Purpose: This form collects expenditures by Service Category on the services/programs that were provided to low-income people and communities with CSBG resources in 2013.

Helpful Hints:

✓ Remember this form is for CSBG and any discretionary funds from CSD for 2013 program year. Note: CSD has added a tab on the 425.OF form titled "2013 CSBG and Discretionary funds" that were awarded in 2013. The total dollars on the 425.OF must match the accumulative total dollars (column) in the spreadsheet "2013 CSBG and Discretionary funds" for your agency.

✓ Do not place N/A or any characters other than numerical values in the spaces provided. Leave the cell blank if there is no data to report.

✓ To decide how to classify each project/program, first determine the project/programs *primary purpose**, then assign it to whichever of the nine CSBG categories it most closely matches.

✓ The "Other" category should only be used if the information <u>cannot</u> be reported in the provided categories. In the box labeled with an asterisk (*) describe the "Other" programs.

✓ Once all the expenditures have been placed in the appropriate service category, please identify, at the bottom of Table 1, the amount of *administrative expenditures*** reported above.

✓ Administrative cost for CSBG reporting is 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 cost refer to central executive functions that do not directly support a specific project or service. Incurred for common objective that benefits multiple programs administered by your agency.

✓ Seniors are considered those persons age 55 and up.

✓ Youth are considered those persons age 12-18.

Table 1: Expenditures by Service Category, Program Year 2013

Please enter the total amount of CSBG funds expended to support the activities/programs in each of the Service Categories in the Column titled *CSBG funds.* Administrative costs supported by CSBG should be included as costs of providing a given service. CSBG projects/programs have multiple purposes, strategies, and recipient groups. Only the **primary purpose** of a project can be considered in determining where on the CSD 425.OF to enter the project/programs data.

The nine service categories are as follows:

1. **Employment**
2. **Education**
3. **Income Management**
4. **Housing**
5. **Emergency Services**
6. **Nutrition**
7. **Linkages**
8. **Self-Sufficiency**
9. **Health**
10. **Other**: Other should be used *only* when activities do not fit within the nine established categories.

NOTE: Include all programs, including those for youth and seniors. Every senior and youth program will fit into one of the ten categories provided in Table 1. Table 2: will further identify the funds allocated to the youth and senior demographic category.

Of the CSBG funds reported above how much was used for administration: Enter the amount of the CSBG funds reported in Table 1 that were expended for administrative purposes.

Table 2: Expenditures for Services by Demographic Category, Program Year 2013

Please enter the total amount of CSBG funds used to support the youth and senior activities/programs in the Column titled *CSBG funds.* Administrative costs supported by CSBG should be included as costs of providing a given service. NOTE: This information contains programs that were already included under the ten service categories listed in Table 1.

Youth programs are defined as those that serve individuals aged 12-18. Include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger clients (i.e. programs that serve clients aged 10-17 or 12-21).

Senior programs are defined as those that serve individuals aged 55 and up. Include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes clients who are older than 55 (i.e. programs that serve clients aged 65 and older).