.4 Details on Agency Capacity Building Activities Funded by CSBG:

A.4.1. Please identify which activities were funded by CSBG under Agency Capacity Section B. Please check all that apply.

- Community Needs Assessment
 Data Management
 Other
 Strategic Planning
 Training and Technical Assistance

A.4.1.oth. Please specify Other Activities funded by CSBG under Agency Capacity:

Please Include Additional Information Below:

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

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

Name of CSBG Eligible Entity
Eastern Carolina Human Services Agency, Inc.

B.1. CSBG Eligible Entity Reporting Period:

B.1. CSBG Eligible Entity Reporting Period	"X"
B.1a. July 1-June 30	<input checked="" type="checkbox"/>
B.1b. October 1-September 30	<input type="checkbox"/>
B.1c. January 1-December 31	<input type="checkbox"/>

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	412.00
B.2b. Hours of Agency Staff in capacity building activities	1,083.00

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	1,418.00
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	1,020.00

B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a. Number of Nationally Certified ROMA Trainers	1
B.4b. Number of Nationally Certified ROMA Implementers	
B.4c. Number of Certified Community Action Professionals (CCAP)	0
B.4d. Number of Staff with a child development certification	1
B.4e. Number of Staff with a family development certification	9
B.4f. Number of Pathways Reviewers	
B.4g. Number of Staff with Home Energy Professional Certifications	
B.4g.1. Number of Energy Auditors	
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	
B.4g.4. Number of Quality Control Inspectors (QCI)	
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (Please specify others below):	2

ECHSA, Inc.'s Section 8 Department has two (2) staff who are certified through Nan McKay and Associates for Housing Quality Standards. NAHRO conducts its certifications similar to that of Nan McKay and Associates.

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	49
B.5b. Faith Based	33
B.5c. Local Government	30
B.5d. State Government	23
B.5e. Federal Government	20
B.5f. For-Profit Business or Corporation	33
B.5g. Consortiums/Collaborations	8
B.5h. School Districts	4
B.5i. Institutions of Post-Secondary Education/Training	15
B.5j. Financial/Banking Institutions	7
B.5k. Health Service Organizations	33
B.5l. Statewide Associations or Collaborations	13

Please Include Additional Information Below:

Name of CSBG Eligible Entity:	
Eastern Carolina Human Services Agency, Inc.	

C.1. CSBG Eligible Entity Reporting Period		"X"
C.1a. July 1 - June 30		<input checked="" type="checkbox"/>
C.1b. October 1 - September 30		<input type="checkbox"/>
C.1c. January 1 - December 31		<input type="checkbox"/>

C.2. Amount of FY 2018 CSBG allocated to reporting entity	c.2	\$ 988,183
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C.3. Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) (include oil overcharge \$\$)		C.3a.	
C.3b. Health and Human Services (HHS)			
C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)		C.3b.1.	
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)		C.3b.2.	
C.3b.3. Head Start		C.3b.3.	
C.3b.4. Early Head Start		C.3b.4.	
C.3b.5. Older Americans Act		C.3b.5.	
C.3b.6. Social Services Block Grant (SSBG)		C.3b.6.	
C.3b.7. Medicare/Medicaid		C.3b.7.	
C.3b.8. Assets for Independence (AFI)		C.3b.8.	
C.3b.9. Temporary Assistance for Needy Families (TANF)		C.3b.9.	
C.3b.10. Child Care Development Block Grant (CCDBG)		C.3b.10.	
C.3b.11. Community Economic Development (CED)		C.3b.11.	
C.3b.12. Other HHS Resource Description			
C.3b.12.i.		C.3b.12.i.	
C.3b.12.ii.		C.3b.12.ii.	
C.3b.12.iii.		C.3b.12.iii.	
C.3b.12.iv.		C.3b.12.iv.	
	CFDA #:		
C.3b.13. Total Other HHS Resources (autocalculated)		C.3b.13.	\$ -
C.3c. Department of Agriculture (USDA)			
C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC)		C.3c.1.	
C.3c.2. All USDA Non-Food programs (e.g. rural development)		C.3c.2.	
C.3c.3. All other USDA Food programs		C.3c.3.	
C.3d. Department of Housing and Urban Development (HUD)			
C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local		C.3d.1.	
C.3d.2. Section 8		C.3d.2.	\$ 4,769,793
C.3d.3. Section 202		C.3d.3.	\$ 354,137
C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA)		C.3d.4.	
C.3d.5. HOPE for Homeowners Program (H4H)		C.3d.5.	
C.3d.6. Emergency Solutions Grant (ESG)		C.3d.6.	
C.3d.7. Continuum of Care (CoC)		C.3d.7.	
C.3d.8. All other HUD programs, including homeless programs		C.3d.8.	\$ 43,267
C.3e. Department of Labor (DOL)			
C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA		C.3e.1.	
C.3e.2. Other DOL Employment and Training programs		C.3e.2.	
C.3e.3. All other DOL programs		C.3e.3.	
C.3f. Corporation for National and Community Service (CNCS) programs		C.3f.	
C.3g. Federal Emergency Management Agency (FEMA)		C.3g.	
C.3h. Department of Transportation		C.3h.	
C.3i. Department of Education		C.3i.	
C.3j. Department of Justice		C.3j.	
C.3k. Department of Treasury		C.3k.	
C.3l. Other Federal Resources			
C.3l.i.		C.3l.i.	
C.3l.ii.		C.3l.ii.	
C.3l.iii.		C.3l.iii.	
C.3l.iv.		C.3l.iv.	
	CFDA #:		
C.3m. Total Other Federal Resources (autocalculated)		C.3m.	\$ -

C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)

C.3n.

\$	5,167,197
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C.4. State Resources Allocated

C.4a.	State appropriated funds used for same purpose as Federal CSBG funds	C.4a.	
C.4b.	State Housing and Homeless programs (include housing tax credits)	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.	
C.4e.	State Energy programs	C.4e.	
C.4f.	State Health programs	C.4f.	
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	
C.4i.	State Senior programs	C.4i.	
C.4j.	State Transportation programs	C.4j.	
C.4k.	State Education programs	C.4k.	
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	
C.4n.	Other State Resources		
C.4n.i.		C.4n.i.	
C.4n.ii.		C.4n.ii.	
C.4n.iii.		C.4n.iii.	
C.4n.iv.		C.4n.iv.	
C.4o.	Total Other State Resources (autocalculated)	C.4o.	\$ -
C.4p.	Total: State Resources Allocated (autocalculated)	C.4p.	\$ -
C.4q.	<i>If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.</i>	C.4q.	

C.5. Local Resources Allocated

C.5a.	Amount of unrestricted funds appropriated by local government	C.5a.	
C.5b.	Amount of restricted funds appropriated by local government	C.5b.	
C.5c.	Value of Contract Services	C.5c.	
C.5d.	Value of in-kind goods/services received from local government	C.5d.	
C.5e.	Total: Local Resources Allocated (autocalculated)	C.5e.	\$ -
C.5f.	<i>If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.</i>	C.5f.	

C.6. Private Sector Resources Allocated

C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.	\$ 211,558
C.6b.	Other donated funds	C.6b.	\$ 3,102
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.	
C.6d.	Value of in-kind services received from businesses	C.6d.	
C.6e.	Payments by clients for services	C.6e.	\$ 1,198
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.	
C.6g.	Total: Private Sector Resources Allocated (autocalculated)	C.6g.	\$ 215,858
C.6h.	<i>If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.</i>	C.6h.	

C.7.	Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)*	C.7.	\$ 5,383,055
C.8.	Total Resources in CSBG Eligible Entity (including CSBG)*	C.8.	\$ 6,371,238

Note : * All totals are autocalculated

Instructional Notes

Module 4 - SmartForm

SmartForm Purpose

The purpose of the Module 4 SmartForm is to:

1. Collect data required for reporting Module 4 of the CSBG Annual Report.
2. Alert CSBG Eligible Entities of possible data quality issues during the data collection process.
3. Provide CSBG Eligible Entities an explanation of possible data quality issues so they can determine whether the data needs to be modified.
4. Provide State Offices a guided review of CSBG Eligible Entity reported data prior to finalizing and submitting data in OLDC.

Components of the SmartForm

There are three Sections for data entry in the Module 4 SmartForm

Section A: Individual and Family National Performance Indicators (NPIs) - Section A consists of seven tabs which are colored in green and categorized by Domain. These tabs should be used by CSBG Eligible Entities to enter data on Module 4, Section A of the CSBG Annual Report.

Section B: Individual and Family Services - Section B consists of seven tabs which are colored in blue and are categorized by Domain. These tabs should be used by CSBG Eligible Entities to enter data on Module 4, Section B of the CSBG Annual Report.

Section C: All Characteristics Report - Section C consists of the All Characteristics tab which is colored in purple. This tab should be used by CSBG Eligible Entities to enter data on Module 4, Section C of the CSBG Annual Report.

There are two Sections that provide instructions and a summary of items for the user's attention.

Module 4 Instructions - For more detailed guidance on Module 4 of the CSBG Annual Report, review [the CSBG Annual Report, Module 4 Instruction Manual](#).

Outstanding Errors and Warnings Tab - This tab provides a summary list of data items in Sections A, B, and C with possible data quality issues, as well as a brief description of the issues.

Error and Warning Pop-Up Messages - Overview

An Error is activated when the user has entered data that is considered invalid by the SmartForm (for example, a user reports they served a negative number of participants). **A Warning** is activated when data is considered valid, but should be reviewed by the user to confirm its accuracy (for example, a user reports that none of the participants served achieved an outcome).

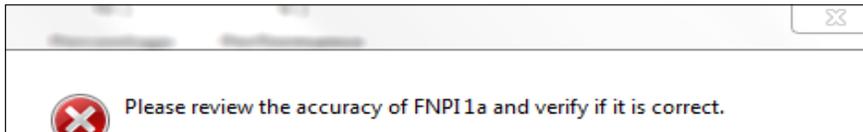
Instructional Notes

Module 4 - SmartForm

Please note, a **Warning message does not necessarily mean the data is incorrect.** Review the reason for the warning and determine whether the data is correct or requires revision.

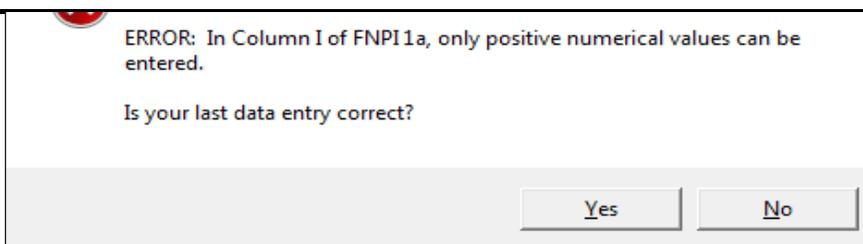
Error and Warning Pop-Up Messages - Example

The pop-up message will describe the error and/or warning(s) that were activated. An example of a pop-up message is included below:



Instructional Notes

Module 4 - SmartForm



ERROR: In Column I of FNPI 1a, only positive numerical values can be entered.

Is your last data entry correct?

Yes No

Yes vs. No: Errors and Warnings

NO: If the user **determines the data is incorrect** and wants to re-enter the value for the item, the user should **select No**. This will clear the previous data entered so that the user can type in new data.

YES: If the user **determines the data is correct** or is unsure, but wants to keep the data entered and move to other parts of the form, the user should **select Yes**. This will allow the user to keep the data entered and continue filling out the rest of the form.

Error and Warning "In-Sheet" Messages - Overview

Section A and Section C include in-sheet error and warning messages. A description of how these messages operate for each section is included below.

Section A - Individual and Family National Performance Indicators

The FNPI Entry Status column indicates whether **data entry on an FNPI is complete**. The FNPI Entry Status will also remind users to **enter a Living Wage Definition** in the General Comments section.

Section C - All Characteristics Report

Status boxes identify the completeness of data and flag potential issues in the subsection's auto-calculated total value. Keep an eye out for additional in-sheet messages in C.5, D.14, and D.15.

Please note: As with pop-up warning messages, **an in-sheet warning message does not necessarily mean the data is incorrect**. When warnings occur, review the reason for the warning and determine whether the data is correct or requires revision.

Error and Warning "In-Sheet" Messages - Examples

The **in-sheet message** will describe the error and/or warning(s) that were activated. Examples of in-sheet messages are included below:

Section A Individual and Family National Performance Indicators - FNPI Entry Status:

Instructional Notes

Module 4 - SmartForm

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III/I = IV)] (% auto calculated)	V.) Performance Target Accuracy [(III/II = V)] (% auto calculated)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	10	5	6	60%	120%	
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage) .	10	8	7	70%	88%	Define living wage in the General Comments
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days	10	6		0%	0%	Row Incomplete

Section C All Characteristics Report - Subsection Total does not Match Unduplicated Count

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

1,200

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	700
b. Female	650
c. Other	50
d. Unknown/not reported	100
e. TOTAL (auto calculated)	1500

Section C.1 Status

ERROR: TOTAL COUNT CANNOT BE GREATER THAN THE TOTAL UNDUPLICATED NUMBER OF ALL INDIVIDUALS (ITEM A)

Section C All Characteristics Report - Unduplicated Count of Individuals Not Reported

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

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

INDIVIDUAL LEVEL CHARACTERISTICS CANNOT BE REPORTED UNLESS THE TOTAL UNDUPLICATED NUMBER OF ALL INDIVIDUALS IS REPORTED IN ITEM A

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	700
b. Female	650
c. Other	50
d. Unknown/not reported	100
e. TOTAL (auto calculated)	1500

Resolving Error and Warning In-Sheet Messages

When an in-sheet message appears, **the user does not have to acknowledge the message** to continue working in the form. The user should review the in-sheet messages and determine if data needs to be updated.

Color Coded Fields

Instructional Notes

Module 4 - SmartForm

RED: The user has activated an error message.

YELLOW:

The user has activated a warning message.

The highlighting serves as a reminder to the CSBG Eligible Entity of the possible data quality issue. Once data is entered that resolves the error and/or warning message(s), the red and/or yellow highlighting will disappear.

Outstanding Errors and Warnings Tab

The SmartForm's Outstanding Errors and Warnings tab lists the location and description of all Errors and Warnings activated. It updates every time the user saves the SmartForm. Therefore, it is critical that users save the SmartForm prior to reviewing the Outstanding Errors and Warnings tab.

The table that lists the Outstanding Errors and Warnings has three columns:

1. **Tab** - Identifies the tab of the SmartForm where the error/warning occurred (e.g. Employment NPI).
2. **Data Field** - Identifies the data item where the error/warning occurred.
3. **Error/Warning Message Description** - Describes the error/warning message(s) that applies to the data field.

Navigational Buttons

1. **Go to instructions** - Clicking the "Go to instructions" button will take the user directly to the Module 4 Instructions tab (this tab).

2. **Go to Errors and Warnings button** - Clicking the "Go to Errors and Warnings" button will take the user directly to the Outstanding Errors and Warnings tab.

The SmartForm has a programmed button located on the Outstanding Errors and Warnings and Instructions tab to help the user return to the previous tab they were working in:

3. **Return to previous tab button** - Clicking the "Return to previous" button will take the user back to the tab they were working in before clicking the "Go to instructions" or "Go To Errors and Warnings" button.

General Tips

1. **Error and warning messages** are intended to alert the user of possible data quality issues, but do not necessarily mean the data is incorrect. Review the error/warning and determine whether data needs to be modified.
2. To **avoid unnecessary warnings and errors**, users should fill out each row within each Section column by column in sequential order.
3. When completing the **All Characteristics Report**, highlighting and in-sheet messages may appear referencing the Total auto-calculated field. This is because the **Total count should match the total in A or B of the form**.
4. The FNPI Entry Status column will alert you the **row is incomplete until you have finished entering data** for all data fields in that row.
5. The **Outstanding Errors and Warnings tab will remain blank** until the form is saved. Saving will refresh the tab with a current list of errors and warnings.

General Tips

General Tips

General Tips



User is reminded that now they must note their **definition of living wage** in the General Comments section.



User is reminded that **data is missing** from a field in this row.



User is informed that the total individuals reported in C.1 Gender (1,500) is **greater than the total count of individuals** about whom



User is reminded that they must report the unduplicated number of individuals about whom characteristics were obtained **before they report on specific individual level characteristics.**

General Tips

Note: The list of errors and warnings will refresh every time the user sa

Module 4 Er	
Tab	Data Field
Employment NPIs	FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).
Employment NPIs	FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).
Employment NPIs	FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).
Employment NPIs	FNPI 1h.3 The number of employed participants in a career advancement related program who increased benefits related to employment.
Housing NPIs	FNPI 4c The number of households who maintained safe and affordable housing for 90 days.
Housing NPIs	FNPI 4d The number of households who maintained safe and affordable housing for 180 days.
Health NPIs	FNPI 5f The number of seniors (65+) who maintained an independent living situation.
Health NPIs	FNPI 5g The number of individuals with disabilities who maintained an independent living situation.
Health NPIs	FNPI 5h The number of individuals with chronic illness who maintained an independent living situation.
Civic NPIs	FNPI 6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.
Civic NPIs	FNPI 6a.2 The number of Community Action program participants who improved their social networks to enable them to work with Community Action to improve conditions in the community.

Errors and Warnings

Error/Warning Message Description

WARNING: Values entered in columns II and III exceed the benchmarks of 80-120% performance target accuracy.

WARNING: Values entered in columns II and III exceed the benchmarks of 80-120% performance target accuracy.

WARNING: Values entered in columns II and III exceed the benchmarks of 80-120% performance target accuracy.

WARNING: Values entered in columns II and III exceed the benchmarks of 80-120% performance target accuracy.

WARNING: Please verify that all the participants served achieved the outcome.

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	C	D	E	F	G	H
2	Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry					
3	Goal 1: Individuals and Families with low incomes are stable and achieve economic security					
4	Employment Indicators					
5	State:	North Carolina		DUNS:	153858329	
6	Name of CSBG Eligible Entity Reporting:	Eastern Carolina Human Services Agency, Inc.				
7						
8	Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
9	number of unemployed youth who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
10	number of unemployed adults who obtained employment (<u>up to a living wage</u>).	1107	61	75	7%	123%
11	number of unemployed adults who obtained and employment for at least 90 days (<u>living wage</u>).	401	51	47	12%	92%
12	number of unemployed adults who obtained and employment for at least 180 days	401	33	33	8%	100%
13	number of unemployed adults who obtained employment (<u>with a living wage or higher</u>).	329	25	37	11%	148%
14	number of unemployed adults who obtained and employment for at least 90 days (<u>living wage or higher</u>).	329	25	37	11%	148%
15	number of unemployed adults who obtained and employment for at least 180 days (<u>living wage or higher</u>).	329	18	18	5%	100%
16						

	C	D	E	F	G	H
2	Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry					
3	Goal 1: Individuals and Families with low incomes are stable and achieve economic security					
4	Employment Indicators					
5	State:	North Carolina		DUNS:	153858329	
6	Name of CSBG Eligible Entity Reporting:	Eastern Carolina Human Services Agency, Inc.				
17	Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
18	the number of employed participants in a career-related program who <u>entered or transitioned</u> into a program that provided increased income and/or benefits.	329	26	31	9%	119%
19	FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through <u>wage or salary amount increase.</u>	329	26	30	9%	115%
20	FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through <u>hours worked increase.</u>	329	10	10	3%	100%
21	FNPI 1h.3 Of the above, the number of employed participants who <u>increased benefits</u> related to employment.	329	10	19	6%	190%

	C	D	E	F	G	H
2	Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry					
3	Goal 1: Individuals and Families with low incomes are stable and achieve economic security					
4	Employment Indicators					
5	State:	North Carolina			DUNS:	153858329
6	Name of CSBG Eligible Entity Reporting:	Eastern Carolina Human Services Agency, Inc.				
	Other Employment Outcome Indicator (FNPI 1z)	I.) Number of Participants Served	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome	V.) Performance Target Accuracy
	Briefly describe the other indicator and specify the units used (number of individuals or households)	in program(s) (#)			[III/ I = IV] (% auto calculated)	(III/II = V] (% auto calculated)
23						
24					#DIV/0!	#DIV/0!
25					#DIV/0!	#DIV/0!
26					#DIV/0!	#DIV/0!
27					#DIV/0!	#DIV/0!
28					#DIV/0!	#DIV/0!
29						
30						
31	Comments:					

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

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

Education and Cognitive Development Indicators

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Education and Cognitive Development (FNPI 2)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
ie number of children (0 to 5) who demonstrated emergent literacy skills.				#DIV/0!	#DIV/0!
ie number of children (0 to 5) who demonstrated skills readiness.				#DIV/0!	#DIV/0!
ie number of children and youth who demonstrated positive approaches toward learning, including attention skills. (auto total).	0	0	0	#DIV/0!	#DIV/0!
FNPI 2c.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2c.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2c.3 9th grade-12th grade				#DIV/0!	#DIV/0!
ie number of children and youth who are achieving at e level (academic, social, and other school success to total)	0	0	0	#DIV/0!	#DIV/0!
FNPI 2d.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2d.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2d.3 9th grade-12th grade				#DIV/0!	#DIV/0!
ie number of parents/caregivers who improved their ironments.				#DIV/0!	#DIV/0!
e number of adults who demonstrated improved basic .				#DIV/0!	#DIV/0!
ie number of individuals who obtained a high school nd/or obtained an equivalency certificate or diploma.	329	5	5	2%	100%
ie number of individuals who obtained a recognized , certificate, or degree relating to the achievement of al or vocational skills.	401	26	26	6%	100%
e number of individuals who obtained an Associate’s	401	4	4	1%	100%
e number of individuals who obtained a Bachelor’s	329	1	1	0%	100%

Education and Cognitive Development Outcome Indicator (FNPI 2z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

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

Income and Asset Building Indicators

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Income and Asset Building (FNPI 3)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of individuals who achieved and maintained meet basic needs for 90 days .				#DIV/0!	#DIV/0!
number of individuals who achieved and maintained meet basic needs for 180 days .				#DIV/0!	#DIV/0!
number of individuals who opened a savings account	72	1	1	1%	100%
number of individuals who increased their savings .	401	36	35	9%	97%
number of individuals who used their savings to an asset .	401	10	10	2%	100%
FNPI 3e.1 Of the above, the number of individuals who purchased a home .	72	2	2	3%	100%
number of individuals who improved their credit				#DIV/0!	#DIV/0!
number of individuals who increased their net worth .				#DIV/0!	#DIV/0!
number of individuals engaged with the Community Agency who report improved financial well-being .				#DIV/0!	#DIV/0!

Income and Asset Building Outcome Indicator (FNPI 3z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Housing Indicators

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Housing (FNPI 4)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
number of households experiencing homelessness who <u>left temporary shelter</u> .				#DIV/0!	#DIV/0!
number of households who obtained <u>safe and housing</u> .	352	37	40	11%	108%
number of households who maintained safe and housing for <u>90 days</u> .	23	23	23	100%	100%
number of households who maintained safe and housing for <u>180 days</u> .	23	23	23	100%	100%
number of households who <u>avoided eviction</u> .	1058	104	104	10%	100%
number of households who <u>avoided foreclosure</u> .				#DIV/0!	#DIV/0!
number of households who <u>experienced improved safety</u> due to improvements within their home (e.g. removal of lead, radon, carbon dioxide and/or fire electrical issues, etc).				#DIV/0!	#DIV/0!
number of households with <u>improved energy and/or energy burden reduction</u> in their homes.				#DIV/0!	#DIV/0!

Other Housing Outcome Indicator (FNPI 4z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Health and Social/Behavioral Development Indicators

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
number of individuals who demonstrated increased skills (e.g. cooking, shopping, and growing food).	329	3	3	1%	100%
number of individuals who demonstrated improved health and well-being.				#DIV/0!	#DIV/0!
number of individuals who demonstrated improved behavioral health and well-being .				#DIV/0!	#DIV/0!
number of individuals who improved skills related to role of parents/ caregivers.				#DIV/0!	#DIV/0!
number of parents/caregivers who demonstrated sensitivity and responsiveness in their interactions with children.				#DIV/0!	#DIV/0!
number of seniors (65+) who maintained an independent living situation.	121	121	121	100%	100%
number of individuals with disabilities who maintained an independent living situation.	392	392	392	100%	100%
number of individuals with chronic illness who maintained an independent living situation.	392	392	392	100%	100%
number of individuals with no recidivating event for six months.	0	0	0	#DIV/0!	#DIV/0!
FNPI 5i.1 Youth (ages 14-17)				#DIV/0!	#DIV/0!
FNPI 5i.2 Adults (ages 18+)				#DIV/0!	#DIV/0!

Health and Social/Behavioral Development Outcome Indicator (FNPI 5z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
Number of Community Action program participants used skills, knowledge, and abilities to enable them to use Community Action to improve conditions in the community.	26	26	26	100%	100%
FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.	26	12	12	46%	100%
FNPI 6a.2 Of the above, the number of Community Action program participants who improved their social networks.	26	26	26	100%	100%
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	26	26	26	100%	100%

Civic Engagement and Community Involvement Outcome Indicator (FNPI 6z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Comments:

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Outcomes Across Multiple Domains

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
: number of individuals who achieved one or more s identified by the National Performance Indicators in rains.				#DIV/0!	#DIV/0!

Other Outcome Indicator (FNPI 7z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Comments:

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

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

Employment Services

Eastern Carolina Human Services

Name of CSBG Eligible Entity Reporting: Agency, Inc.

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience (SRV 1a-f)	
SRV 1a Vocational Training	25
SRV 1b On-the-Job and other Work Experience	35
SRV 1c Youth Summer Work Placements	0
SRV 1d Apprenticeship/Internship	0
SRV 1e Self-Employment Skills Training	1
SRV 1f Job Readiness Training	101
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	0
SRV 1h Coaching	173
Job Search (SRV 1i-n)	
SRV 1i Coaching	101
SRV 1j Resume Development	114
SRV 1k Interview Skills Training	101
SRV 1l Job Referrals	400
SRV 1m Job Placements	102
SRV 1n Pre-employment physicals, background checks, etc.	1
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	173
SRV 1p Interactions with employers	136
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	6

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

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

Education and Cognitive Development Services

Eastern Carolina Human Services

Name of CSBG Eligible Entity Reporting: Agency, Inc.

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	
SRV 2b Head Start	
SRV 2c Other Early-Childhood (0-5 yr. old) Education	
SRV 2d K-12 Education	
SRV 2e K-12 Support Services	
SRV 2f Financial Literacy Education	
SRV 2g Literacy/English Language Education	
SRV 2h College-Readiness Preparation/Support	
SRV 2i Other Post Secondary Preparation	
SRV 2j Other Post Secondary Support	
School Supplies (SRV 2k)	
SRV 2k School Supplies	
Extra-curricular Programs (SRV 2l-q)	
SRV 2l Before and After School Activities	
SRV 2m Summer Youth Recreational Activities	
SRV 2n Summer Education Programs	
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
SRV 2p Mentoring	8
SRV 2q Leadership Training	
Adult Education Programs (SRV 2r-z)	
SRV 2r Adult Literacy Classes	
SRV 2s English Language Classes	
SRV 2t Basic Education Classes	
SRV 2u High School Equivalency Classes	6
SRV 2v Leadership Training	
SRV 2w Parenting Supports (may be a part of the early childhood programs identified above)	5
SRV 2x Applied Technology Classes	
SRV 2y Post-Secondary Education Preparation	166
SRV 2z Financial Literacy Education	22
Post-Secondary Education Supports (SRV 2aa)	
SRV 2aa College applications, text books, computers, etc.	4
Financial Aid Assistance (SRV 2bb)	
SRV 2bb Scholarships	
Home Visits (SVR 2cc)	
SRV 2cc Home Visits	

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

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

Income and Asset Building Services

Eastern Carolina Human Services

Name of CSBG Eligible Entity Reporting: Agency, Inc.

Income and Asset Building Services (SRV 3)	Unduplicated Number of Individuals Served
Training and Counseling Services (SRV 3a-f)	
SRV 3a Financial Capability Skills Training	
SRV 3b Financial Coaching/Counseling	
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	433
SRV 3d First-time Homebuyer Counseling	6
SRV 3e Foreclosure Prevention Counseling	3
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy (SRV 3g-l)	
SRV 3g Child Support Payments	22
SRV 3h Health Insurance	3
SRV 3i Social Security/SSI Payments	
SRV 3j Veteran's Benefits	121
SRV 3k TANF Benefits	
SRV 3l SNAP Benefits	
Asset Building (SRV 3m-o)	
SRV 3m Saving Accounts/IDAs and other asset building accounts	35
SRV 3n Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)	
SRV 3o VITA, EITC, or Other Tax Preparation programs	65
SRV 3p Loans And Grants (SRV 3p-q)	
SRV 3p Micro-loans	
SRV 3q Business incubator/business development loans	

Module 4, Section B: Individual and Family Services - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Services

Eastern Carolina Human Services

Name of CSBG Eligible Entity Reporting: Agency, Inc.

Housing Services (SRV 4)	Unduplicated Number of Individuals Served
Housing Payment Assistance (SRV 4a-e)	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	750
SRV 4d Deposit Payments	4
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services (SRV 4f-h)	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
Utility Payment Assistance (SRV 4i-l)	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	62
SRV 4j Utility Deposits	20
SRV 4k Utility Arrears Payments	130
SRV 4l Level Billing Assistance	
Housing Placement/Rapid Re-housing (SRV 4m-p)	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	3
SRV 4n Transitional Housing Placements	2
SRV 4o Permanent Housing Placements	31
SRV 4p Rental Counseling	
Housing Maintenance & Improvements (SRV 4q)	
SRV 4q Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs)	4
Weatherization Services (SRV 4r-t)	
SRV 4r Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)	
SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)	
SRV 4t Energy Efficiency Improvements (e.g. insullation, air sealing, furnace repair, etc.)	

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

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

Health and Social/Behavioral Development

Eastern Carolina Human
Services Agency, Inc.

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
Health Services, Screening and Assessments (SRV 5a-j)	
SRV 5a Immunizations	
SRV 5b Physicals	10
SRV 5c Developmental Delay Screening	
SRV 5d Vision Screening	
SRV 5e Prescription Payments	
SRV 5f Doctor Visit Payments	
SRV 5g Maternal/Child Health	
SRV 5h Nursing Care Sessions	
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
SRV 5j Health Insurance Options Counseling	3
Reproductive Health Services (SRV 5k-o)	
SRV 5k Coaching Sessions	
SRV 5l Family Planning Classes	
SRV 5m Contraceptives	
SRV 5n STI/HIV Prevention Counseling Sessions	
SRV 5o STI/HIV Screenings	
Wellness Education (SRV 5p-q)	
SRV 5p Wellness Classes (stress reduction, medication management, mindfulness, etc.)	44
SRV 5q Exercise/Fitness	
Mental/Behavioral Health (SRV 5r-x)	
SRV 5r Detoxification Sessions	
SRV 5s Substance Abuse Screenings	
SRV 5t Substance Abuse Counseling	2
SRV 5u Mental Health Assessments	
SRV 5v Mental Health Counseling	
SRV 5w Crisis Response/Call-In Responses	
SRV 5x Domestic Violence Programs	
Support Groups (SRV 5y-aa)	
SRV 5y Substance Abuse Support Group Meetings	
SRV 5z Domestic Violence Support Group Meetings	

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

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

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human
Services Agency, Inc.

SRV 5aa Mental Health Support Group Meeting	
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**Module 4, Section B: Individual and Family Services -
Data Entry Form**

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

Health and Social/Behavioral Development

Eastern Carolina Human

Name of CSBG Eligible Entity Reporting: Services Agency, Inc.

Health and Social/Behavioral Development Services (Cont'd.)	Unduplicated Number of Individuals Served
Dental Services, Screenings and Exams (SRV 5bb-ee)	
SRV 5bb Adult Dental Screening/Exams	
SRV 5cc Adult Dental Services (including Emergency Dental Procedures)	6
SRV 5dd Child Dental Screenings/Exams	
SRV 5ee Child Dental Services (including Emergency Dental Procedures)	
Nutrition and Food/Meals (SRV 5ff-jj)	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	9
SRV 5gg Community Gardening Activities	
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
SRV 5ii Prepared Meals	
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	122
Family Skills Development (SRV 5kk-mm)	
SRV 5kk Family Mentoring Sessions	
SRV 5ll Life Skills Coaching Sessions	1017
SRV 5mm Parenting Classes	
Emergency Hygiene Assistance (SRV 5nn-oo)	
SRV 5nn Kits/boxes	
SRV 5oo Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	

Module 4, Section B: Individual and Family Services - Data Entry Form
Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served
SRV 6a Voter Education and Access	101
SRV 6b Leadership Training	20
SRV 6c Tri-partite Board Membership	2
SRV 6d Citizenship Classes	
SRV 6e Getting Ahead Classes	
SRV 6f Volunteer Training	28

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

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

Services Supporting Multiple Domains

Eastern Carolina Human
Services Agency, Inc.

Name of CSBG Eligible Entity Reporting: _____

Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served
Case Management (SRV 7a)	
SRV 7a Case Management	1248
Eligibility Determinations (SRV 7b)	
SRV 7b Eligibility Determinations	1324
Referrals (SRV 7c)	
SRV 7c Referrals	1845
Transportation Services (SRV 7d)	
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	117
Childcare (SRV 7e-f)	
SRV 7e Child Care subsidies	2
SRV 7f Child Care payments	10
Eldercare (SRV 7g)	
SRV 7g Day Centers	
Identification Documents (SRV 7h-j)	
SRV 7h Birth Certificate	
SRV 7i Social Security Card	
SRV 7j Driver's License	
Re-Entry Services (SRV 7k)	
SRV 7k Criminal Record Expungements	
Immigration Support Services (SRV 7l)	
SRV 7l Immigration Support Services (relocation, food, clothing)	
Legal Assistance (includes emergency legal assistance) (SRV 7m)	
SRV 7m Legal Assistance	16
Emergency Clothing Assistance (SRV 7n)	
SRV 7n Emergency Clothing Assistance	32
Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords, coordinating with other services or government) (SRV 7o)	
SRV 7o Mediation/Customer Advocacy Interventions	

Module 4, Section C: All Characteristics Report - Data Entry

Goal 1: Individuals and Families with low-incomes are stable and achieve

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

- A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:
 B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	1095
b. Female	1589
c. Other	
d. Unknown/not reported	82
e. TOTAL (auto calculated)	2766

Section C.1 Status

2. Age	Number of Individuals
a. 0-5	152
b. 6-13	399
c. 14-17	191
d. 18-24	220
e. 25-44	891
f. 45-54	307
g. 55-59	184
h. 60-64	164
i. 65-74	154
j. 75+	54
k. Unknown/not reported	50
l. TOTAL (auto calculated)	2766

Section C.2 Status

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8		18
b. Grades 9-12/Non-Graduate	2	38
c. High School Graduate/ Equivalency Diploma	10	114
d. 12 grade + Some Post-Secondary	2	72
e. 2 or 4 years College Graduate	0	60
f. Graduate of other post-secondary school		
g. Unknown/not reported	397	1452
h. TOTAL (auto calculated)	411	1754

Section C.3 Status

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	<input style="width: 50px;" type="text"/>

5. Health	Number of Individuals		
	Yes	No	Unknown
a. Disabling Condition	401	1659	706
b. Health Insurance*	1759	301	706

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

6. Ethnicity/Race
a. Ethnicity
a.1. Hispanic, Latino or Spanish O
a.2. Not Hispanic, Latino or Spani
a.3. Unknown/not reported
a.4. TOTAL (auto calculated)

Section C.6a Status

b. Race
b.1. American Indian or Alaska Na
b.2. Asian
b.3. Black or African American
b.4. Native Hawaiian and Other P
b.5. White
b.6. Other
b.7. Multi-race (two or more of t
b.8. Unknown/not reported
b.9. TOTAL (auto calculated)

Section C.6b Status

7. Military Status
a. Veteran
b. Active Military
c. Unknown/not reported
d. TOTAL (auto calculated)

Section C.7 Status

8. Work Status (Individuals 18+)
a. Employed Full-Time
b. Employed Part-Time
c. Migrant Seasonal Farm Worker
d. Unemployed (Short-Term, 6 months
e. Unemployed (Long-Term, more than
f. Unemployed (Not in Labor Force)
g. Retired
h. Unknown/not reported
i. Total (autocalculated)

Section C.8 Status

Module 4, Section C: All Characteristics Report - Data Entr
Goal 1: Individuals and Families with low-incomes are stable and achieve

Name of CSBG Eligible Entity Reporting:

Eastern Carolina Human Services Agency, Inc.

Health Insurance Sources

c.1. Medicaid	243
c.2. Medicare	
c.3. State Children's Health Insurance Program	
c.4. State Health Insurance for Adults	
c.5. Military Health Care	
c.6. Direct-Purchase	
c.7. Employment Based	
c.8. Unknown/not reported	1598
c.9. TOTAL (auto calculated)	1841

Section C.5 Status

Module 4, Section C: All Characteristics Report - Data Entry

Goal 1: Individuals and Families with low-incomes are stable and achieve

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	537
b. Two Adults NO Children	118
c. Single Parent Female	696
d. Single Parent Male	56
e. Two Parent Household	147
f. Non-related Adults with Children	112
g. Multigenerational Household	0
h. Other	35
i. Unknown/not reported	45
j. TOTAL (auto calculated)	1746

Section D.9 Status

10. Household Size	Number of Households
a. Single Person	537
b. Two	447
c. Three	443
d. Four	167
e. Five	63
f. Six or more	39
g. Unknown/not reported	50
h. TOTAL (auto calculated)	1746

Section D.10 Status

11. Housing	Number of Households
a. Own	45
b. Rent	941
c. Other permanent housing	0
d. Homeless	54
e. Other	0
f. Unknown/not reported	706
g. TOTAL (auto calculated)	1746

Section D.11 Status

12. Level of Household Income (% of HHS Guideline)	Number of Households
a. Up to 50%	484
b. 51% to 75%	170
c. 76% to 100%	57
d. 101% to 125%	329
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 250% and over	
j. Unknown/not reported	706
k. TOTAL (auto calculated)	1746

Section D.12 Status

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

Section D.13 Status

Below, please report the types of Other income c reported source:

14. Other Income Source

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

Section D.14 Status

15. Non-Cash Benefits

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

Section D.15 Status

Module 4, Section C: All Characteristics Report - Data Entr
Goal 1: Individuals and Families with low-incomes are stable and achieve

Name of CSBG Eligible Entity Reporting: Eastern Carolina Human Services Agency, Inc.

E. Number of Individuals Not Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name

y Form
economic security.

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2,766
1,746

Number of Individuals

107
2614
45
2766

--

	15
	19
	1542
Pacific Islander	42
	960
(see above)	38
	0
	150
	2766

--

Number of Individuals

607
12
1074
1693

--

Number of Individuals

	423
	82
	43
5 or less)	39
(within 6 months)	298
	98
	983

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y Form
economic security.

Y Form
economic security.

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Number of Households	
	305
ne Source	179
ource, and Non-Cash Benefits	0
enefits	0
	432
ts	23
	124
	0
	683
	1746

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*and/or non-cash benefits received by the households who
 s other than employment*

Number of Households	
	5
(SSI)	290
e (SSDI)	173
y Compensation	19
ability Pension	0
	0
	0
I Security	0
	46
	69
ort	0
	0
	0
	0
	0

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Number of Households	
	23

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y Form
economic security.

Number of Individuals