



A
L E X I C O N
for
Community Services Block Grant Funded Programs
and the
TAXONOMY of CSBG SERVICES
for use in the FY 1986 Survey of the
CSBG Information System

Second Edition
January, 1986

INTRODUCTION

This LEXICON and TAXONOMY was first prepared in 1984 by the Center for Community Futures in consultation with the National Association of State Community Services Programs. It was revised in January, 1986, so this is the second edition.

Every publicly-funded program develops its own "language" from federal, state, and local legislation, regulations, and the day-to-day operations of programs. This LEXICON contains words and phrases commonly used by state and local managers of Community Services Block Grant (CSBG) funded programs. It lists over 200 terms and acronyms in alphabetical order, and defines them.

The most important subset of the LEXICON are the terms and definitions of the TAXONOMY of CSBG Services. The TAXONOMY of Services describes specifically the seven major categories of services established by the CSBG Act, and 88 subcategories of services often funded through the CSBG.

Each of the 88 subcategories in the TAXONOMY has a unique number keyed to the CSBG Information System survey forms. Therefore, any Lexicon entry that is also a part of the Taxonomy has that number at the end of its description.

The TAXONOMY has two major groups of subcategories. The most frequently used of the 88 subcategories are called the "standard" subcategories. They are 45 of the 88 subcategories. The final clause in the description of each standard subcategory is: "Subcategory XX.X of CSBG Services." For a "standard" subcategory you do not have to type the title on the FY '85 CSBG IS survey form. These "standard" projects are very similar regardless of the state in which they are operated, and they are found in most states, so the name and number are already typed on the form.

The other group of subcategories in the TAXONOMY is the "variation" subcategory. Of the 88 subcategories used in the FY '85 CSBG IS, 43 are "variation" subcategories -- headings for projects that occur less frequently. The description of each "variation" subcategory ends with the sentence, "List in subcategory XXX.X of CSBG Services." The word "list" means that the state should type the title and number of the "variation" subcategory in the appropriate place on the FY '86 CSBG IS survey form.

You are invited to suggest new entries and improvements in existing entries for future editions. Please send your suggestions to the CENTER, P.O. Box 5309, Elmwood Station, Berkeley, California 94705, Attention: Lexicon.

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A LEXICON FOR CSBG FUNDED PROGRAMS
and the
TAXONOMY OF CSBG SERVICES

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Act	See CSBG Act
Adult Basic Education or GED Instruction	ABE instruction, including classes preparatory to obtaining a high-school equivalency certificate (GED). Subcategory 2.6.1 of CSBG services.
Adult Work Experience	Projects for adults, such as displaced homemakers, providing them work experience to assist them in obtaining full-time, unsubsidized employment. Subcategory 1.4.4 of CSBG services.
Advocacy	See Brokerage/Advocacy
Aging Programs	See Elderly Projects
Alcohol Abuse	Preventative classes, seminars or presentations on alcohol abuse; list in subcategory 2.6.2 of CSBG services. Crisis intervention to individuals abusing alcohol, or to their families. Subcategory 5.4 of CSBG services.
Allocation	Funds appropriated by the U.S Congress for the CSBG and distributed by the Secretary 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-forward from the previous fiscal year, the planned carry-over 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	Projects for high school dropouts; list in subcategory 2.6.2 of CSBG services.

Alternative Energy Installations	Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices. Subcategory 3.6 of CSBG services.
Apartment Locator Aid	Subcategory 4.1 of CSBG services.
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 24 specific conditions contained in the CSBG Act. The conditions are listed in Sec 675(b) (1 assurance), 675(c)(1) (12 assurances), 675(c)(2) (3 assurances), and 675(c)(3) thru (10) (8 assurances).
Assurances 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 its required assurances, and this plan shall be made available for public inspection and easy review and comment. From Sections 675(d)(1) and (2) of the CSBG Act.
Available Income	See Better Use of Available Income
Battered Women Shelters	Temporary shelters and counseling for battered women. Subcategory 5.4 of CSBG services.
Better Use of Available Income	One of seven categories of CSBG services or programs. From Sec 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor-- (iii) to make better use of available income." Sometimes shortened to "Available income" or "Income Management."

Brokerage/
Advocacy Projects to increase awareness of identified needs of the poor. Subcategories 1.13 (employment), 2.13 (education), 3.13 (available income), 4.13 (housing), 5.13 (emergency service), 6.13 (nutrition), and 7.13.1 and 7.13.2 (linkages) of CSBG services.

Budget
Counseling Counseling of heads-of-households on family budgets. Subcategory 3.1 of CSBG services.

CSBG Community Services Block Grant

CSBG Act Title VI (B) of the Omnibus Budget and Reconciliation Act of 1981, U.S. Public Law 97-35.

CSBG Mission From Sec. 675(c)(1)(A) of the CSBG Act: "to provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem."

CSBG Purpose From Sec. 675(c)(1)(B)(vi) of the CSBG Act: "to remove obstacles and solve problems which block the achievement of self-sufficiency" among the poor.

CSBG Services There are seven categories of services contained in the CSBG Act -- Employment, Education, Better Use of Available Income, Housing, Emergency Services, Nutrition and Linkages With Other Programs. Also, see individual listings of the seven.

CSBG Strategies There are three strategies for providing CSBG services contained in the CSBG Act -- private sector involvement, program coordination and community participation by the poor. Also, see individual listings of the three.

Canneries/
Food Processing Construction or operation of community canneries, or other projects to assist low-income families preserve fruits, vegetables and meats. Subcategory 6.6 of CSBG services.

Car Pools	Projects organizing car pools and van pools to save money commuting to work or shopping; list in subcategory 3.7 of CSBG services. Car pools to access jobs, list in subcategory 1.7.
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. Subcategory 1.4.4 of CSBG services.
Categories of Services	One of seven (7) divisions of CSBG services, taken from the CSBG Act and used in the National Voluntary Reporting System. Also, see subcategories of services.
Center, The	The Center for Community Futures, a national contractor providing training and technical assistance to States and Associations in the administration of the CSBG.
Child Abuse	Intervention in child abuse situations. Subcategory 5.4 of CSBG services.
Classes	General instructional or educational classes for low-income persons; list in subcategory 2.6.2 of CSBG services. See also ABE or GED Instruction, Skills Training and Counseling headings.
Clothing	Donations of: subcategory 5.5 of CSBG services. Emergency payments for: subcategory 5.2 of CSBG services.
Community Action Agency	Any organization officially designated for fiscal 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. 675(c)(3) of the CSBG Act. (NOTE: Modification from '86 Amdts not yet available when this went to press.)

CDBG The Community Development Block Grant. Participation in preparation of applications from local governments for CDBG funds; list in subcategory 4.11 of CSBG services.

Community Development Communities or neighborhood economic development projects run by local CSBG operators; list in subcategory 7.7 of CSBG services.

Community or neighborhood economic development projects, supported by CSBG operators as joint ventures with private enterprise or local governments; list in subcategory 7.14 of CSBG services.

Community Center See Neighborhood Center.

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; list in subcategory 7.12 of CSBG services.

Community Organization (targeted) Projects to mobilize community resources to meet the needs of low-income persons, in either of the following six categories: 1.12 (employment), 2.12.1 and 2.12.2 (education), 3.12 (available income), 4.12 (housing), 5.12 (emergency services), or 6.12 (nutrition).

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; list in subcategory 7.3.2 of CSBG services.

Community Outreach (targeted)	Projects of local CSBG operators insuring that eligible participants are aware of available services in either of the following six categories; list in CSBG services subcategory 1.7 (employment), 2.7 (education), 3.7 (income management), 4.4 (housing), 5.6 (emergency services), or 6.7 (nutrition).
Community Participation	One of three strategies for providing CSBG services. From Section 675(c)(1) of the CSBG Act: "(B) to provide activities designed to assist low-income participants including the elderly poor -- (vii) to achieve greater participation in the affairs of the community."
Congregate Meals	Congregate feeding sites for the elderly. Subcategory 6.4 of CSBG services.
Consumer Co-ops	Projects organizing consumer co-operatives or buying clubs, to stretch available income; list in subcategory 3.7 of CSBG services.
Consumer Education	Providing workshops, classes or counseling on consumer education issues. Subcategory 3.1 of CSBG services.
Contractor Selection and Use Considerations	One of three primary evaluation/monitoring considerations. It contains two secondary considerations. (1) Minimum Contracting Requirements: Type of questions to ask; What are the prerequisites for contracting? Focus of questions; features that a program delivery vehicle must have to qualify as a CSBG contractor. (2) Contractor Management Capabilities: Type of questions relate to contractor quality. Focus of questions; program accomplishments aside, how well does a contractor manage its affairs?
Coordination	See Interagency Planning and Coordination a subcategory of CSBG services or Program Coordination, a CSBG strategy.

Counseling	<p>Crisis Counseling. Subcategory 5.4 of CSBG services.</p> <p>Education Counseling. Subcategory 2.2</p> <p>Family Counseling. Subcategory 7.2</p> <p>Homeownership Counseling. Subcategory 4.2.1</p> <p>Household Financial Counseling. Subcategory 3.1</p> <p>Housing Counseling; list in subcategory 4.2.2</p> <p>Individual Counseling. Subcategory 7.2</p> <p>Job Counseling. Subcategory 1.2</p> <p>Nutrition Counseling. Subcategory 6.1</p>
Crafts	<p>Classes or instruction of a general educational nature; list in subcategory 2.6.2 of CSBG services.</p> <p>Skill training to enable trainees to obtain a job or supplement their income. Subcategory 1.6 of CSBG services.</p> <p>As business or income-generating projects run by CSBG operators; list in subcategory 1.5 of CSBG services.</p>
Credit Counseling	<p>Counseling to low-income individuals about personal credit. Subcategory 3.1 of CSBG services.</p>
Credit Unions	<p>Organization of credit unions in low-income communities or for low-income workers. If organized solely or substantially by CSBG operators; list in subcategory of 3.7 of CSBG services. If organized jointly with other community groups; list in subcategory 3.14.2 of CSBG services.</p>
Crisis Hot Line	<p>Telephone counseling to individuals in crisis; list in subcategory 5.6 of CSBG services.</p>
Crisis Intervention	<p>Intervention in emergencies resulting from child, spouse, alcohol or drug abuse. Can also include mediation in cases of utility shut-offs, or in cases where loss of benefits from programs such as AFDC or Food Stamps could cause family emergencies. Subcategory 5.4 of CSBG services.</p>

Day Care and Child Development	Child care and/or classes, frequently providing both child development instruction and support for working parents. Subcategory 2.5 of CSBG services.
Dental Projects	See Medical/Dental projects; list in subcategory 7.6 of CSBG services.
Direct Cost	A cost which can be identified with a particular final cost objective. (See 41 CFR 2970.102; OMB Circular No A-102). See also Indirect Cost. Source for this entry: Lexicon for the JTPA, NGA, May, 1984.
Direct Service Projects	The provision of any of an array of CSBG services directly to low-income participants to assist them as individuals overcome deficiencies that prevent them from attaining self-sufficiency. Contrast with Non-Service Projects.
Disaster Relief	See Emergency Services subcategories
Displaced Homemaker	Organizing a support group for displaced homemakers; list in subcategory 1.7 of CSBG services.
Donated Goods/ Services	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. Subcategory 5.5 of CSBG services.
Drug Abuse	Preventative classes, seminars or presentations on drug abuse; list in subcategory 2.6.2 of CSBG services. Crisis Intervention to individuals abusing drugs, or to their families. Subcategory 5.4 of CSBG services.
Economic Development	See Community Development

Education	One of seven categories of CSBG services or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (ii) to attain an adequate education."
Education Counseling	Providing counsel and guidance to low-income youths and adults about their educational aspirations and opportunities. Can include counseling to high-school dropouts, and to youngsters seeking scholarships to college or technical school. Subcategory 2.2 of CSBG services.
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 such projects as support for multi-purpose senior centers; recreation, consumer, health, homemaker, companion and other services for the elderly; information, referral or outreach projects; costs of sponsoring Foster Grandparent or R.S.V.P. programs; CSBG resources used to amplify or supplement Older Americans Act programs run by local CSBG operators; etc.; list in subcategory 7.5 of CSBG services.
Eligibility, Participant	The poverty line "... shall be used as a criterion of eligibility in community service block programs," quoting from sec. 673 (2) of the CSBG Act. See Poverty Line.
Eligible Entity	Any organization officially designated a community action agency, limited purpose agency, or migrant or seasonal farmworker organization under the provision of the Economic Opportunity Act of 1964 that retained its designation for fiscal 1981, and/or units of local governments in the waiver states. Eligible entities were entitled to receive at least 90% of a state's CSBG allocation in fiscal years 1982-84.

Emergency Aid, Other	List miscellaneous emergency services in subcategory 5.6 of CSBG services. See also Donated Goods/Services.
Emergency Cash Assistance	One-time payments to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. Subcategory 5.2 of CSBG services.
Emergency Loans	Short-term loans to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. Subcategory 5.2 of CSBG services.
Emergency Services	One of seven categories of CSBG services or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (v) to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment-related assistance."
Employment	One of seven categories of CSBG services or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (i) to secure and retain meaningful 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. Subcategory 1.5 of CSBG services.
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. Subcategory 1.14.1 of CSBG services.

Energy Conservation	Residential Energy Conservation Workshops -- Subcategory 3.3 of CSBG Services. Public Information: Energy Conservation -- Subcategory 3.4 of CSBG services. See also individual headings.
English Classes	Instruction in English - as - second - language; list in subcategory 2.6.2 of CSBG services.
Evaluation/ Monitoring Considerations	There are three primary considerations in evaluating and monitoring human services programs such as CSBG: (1) contractor selection and use considerations: (2) program design considerations: and (3) program quality considerations. For secondary considerations, see those 3 headlines. (Taken from the work of John C. Johnston.)
Ex-offender: Employment	Projects to assist former inmates of prisons or correctional facilities find jobs; list in subcategory 1.7 of CSBG services.
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; list in subcategory 7.9 of CSBG services.
Family/ Individual Counseling	One-to-one sessions with multi-problem families or individuals by certified counselors. Subcategory 7.2 of CSBG services.
Family Planning Classes	Classes, instruction or presentations on family planning; list in subcategory 2.6.2 of CSBG services.
Farmworkers Council	Support for, including membership fees of CSBG operators; list in subcategory 1.12 of CSBG services.
Farmworker Employment	Projects of local or state CSBG operators to find work for, or improve the working conditions of, migrant, seasonal and other farmworkers; list in subcategory 1.7 of CSBG services.

Feeding Programs for the Homeless	Food programs for both transient and indigenous homeless persons. Subcategory 5.7 of CSBG services.
Fiscal Year	Any twelve month period beginning on October 1 and ending on September 30 is the standard fiscal year of the federal government and numerous state governments, and is taken to be the standard for the CSBG.
Food	Donations of: subcategory 5.5 of CSBG services. Emergency payments for. Subcategory 5.2 of CSBG services.
Food Banks	Assistance to regional Food Banks that support local Food Pantries; list in subcategory 6.7 of CSBG services.
Food Baskets	Preparation of food baskets for the poor; list in 6.7 of CSBG services. Organization of Thanksgiving or Christmas campaigns to provide food baskets for the poor; list in subcategory 6.12 of CSBG services.
Food Co-ops	Food-buying cooperatives. As a project to stretch the available income of low-income consumers; list in subcategory 3.7 of CSBG services. As a project to provide employment for co-op operators; list in subcategory 1.5 of CSBG services.
Food Pantries/ Food Shelves	Organization or operation of community distribution outlets of donated foodstuffs, such as dented canned goods and overstocked produce, to low-income persons. Subcategory 6.3 of CSBG services.
Food Processing	Food preservation projects. Subcategory 6.6 of CSBG services.
Foster Grandparent	Use of CSBG resources to provide sites for the Foster Grandparent program; list in subcategory 7.5 of CSBG services.
Fuel Assistance	Donations of fuel: subcategory 5.5 of CSBG services. Emergency payments for fuel: subcategory 5.2 of CSBG services. Support for LIHEAP fuel assistance: subcategory 5.3 of CSBG services.

Garden Projects	Assistance with neighborhood or community gardens to improve the diets of low-income families: subcategory 6.5 of CSBG services. Gardens as income generating projects; list in subcategory 1.5 of CSBG services.
GED	Instruction for adults or teenagers preparing them to obtain a high school equivalency degree (GED). Subcategory 2.6.1 of CSBG services.
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 Americans Act. List Green Thumb worksite expenses in subcategory 1.7 of CSBG services.
HHS	The U.S. Department of Health and Human Services.
Head Start PACS	Use of CSBG resources to support the activities of Head Start Parent Advisory Councils; list in subcategory 2.12.2 of CSBG services.
Head Start Staff OJT	Use of CSBG resources for on-the-job-training (OJT) projects for Head Start staff, in support of that HHS program. Subcategory 1.4.3 of CSBG services.
Head Start Support	Use of CSBG resources to amplify or supplement the Head Start programs that are run by local CSBG operators. Subcategory 2.4 of CSBG services.
Health Screening	Health screening projects; list in subcategory 7.6 of CSBG services.
Home Maintenance	Counseling or workshops in home maintenance for low-income householders. Subcategory 4.3 of CSBG services.
Home Repair/ Rehabilitation	Provision of minor home repair and residential rehabilitation services to elderly and other low-income households. Can include home maintenance workshops. Subcategory 4.3 of CSBG services.

Homeless Aid	Provision of temporary shelter and/or food programs for the homeless. Can include other help, such as clothing, medical care and shelter construction. Subcategory 5.7 of CSBG services.
Homeownership Counseling/ Loan Preparation	Counseling on homeownership for low-income persons, including assistance completing applications or HUD and Farmer's Home Administration home loan programs. Subcategory 4.2.1 of CSBG services.
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. Subcategory 6.4 of CSBG services.
Household Financial Counseling	Counseling and instructing low-income individuals and families in preparing and implementing household budgets, and about personal credit and general consumer education issues. Subcategory 3.1 of CSBG services.
Housing	One of seven categories of CSBG services or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor - (iv) to obtain and maintain adequate housing and a suitable living environment."
Housing Counseling	Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation activities; list in subcategory 4.2.2 of CSBG services.
Housing Study Groups	Support for and/or membership on housing study groups or housing commissions; list in subcategory 4.11 of CSBG services.
Income Tax Counseling	Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports. Subcategory 3.2 of CSBG services.

Indian Tribe	From sec. 674(c)(5) of the CSBG Act: "The terms 'Indian tribe' and 'tribal organization' mean those tribes, bands, or other organized groups of Indians recognized in the State in which they reside or considered by the Secretary of the Interior to be 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.
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. (See 41 CFR 2970.102; 41 CFR 1-15.7; OMB Circular A-87.) See also Direct Cost. Source of this entry: Lexicon for the JTPA, NGA, May, 1984.
Information and Referral (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. Subcategory 7.1 of CSBG services.
Information and Referral (targeted)	Projects of local CSBG operators to answer inquiries and make referrals to community programs in either of the following six categories: CSBG services subcategories 1.1 (employment), 2.1 (education), 3.1 (available income) 4.1 (housing), 5.1 (emergency services) or 6.1 (nutrition).
Instruction	Classes, workshops, tutoring and all instruction except ABE and GED. Includes classes in alcohol and drug abuse, parenting, etc., alternate education for high school dropouts; craft workshops, etc.; list in subcategory 2.6.2 of CSBG services.
Interagency Planning and Coordination	Cooperation in meeting community needs through interagency planning and/or coordination. Subcategories 1.11.1 and 1.11.2 (employment), 2.11 (education), 3.11 (available income), 4.11 (housing), 5.11 (emergency services), 6.11 (nutrition) and 7.11 (linkages) of CSBG services.

Intervention	To ameliorate crises or emergencies. See Crisis Intervention.
JTPA	The Job Training Partnership Act (JTPA) is federal legislation (Public Law 97-300) enacted in 1982 to establish programs to prepare youth and unskilled adults for entry into the labor force, and to afford job training to economically disadvantaged individuals and others facing serious barriers to employment who are in need of such training to obtain productive employment. (From Sec. 2 of JTPA).
JTPA Planning and Coordination	Participation by CSBG operators in the local planning and coordination of the Job Training Partnership Act (JTPA). Subcategory 1.11.1 of CSBG services.
JTPA Support	Use of CSBG resources to amplify or supplement the JTPA projects that are run by local CSBG operators; list in subcategory 1.7 of CSBG services.
Job Banks	Formation and maintenance of a file of available jobs in a community, to assist low-income job seekers; list in subcategory 1.7 of CSBG services.
Job Clubs	Voluntary groups of job-hunters helping one another with resume-writing, calling for job interviews, morale building, etc. Include Job Club - formation activities in subcategory 1.2 of CSBG services.
Job Counseling	Periodic counseling of un- or under-employed participants, including help with job hunting skills and organizing job clubs. Can include information and referral activities. Subcategory 1.2 of CSBG services.
Job Creation	See Employment Generating Projects or Joint Ventures.
Jobs Fairs	Annual affairs to introduce high school students to potential employers, usually cooperatively sponsored by public schools, Chambers of Commerce, etc. List CSBG support for Jobs Fairs in subcategory 1.14 of CSBG services.

Job Placement/ Development	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 and I & R Activities. Subcategory 1.3 of CSBG services.
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. Subcategories 1.14 (employment), 2.14 (education), 3.14.1 and 3.14.2 (available income), 4.14 (housing), 5.14 (emergency services), 6.14 (nutrition) and 7.14 (linkages).
Landlord/Tenant Relations	Counseling or intervention in landlord/tenant disputes; list in subcategory 4.2.2 of CSBG services.
LIHEAP Support	Use of CSBG resources to 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. Subcategory 5.3 of CSBG services.
Limited Purpose Agency	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	As one of three CSBG service strategies contained in the CSBG Act, linkages is synonymous with "coordination;" See Program Coordination listing. As used in the title of one of the seven CSBG categories of services, "Linkages with Other Programs" is an abbreviation of "More Effective Use of Other Programs.

Linkages with Other Programs	One of seven categories of CSBG services or programs. From Sec 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (viii) to make more effective use of other programs related to the purposes of this subtitle."
Local CSBG Operator	An agency or organization that receives 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. Source of this entry: Lexicon for the JTPA, NGA, May, 1984.
Medical/Dental Projects	Includes primary or special medical, dental, mental health, alcoholism treatment, etc., to low-income persons in isolated or neglected neighborhoods. Can include screening, diagnosis and treatment projects; visiting nurse services, etc.; list in subcategory 7.6 of CSBG service.
Memberships	Membership dues and travel of CSBG operators in organizations or networks that seek solutions to poverty conditions; list in subcategory 7.3.2 of CSBG services.
Mental Health	Mental health projects of local CSBG operators; list in subcategory 7.6 of CSBG services.
Monitoring	See Evaluation/Monitoring Considerations

NACAA The National Association of Community Action Agencies. formerly the National Community Action Agency Directors Association (NCAADA).

NASCSP The National Association of State Community Services Programs, Inc., a professional association of state administrators of the CSBG, affiliated with the National Governors' Association.

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

NVRS The National Voluntary Reporting System, an annual survey of the uses of CSBG funds by the states. Renamed the Community Services Block Grant Information System during the FY 1985 survey.

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. Subcategory 7.3.1 of CSBG services. Informal, on-going needs assessment; list in subcategory 7.3.2 of CSBG services.

Neighborhood Centers Use of satellite centers by local CSBG operators to provide a variety of services to low-income persons; list in subcategory 7.7 of CSBG services.

Neighborhood Development See Community Development

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. Contrast with Direct Service Projects.

Nursing Homes Cooperation with other agencies in planning for, studying the feasibility of and making applications for grants for nursing homes for the elderly; list in 4.11 of CSBG services. Contributions to joint ventures with local government in financing nursing home construction or maintenance; list in 4.14 of CSBG services. Projects of local CSBG operators taking the lead role in developing or operating nursing homes; list in subcategory 4.4 of CSBG services.

Nutrition One of seven categories of CSBG services or programs. From Sec 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (C) to provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor."

Nutrition and Diet Counseling Counseling to individuals or groups about nutrition, diet and food preparation. Subcategory 6.1 of CSBG services.

OCS The Office of Community services, the HHS line agency designated by the Secretary to administer the CSBG.

OJT On-The-Job-Training. See Head start Staff OJT, Other OJT, 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. Subcategory 1.4.4 of CSBG services.

Older Americans Act Support Use of CSBG resources to amplify or supplement CAA programs run by local CSBG operators; list in subcategory 7.5 of CSBG services.

Outreach See Community Outreach

PIC Private Industry Council(s), the local policy councils for the Job Training Partnership Act. See JTPA.

Parenting Training Classes, workshops or other instruction to low-income parents on child-raising skills; list in subcategory 2.6.2 of CSBG services.

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

Planning See Interagency Planning and Coordination

Poverty Line "The term 'poverty line' means the official poverty line established by the Director of the Office of Management and Budget. The Secretary shall revise the poverty line annually..." Quoted from Sec. 673 (2) of the CSBG Act. See Eligibility, Participant.

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. From Sec. 1742(a) of the Omnibus Budget and Reconciliation Act.

Private Sector The private sector includes private for profit companies, private not-for-profit organizations such as non-governmental and health and educational institutions, and independently-managed publically-owned organizations such as utility companies. Source of this entry: Lexicon for the JTPA, NGA, May, 1984.

Private Sector Involvement One of three strategies for providing CSBG services. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (E) to encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

Produce Market	If designed to get extra income for urban gardners or farmworkers; list in subcategory 1.5 of CSBG services.
Program Coordination	One of three strategies for providing CSBG services. From Section 675(c) of the CSBG Act: "(1) to use the funds available under this subtitle -- (D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals."
Program Design Considerations	One of three primary evaluation/monitoring considerations. Its subject is program appropriateness. Type of questions to ask: Should it have been done? Focus of questions: Did a contractor carry out the "correct" mix of activities?
Program Quality Considerations	One of three primary evaluation/monitoring considerations. It contains four secondary considerations. (1) Contractor Effort: Type of questions to ask relate to contractor performance. Focus of questions: Did a contractor do what was supposed to have been done? (2) Program Results: Type of questions: What was the impact on conditions? Focus of questions: How were the lives of program participants changed? (3) Program Cost-Effectiveness: Type of questions: Bang-for-the-buck issues. Focus of questions: could more have been done with less? (4) Futhering Program Purposes: Type of questions: Big picture issues. Focus of questions: What is the fit between program purposes and contractor operations?
Program Year	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	Each state must prepare an annual report on the proposed use of block grant funds it is to receive, 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. The proposed use report shall be made available to local governments and the public for timely review and comment, and is subject to the state legislature's public hearing. From Sections 1742(a) and (b) of the Omnibus Budget and Reconciliation Act.
Public Education/ Public Information	Educational or information activities conducted by local CSBG operators to inform the general public about the problems and solutions of poverty in their communities. Subcategory 2.3 of CSBG services.
Public Information: Energy Conservation	Provision of workshops and forums for the general public on the income savings from residential and other conservation measures. Subcategory 3.4 of CSBG services.
R.S.V.P. Support	Use of CSBG resources to provide sites for the Retired Senior Volunteer Program; list in subcategory 7.5 of CSBG services.
Residential Energy Conservation Workshops	Workshops for low-income persons on do-it-yourself conservation measures in the home that will save money. Subcategory 3.3 of CSBG services.
Rural Water/ Waste Water Projects	Projects of local CSBG operators to prepare applications for rural water and waste water grants for local governments; list in subcategory 4.11 of CSBG services. Projects to leverage CSBG funds by providing some start-up costs for rural water and waste water operations; list in subcategory 4.14 of CSBG services.

Scholarships Counseling low-income students about educational opportunities. Subcategory 2.2 of CSBG services.

 Projects of CSBG operators to provide post-secondary scholarships to low-income students; list in subcategory 2.7 of CSBG services.

School Dropouts Alternative education projects for high school dropouts; list in subcategory 2.6.2 of CSBG services.

 Counseling for individual high school dropouts. Subcategory 2.2 of CSBG services.

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.

Services See CSBG Services

Shelter for the Homeless Temporary shelter for the homeless. Subcategory 5.7 of CSBG services.

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. Subcategory 1.6 of CSBG services.

Staff Training/Development See Career Development

State "The term 'State' means the several States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Trust Territory of the Pacific Islands." Quoted from sec. 673(4) of the CSBG Act.

State CSBG Administering Agency	The bureau, office or division of state government that is dsignated 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% in FYs 82-84) and state level administrative expenses (not more than 5%). It includes any transfers of funds a state may decide to make to the Older Americans Act, the Head Start program or the low-income home energy assistance program, pursuant to Sec. 675(c)(5) of the CSBG Act.
State-wide Brokerage/ Advocacy Projects	Projects of state CSBG offices to increase state-wide awareness of identified needs of low-income groups. Subcategory 7.13.1 of CSBG services.
State-wide Coalitions	Projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions to state-wide needs of low-income groups. Subcategory 2.12.1 of CSBG services.
State-wide Forums	State-wide forums or conferences to educate the general public or policy makers about the needs of low-income groups. Subcategory 2.12.1 of CSBG services.
Strategies	See CSBG Strategies (for service provision).
Subcategories of Services	One of 87 subdivisions of the seven (7) categories of CSBG services, as used in the National Voluntary Reporting System.
Summer Feeding	Summer feeding programs for children; list in subcategory 6.7 of CSBG services.

Summer Youth Jobs/OJT	Summer jobs for low-income young people, providing them income, work experience, and perhaps on-th-job-training (OJT). Subcategory 1.4.1 of CSBG services.
Summer Youth Recreation	Projects to involve low-income youth in wholesome summer activities. Subcategory 7.8 of CSBG services.
Surplus Food Distribution	Use of CSBG resources to store and distribute surplus USDA agricultural commodities to low-income persons. Subcategory 6.2 of CSBG services.
Training	Training for CSBG operators, see Ventures to Better Use CSBG Resources.
Transportation (targeted)	Projects of local CSBG operators to assure that community resources are accessible to low-income participants, in either of the following six categories; list in CSBG service subcategories 1.7 (employment), 2.7 (education), 3.7 (income management), 4.4 (housing), 5.6 (emergency services) or 6.7 (nutrition).
Transportation: Day Care Only	Use of CSBG resources to transport only children to day care and child development facilities. Subcategory 2.5 of CSBG services.
Transportation: Head Start Only	Use of CSBG resources to transport only Head Start children. Subcategory 2.4 of CSBG services.
Transportation: Hot Lunches/ Meals	Use of CSBG resources to transport only meals to homebound elderly and other low-income persons; list in subcategory 7.4 of CSBG services.
Transportation: Multi-purpose, Elderly, Rural or Handicapped	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 Section 18 UMTA rural transportation projects, etc.; list in subcategory 7.4 of CSBG services.

Transportation Planning	Participation of local CSBG operators in community planning activities to design or upgrade general purpose community transportation systems; list in subcategory 7.11 of CSBG services.
Trash Collection	Organization of a campaign to obtain improved trash collection in low-income neighborhoods or housing projects; list in subcategory 4.12 of CSBG services.
Trash Recycling	As a job creation or income generating project; list in subcategory 1.5 of CSBG services.
Tutoring	Tutoring for poor teenagers or adults to assist them succeed in formal classes, or organization of tutorial cooperatives; list in subcategory 2.6.2 of CSBG services.
Urban Homesteading	Support of projects with local government to promote urban homesteading; list in subcategory 4.14 of CSBG services.
Utility Rate Reform	Projects to obtain more equitable rates from public utilities for low-income consumers, such as life-line rates for the elderly; list in subcategory 3.13 of CSBG services.
Ventures to Better Use CSBG Resources	Joint state-local ventures to make more effective and efficient use of CSBG resources through training and technical assistance to local CSBG operators. Subcategory 3.14.1 of CSBG services.
Volunteer Recruitment	Projects to recruit, train and/or supervise volunteers for multiple community programs for low-income persons; list in subcategory 7.3.2 of CSBG services.

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 unserved 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	Participation in community planning for water and waste water projects; list in subcategory 4.11 of CSBG services. Support for rural water and waste water construction projects as joint ventures with local government; list in subcategory 4.14 of CSBG services.
Weatherization Crew OJT	Use of CSBG resources for on-the-job-training (OJT) projects for weatherization crews and staff, in support of the DOE Weatherization Assistance Program. Subcategory 1.4.2 of CSBG services.
Weatherization Support	Use of CSBG resources to amplify or supplement the DOE Weatherization programs that are run by local CSBG operators, in order to attain greater residential energy savings for low-income families. Subcategory 3.5 of CSBG services.
WIC Support	Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) nutrition program; list in subcategory 6.7 of CSBG services.
Youth Recreation	Full-year youth recreation projects; list in subcategory 7.9 of CSBG services. Summer youth recreation projects. Subcategory 7.8 of CSBG services.

Youth Work
Experience

List 8-month or longer work experience projects for in-school youth in subcategory 1.4.4 of CSBG services. See also Summer Youth Jobs/OJT.