

INSTRUCTIONS FOR COMPLETING THE FY-2022 PROGRAM OUTCOME EARNINGS PLAN

Reference Documents

To understand and to use the document, the following reference materials are necessary:

- Microsoft Excel Spreadsheet “UPO FY-2022 Program Outcome Earnings Plan”

Purpose of Program Outcome Earnings Plan

The Excel spreadsheet is to be used to plan and document the FY-2022 performance. The purpose of the Program Outcome Earnings Plan is to:

- Align UPO’s service delivery system to meet the reporting requirements dictated by the Federal National Performance Indicators;
- Enhance and/or improve program performance leading to better outcomes for the individuals and families we serve; and
- Establish pay rates for those outcomes and services.

Planning

The Excel spreadsheet is to be used to plan and document FY-2022 service delivery. Although there are three National Goals in FY-2022, the Program Outcome Earning Plan will address two in terms of modules. Module 4 – *Individuals and Families Level*; and Module 2 – *CSBG Eligible Entity Expenditures, Capacity, and Resources*.

Module 4 - Individuals and families Level including the following areas:

- a) Employment;
- b) Employment Services;
- c) Education and Cognitive Development Services;
- d) Income and Asset Building;
- e) Housing Services;
- f) Health and Social/Behavioral Development Services; and
- g) Services Supporting Multiple Domains.

Module 2 – CSBG Eligible Entity Expenditures, Capacity, and Resources

- a) Volunteer Hours
- b) Partners with Community Action

HOW TO COMPLETE THE PROGRAM OUTCOME EARNINGS PLAN

The Excel spreadsheet contains automatic formatting properties (e.g., Reporting Period automatically calculates the Period Plan Year to Date; Earnings are automatically calculated once Unit figures are entered).

Note: Before working on the Excel spreadsheet ensure that you save the original

The spreadsheet has 2 Tabs – lower left corner

- **Summary**
- **Detailed Plan**

A. SUMMARY - TAB

On the **Summary Tab** at top, enter the Program’s name and in the **Red Box** the Proposed Annual Earnings. The amount is automatically generated when the Program Outcome Earnings Plan is completed.

OUTCOME EARNINGS SUMMARY									
MODULES TOTALS		Annual Plan	Period Plan YTD	Actual YTD	Difference	Annual Plan	Period Plan YTD	Actual YTD	Difference
Mod 4:	INDIVIDUAL & FAMILY LEVEL TOTAL	0	0	0	0	\$0	\$0	\$0	\$0
Mod 2:	CSBG ELIBIBLE ENTY EXPENDITURES, CAPACITY & RESOURCES TOTAL	0	0	0	0	\$0	\$0	\$0	\$0
TOTAL		0	0	0	0	\$0	\$0	\$0	\$0



Outcome Earnings Summary Table

The table automatically generates the service units and amounts to be earned as the Detailed Plan Tab is completed.

Narrative Summary of Program Plan

In the *Narrative Summary of the Program Plan* briefly enter information that outlines the specific services as stated in the proposal (e.g., Vocational Skills Training Programs include 3 days in-house CPR training & 3 day Food Handler Certification.)

Note: The summary should include the type and name of program, activities, and expected outcomes.

Note: For Module 2 activities mention your partnerships and describe how your projects or initiatives will have an impact on the community.

B. DETAILED PLAN - TAB

Program Outcome Earnings Plan

For each Federal National Performance Indicators (FNPI) there is a list of services (SRV) followed by a dollar amount representing the rate UPO has assigned for the measure. **For example:** Under FNPI 1b. Obtains Full-Time Job, you will see a rate of \$610. If you plan 30 Full-Time Job Placements, then enter 30 in Column (8) Annual Plan.

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
FNPI 1	EMPLOYMENT										
		Number of unemployed adults who obtained employment (up to a living wage)									
	1b	Obtains Full-Time Job (Unduplicated clients)	\$610				0	\$0	\$0	\$0	\$0
		Obtains Part-Time Job (Unduplicated clients)	\$450				0	\$0	\$0	\$0	\$0
		Number of unemployed adults who obtained & maintained employment for at least 30 days (Unduplicated Customers)									
		Full-Time	\$500		0		0	\$0	\$0	\$0	\$0
		Part-Time	\$385		0		0	\$0	\$0	\$0	\$0
	1c	Number of unemployed adults who obtained & maintained employment for at least 90 days (Unduplicated Customers)									
		Full-Time	\$550		0		0	\$0	\$0	\$0	\$0
		Part-Time	\$385		0		0	\$0	\$0	\$0	\$0
	1d	Number of unemployed adults who obtained & maintained employment for at least 180 days (Unduplicated Customers)									
		Full-Time	\$550		0		0	\$0	\$0	\$0	\$0
		Part-Time	\$385		0		0	\$0	\$0	\$0	\$0
		Number of unemployed adults who obtained & maintained employment for at least 270 days (Unduplicated Customers)									
		Full-Time	\$550		0		0	\$0	\$0	\$0	\$0
		Part-Time	\$440		0		0	\$0	\$0	\$0	\$0
		Number of unemployed adults who obtained & maintained employment for at least 365 days (Unduplicated Customers)									
		Full-Time	\$550		0		0	\$0	\$0	\$0	\$0
		Part-Time	\$440		0		0	\$0	\$0	\$0	\$0
		Number of unemployed adults who earned income through Self-Employment for 30 or more Days (Unduplicated Customers)	\$125		0		0	\$0	\$0	\$0	\$0
	1h	Employed entered or transitioned into position that provided increased income and/or benefits (Unduplicated Customers)									
	1h.3.	Obtains Employment with benefits (Unduplicated clients)	\$225		0		0	\$0	\$0	\$0	\$0
		EMPLOYMENT SUBTOTAL		0	0	0	0	\$0	\$0	\$0	\$0



1. MODULE 1: INDIVIDUAL AND FAMILIES LEVEL

FNPI 1. Employment

Obtains Full-Time Job and Obtains Part-Time Job pay points pertain to customers placed in a full-time job (30 hours or more a week) and part-time job (less than 30 hours a week). If an individual holds both a full-time and part-time job at the same time payment can be earned for both jobs with proper documentation.

Note: For every job placement copies of employer’s written verification and/or pay stubs must be posted in *EmpowOR* to verify the job placement. Also, Job Placement information must be recorded. Customers in case management must have case notes indicating job placements entered in *EmpowOR*. Job placements are legitimate positions which the customers’ lives become stable and lead to economic security.

Note: Each service provider must account for at least sixty (60) job placements. They must be equal to the number of customers placed in jobs specified in the Request for Proposal.

Obtained and maintained employment for at least 30 days pay points Full-Time and Part-Time pertain to customers who hold their job for the stated amount of time.

Note: Every employment retention milestone achieved requires copies of employer’s written verification and/or pay stubs posted in *EmpowOR*. Customers in case management must have case notes indicating 30 day retention entered in *EmpowOR*.

Obtained and maintained employment for at least 90 days pay points Full-Time and Part-Time pertain to customers who maintain employment for the stated amount of time.

Note: Every employment retention milestone achieved requires copies of employer's written verification and/or pay stubs posted in *EmpowOR*. Customers in case management must have case notes indicating 90 day retention entered in *EmpowOR*.

Note: Employment retention means that the customer maintained employment with no more than a 30 day break between jobs.

Obtained and maintained employment for at least 180 days pay points Full-Time and Part-Time pertain to customers who maintains employment for the stated amount of time.

Note: Every employment retention milestone achieved requires copies of employer's written verification and/or pay stubs posted in *EmpowOR*. Customers in case management must have case notes indicating 180 day retention entered in *EmpowOR*.

Note: Employment retention means that the customer maintained employment with no more than a 30 day break between jobs.

Obtained and maintained employment for at least 270 days pay points Full-Time and Part-Time pertain to customers who hold their job for the stated amount of time.

Note: Every employment retention milestone achieved requires copies of employer's written verification and/or pay stubs posted in *EmpowOR*. Customers in case management must have case notes indicating 270 day retention entered in *EmpowOR*.

Note: Employment retention means that the customer maintained employment with no more than a 30 day break between jobs.

Obtained and maintained employment for at least 365 days pay points Full-Time and Part-Time pertain to customers who hold their job for the stated amount of time.

Note: Every employment retention milestone achieved requires copies of employer's written verification and/or pay stubs posted in *EmpowOR*. Customers in case management must have case notes indicating 365 day retention entered in *EmpowOR*.

Note: Employment retention means that the customer maintained employment with no more than a 30 day break between jobs.

Note: All contiguous employment must be documented with the new employer, labor information, and to indicate the reasons for change of employment. Customers in case management must have case notes indicating change of employment.

Earned income through self-employment for 30 days or more days pay point pertains to customers who earn income as independent worker for the stated amount of time. (i.e., *Uber* or *Lift* driver, dog walker etc.)

Note: This milestone requires copies of customer's written verification, pay stubs and/or employer's IRS Form 1099 posted in *EmpowOR* verifying earned income for the stated amount of time. Customers in case management must have case notes indicating independent earnings in *EmpowOR*.

Obtains Employment with Benefits pay point refers to a customer who has obtained a job that provides benefits (i.e., health insurance, annual leave, etc.). By obtaining a position with benefits, the service provider can earn an additional \$225 per customer.

Note: For every job placement with benefits Job Placement information and copies of employer's written verification and/or pay stubs must be posted in *EmpowOR*. Customers in case management must have case notes indicating job placements with benefits entered in *EmpowOR*.

Note: For customers who obtain benefits after their initial job placement, copies of employer's written verification and/or pay stubs must be posted in *EmpowOR* to verify the benefits. Benefits include paid time off, health insurance, retirement, etc.

SRV 1. Employment Services

Skills Training & Opportunities for Experience

Vocational Skills Training – Lists several training programs that can be offered. Each program requires enrollment, attendance and completion outcome. If not listed an additional vocational training program can be entered.

Enrollment pay point is for service providers who operate the training program or those under “Purchase of Service” agreements only.

Note: The training program must be fully described in the Specific Services section of Request for Proposal and summarized in the Summary Tab.

Note: The enrollment must be entered in *EmpowOR*.

Note: Vocational Skills Training does not include job readiness classes.

Note: The curriculum for service providers who operate the training program with 31+ class days and those under “Purchase of Service” Agreements must be included in the Request for Proposal.

Note: Customers in case management must have case notes indicating enrollment in a training program, type of training, length of class, etc. entered in *EmpowOR*.

Class Attendance pay point is used both for skill training programs that have 1 to 30 class days, as well as those with 31 or more class days.

Note: Class attendance must be entered in *EmpowOR*. These figures are the summation of class-days that all customers enrolled would have acquired during the full training period. (e.g. Number of planned enrollments x Number of days per class = Planned Class Attendance)

There are two different Completed Training with National Certification or License pay points. One is for skill training programs that have 1 to 30 class days and one is for those that have 31 or more class days.

Note: For customers who complete the skill program they must have documentation in *EmpowOR* verifying completion. Customers in case management must have case notes indicating that the training program was completed.

EXAMPLE

If you plan to have 30 customers enrolled in your three day CPR training and have 25 of them become certified, you would enter 30 in Column (8) under Completes Enrollment Requirements, multiply 30 by the number of class days, 3, that would total 90 Attendance units. Enter 90 in Column (8). Enter 25 in Column (8) under Completes training with national certification or license, 1 to 30 class days.

Job Search – This pay point pertains to job readiness activities conducted in individual sessions or in a group setting. The activities include but not limited to job readiness counseling, resume

development, job search & interview skills training, job referrals, pre-employment physicals, background checks, urinalysis, etc.

Note: For customers who participate in these job readiness activities must have them posted in *EmpowOR* under Employment Services.

Demonstrates Job Readiness Skills means that the customer is “job ready” by completing job readiness counseling and preparation activities, referred to a job, and has gone out on at least one (1) job interview.

Note: Customers who demonstrate job ready must have job readiness activities posted in *EmpowOR* including at least one job referrals.

Note: The number of unduplicated customers demonstrating job readiness cannot exceed the number of economic assessments conducted.

Note: Copies of job referrals must be posted in *EmpowOR* to verify referrals. Customers in case management must have case notes indicating job referrals entered in *EmpowOR*.

For **EMPLOYMENT SERVICES** the spreadsheet automatically multiplies planned unit by its corresponding rate [i.e., CPR Training - \$250 for enrollment; \$20 for attendance; & \$275 for completion] displays \$7,500 for Completes Enrollment, \$1,800 for Attendance, and \$6,875 Completes Training, \$2,500 & [i.e., 50 customers at \$50 for Job Search, 45 customers at \$225 for Demonstrates Job Readiness] for Job Search, and \$10,125 for Demonstrates Job Readiness a total of \$28,800 **You have just planned \$28,800 for EMPLOYMENT SERVICES for the FY-2022!**

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
SRV 1	EMPLOYMENT SERVICES										
		Other Vocational Training Programs									
		Completes Enrollment Requirements (Unduplicated Customers)	\$250	30	30		-30	\$7,500	\$7,500	\$0	(\$7,500)
		Class Attendance	\$20	90	90		-90	\$1,800	\$1,800	\$0	(\$1,800)
FNPI 2	2h	Completes training with National certification or License - 1 to 30 class days (Unduplicated clients)	\$275	25	25		-25	\$6,875	\$6,875	\$0	(\$6,875)
FNPI 2	2h	Completes training with National certification or License - 31+ class days (Unduplicated clients)	\$850		0		0	\$0	\$0	\$0	\$0
	1;j	Job Search - Includes Individual job readiness counseling, Workshops, Job Search Activities, Resume Writing, Interview Techniques, Job referrals, etc.	\$50	50	50		-50	\$2,500	\$2,500	\$0	(\$2,500)
		Demonstrates Job Readiness Skills - Gone on at least one job interview (Unduplicated Customers)	\$225	45	45		-45	\$10,125	\$10,125	\$0	(\$10,125)
		EMPLOYMENT SERVICES SUBTOTAL		240	240	0	-240	\$28,800	\$28,800	\$0	(\$28,800)

FNPI 2. EDUCATION AND COGNITIVE DEVELOPMENT SERVICES

Adult Education Program

GED Program pertains to educational programs operated by service provider or those under “Purchase of Service” agreements. The educational programs are to assist customers obtained a high school diploma and/or obtained an equivalency certificate or diploma.

Note: GED Programs must be fully described in the Specific Services section of the Request for Proposal and summarized in the Summary Tab.

Note: The curriculum for service provider programs and those under “Purchase of Service” Agreements must meet the requirements set forth by the DC Office of the State Superintendent for Education (OSSE). Attach a copy of the appropriate OSSE recognition as directed in the Request for Proposal.

Completes Enrollment Requirements pay point is for service provider who operate educational programs or those under “Purchase of Service” agreements only.

Class Attendance pay points are for number of class days the students attend.

Note: GED class attendance must be entered in *EmpowOR*. This figure is the summation of class-days that all customers enrolled would have acquired during the full educational period.

Advances 1 or more grade pay point pertains to students who after testing demonstrated improved scoring in one or more educational component. The pay point can only be used once per student.

Note: Evidence of increased of one or more educational components must be posted in *EmpowOR*.

GED Examination pay point pertains to testing one or more educational component and can be used more than once per student.

Note: Evidence that the student took one or more educational component tests for obtain a GED certificate or diploma must be posted in *EmpowOR*.

Obtains GED or Diploma pay point requires that the student must have a copy of diploma, GED certificate, and letter from the school or a copy of the scores posted in *EmpowOR* verifying completion.

Note: Students in case management must have case notes indicating that they obtained a GED posted in *EmpowOR*.

Applied Technology Classes pertain to workshop and classes provided by service providers who introduce and/or improve customers’ computer skills, software applications, internet proficiency and social media knowledge.

Note: Applied Technology Classes are not Vocational Skills Training Program. Attending these classes do not lead to nationally recognized certificates. Customers can earn statements of proficiency. Basically Applied Technology Classes are to improve customers’ knowledge or familiarity of technological advances in computers, software, cell phones, tablets, etc.

Completes Enrollment Requirements pay point is for service provider who operate educational programs or those under “Purchase of Service” agreements only.

Class Attendance pay points are for number of class days the students attend.

Note: Applied Technology classes’ attendance must be posted in *EmpowOR*.

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
FNPI 2		EDUCATION AND COGNITIVE DEVELOPMENT SERVICES									
SRV 2	2r-z	Adult Education Programs									
	2u	GED Program - The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma									
		Completes Enrollment Requirements (Unduplicated clients)	\$250		0		0	\$0	\$0	\$0	\$0
		Class Attendance	\$20		0		0	\$0	\$0	\$0	\$0
		Advances 1 or more grade (Unduplicated clients)	\$750		0		0	\$0	\$0	\$0	\$0
		GED Examination	\$4		0		0	\$0	\$0	\$0	\$0
FNPI 2	2g	Obtains GED or Diploma (Unduplicated Customers)	\$1,250		0		0	\$0	\$0	\$0	\$0
SRV 2	2x	Applied Technology Classes									
		Completes Enrollment Requirements (Unduplicated clients)	\$20		0		0	\$0	\$0	\$0	\$0
		Class Attendance	\$10		0		0	\$0	\$0	\$0	\$0
		EDUCATION AND COGNITIVE DEVELOPMENT SERVICES SUBTOTAL		0	0	0	0	\$0	\$0	\$0	\$0

FNPI 3. INCOME AND ASSET BUILDING

Training and Counseling Services

Financial Capacity Skills Training pertains to classes and workshops operated by service provider or those under “Purchase of Service” agreements. Classes would include financial literacy education/consumer educations. Outcomes include customers who open and maintain a saving account/IDA and/or checking account.

Note: Completion of a Financial Capacity Skills Training is pre-requisite for opens and maintains a savings account and/or opens and maintains a checking account.

Note: The service provider must have evidence that the customer improved financial wellbeing. Evidence must be posted in *EmpowOR*.

Financial Management Programs pertains to programs operated by service providers or those under “Purchase of Service” agreements. The program would include budget counseling, establishment and maintenance of a budget, credit management, credit repair and/credit counseling.

Note: The service provider must have evidence that the customer setup and maintained a budget, improved credit scores, received budget counseling and completed a financial literacy program. Evidence must be posted in *EmpowOR*.

Note: The service provider must have evidence that the customer improved financial wellbeing. Evidence must be posted in *EmpowOR*.

Small Business – Setup & Development Counseling Sessions/Classes

Services pertain to entrepreneurship counseling sessions, workshops, and programs operated by service providers or those under “Purchase of Service” agreements.

Note: The service provider must have evidence that the customer attended sessions, setup a business plan, opened business accounts, established federal EIN, obtained a business license etc. to demonstrate the customer setup their own business. Evidence must be posted in *EmpowOR*.

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
FNPI 3	INCOME AND ASSET BUILDING										
SRV 3	3a-f	Training and Counseling Services									
	3a	Financial Capacity Skills Training									
		Class Attendance in Financial Literacy Education/Consumer Education Classes	\$10		0		0	\$0	\$0	\$0	\$0
FNPI 3	3b	Number of individuals who opened a saving account or IDA									
		Opens and maintains a savings account	\$50		0		0	\$0	\$0	\$0	\$0
		Opens and maintains a checking account	\$50		0		0	\$0	\$0	\$0	\$0
SRV 3	3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)									
		Attendance per individualized sessions	\$10								
		Developed Sustainable Budget - Set-up	\$100								
		Credit Stabilized	\$10								
FNPI 3	3f	Number of Individuals who improved their credit scores	\$10		0		0	\$0	\$0	\$0	\$0
FNPI 3	3h	Number of individuals who report improved financial wellbeing (i.e., increased financial knowledge)	\$200		0		0	\$0	\$0	\$0	\$0
SRV 3	3f	Small Business - Start-Up & Development Counseling									
		Enrolled & attended Entrepreneur counseling session/class	\$25		0		0	\$0	\$0	\$0	\$0
FNPI 3	3z	Number of individuals who started their own business	\$3,000		0		0	\$0	\$0	\$0	\$0
FNPI 3	3z	Number of individuals who maintained their own business for 180 days.	\$1,000		0		0	\$0	\$0	\$0	\$0
	INCOME AND ASSET BUILDING SUBTOTAL			0	0	0	0	\$0	\$0	\$0	\$0

SRV 4. HOUSING SERVICES

Eviction Prevention Services pertains to services to include evicetion counseling, landlord/tenant medication, and assistance to apply ERAP or CHAP, etc.

Note: The service provider must have evidence that the customer maintained their residency and posted in *EmpowOR*.

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
SRV 4	HOUSING SERVICE										
	4fh	Eviction Prevention Services									
		Eviction Counseling	\$20		0		0	\$0	\$0	\$0	\$0
		Landlord /Tenant Mediation	\$20		0	0	0	\$0	\$0	\$0	\$0
FNPI 4	4e	Number of households who avoided eviction (Unduplicated Customers)	\$500		0	0	0	\$0	\$0	\$0	\$0
	HOUSING SERVICE SUBTOTAL			0	0	0	0	\$0	\$0	\$0	\$0

FNPI 5. HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT SERVICES

Mental/Behavioral Health

Mental Health Counseling must be conducted by certified professional health provider either on staff or those under “Purchase of Service” agreements.

Note: Individual and group comprehensive counseling must be conducted by a District of Columbia licensed/certified health provider.

Nutrition and Food/Meals pertains to services to assist customers obtain and maintain nutritional wellbeing.

Emergency Hygiene Assistance pertains to services that provide hygienic kits/boxes.

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
FNPI 5	HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT SERVICES										
SRV 5	5r-x	Mental/Behavioral Health									
		Mental Health Counseling by certified professional health provider									
		Individual Comprehensive counseling, mental health (Unduplicated clients)	\$100		0		0	\$0	\$0	\$0	\$0
		Group Comprehensive counseling, mental health	\$25		0		0	\$0	\$0	\$0	\$0
	5f-ij	Nutrition and Food/Meals									
	5hh	Incentives (e.g. gift card, for food preparation, reward for participation, etc.)	\$10		0		0	\$0	\$0	\$0	\$0
	5ii	Prepared Meals	\$10		0		0	\$0	\$0	\$0	\$0
	5jj	Food Distribution (Food Bags/boxes, Food Share Program, Bag of Groceries)	\$25		0		0	\$0	\$0	\$0	\$0
STV 5	5nn-oo	Emergency Hygiene Assistance									
	5nn	Kits/boxes	\$10		0		0	\$0	\$0	\$0	\$0
	HEALTH AND SOCIAL/BEHAVIORAL DEVELOPMENT SERVICES SUBTOTAL			0	0	0	0	\$0	\$0	\$0	\$0

FNPI 7. SERVICES SUPPORTING MULTIPLE DOMAINS

Case Management

Initiates Case Management Plan means a comprehensive plan must be developed for each customer receiving case management. Interviews, assessments, acceptance must be completed, service plan developed and posted in *EmpowOR* prior to initiating a plan. The Service Plan must be posted with at least three (3) problems defined, objectives that are observable, measureable, realistic, and enumerated three (3) steps that state sequential activities to demonstrate movement towards achieving specific objectives.

Eligibility Determinations

Economic Security Assessment pay point is for completing an *EmpowOR* Intake and an Economic Security Scale for every adult customer served. The Economic Security Scale is a measure of customer’s economic status and their movement towards stable lives and economic security.

Note: Annual Plan figure for the Economic Security Assessment must be equal to the number of unduplicated customers to be served as specified in the Request for Proposal.

Referrals

Mental Health Referral are only to certified mental health professionals or accredited medical/mental health facilities.

Transportation Services

Obtains Transportation pay points must have evidence that transportation assistance have been provided (i.e., sign-in sheets, daily distribution logs, etc.) and posted in *EmpowOR*.

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
FNPI 7	SERVICES SUPPORTING MULTIPLE DOMAINS										
SRV 7	7a	Case Management									
		Initiates Case Management Plan (Unduplicated Customers)	\$300		0		0	\$0	\$0	\$0	\$0
	7b	Eligibility Determinations									
		Economic Security Assessment (Unduplicated Customers)	\$25				0	\$0	\$0	\$0	\$0
	7c	Referrals									
		Mental Health Referral - to a certified mental health professional or accredited mental health facility	\$10		0		0	\$0	\$0	\$0	\$0
	7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; in including emergency services)									
		Obtains Transportation Assistance	\$10		0		0	\$0	\$0	\$0	\$0
	7n	Emergency Clothing Distribution									
		Emergency Clothing Assistance	\$10		0		0	\$0	\$0	\$0	\$0
	SERVICES SUPPORTING MULTIPLE DOMAINS SUBTOTAL			0	0	0	0	\$0	\$0	\$0	\$0

MODULE 4. INDIVIDUAL AND FAMILY LEVEL TOTAL

Module 4, Individual and Family Level Total summaries the subtotals of Employment, Employment Services, Education and Cognitive Development Services, Income and Asset Building, Housing Services, Health and Social/Behavioral Development Services and Services Supporting Multiple Domains units of services and planned earnings

FNPI/ SRV	No.	MODULE 4: INDIVIDUAL AND FAMILY LEVEL	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
	MODULE 4 INDIVIDUAL AND FAMILY LEVEL TOTAL			0	0	0	0	\$0	\$0	\$0	\$0

2. MODUALE 2: CSBG ELIBLE ENTY EXPTNDITURES, CAPACIT AND RESOURCES

B 3. Volunteer Hours

Volunteers to Community Action pay point count one volunteer per month. Estimate the total number of volunteers per month for the year. Enter the total estimated number of volunteer hours for the year. These hours must be entered into Program Outcome Earns Report (POER) monthly.

Note: The number of Volunteer Hours must be entered if Volunteers are entered.

Low-income Volunteers to Community Action pay point counts one volunteer per month. Low-income volunteers must meet 200% of the CSBG Poverty Guidelines. Estimate the total number of volunteers per month for the year. Enter the total estimated number of volunteer hours for the year. These hours must be entered into POER monthly.

Note: The number of Low-income Volunteer Hours must be entered if Low- income Volunteers are entered.

B 5. Partners with Community Actions

Partners with Community Action are cumulative, but are counted once. Estimate the number of organizational partnerships to be established that will support the planned services (i.e., government, for-profit businesses, non-profit organizations, educational institutions, and faith-based organization). New partners must be report monthly.

Note: As a minimum, the planned number of Partners must coincide with the number Partners specified on Attachment C: *Coordination and Linkages* in Request for Proposal.

Note: In the Request for Proposal and briefly on Summary Tab describe the impact such cooperation will have in the community.

MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY & RESOURCES TOTAL

Module 2: CSBG Eligible Entity Expenditures, Capacity & Resources summaries Volunteer Hours and Partners with Community Action service units.

FNPI/ SRV	No.	MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY & RESOURCES	FY-22 Rate	Annual Plan (8)	Period Plan YTD (9)	Actual YTD (10)	Difference (11)	Annual Plan (14)	Period Plan YTD (15)	Actual YTD (16)	Difference (17)
Mod 2 B	B.3.	Volunteer Hours (e.g. program support, service delivery, and fundraising)									
		Volunteers to Community Action (\$10 per Volunteer per month)	\$10		0		0	\$0	\$0	\$0	\$0
	B.3.a.	Total number of volunteers hours donated to the agency			0		0				
		Low-income People Volunteer to Community Action (\$20 per	\$20		0		0	\$0	\$0	\$0	\$0
	B.3.a.1.	Total number of low income volunteers hours donated to the			0		0				
	B.5.	Partners with Community Action - Number of organizations, both public & private, that the service provider actively works with to expand resources & opportunities to achieve family & community outcomes.									
		Partners with Community Action (\$100 per org.)	\$100		0		0	\$0	\$0	\$0	\$0
		MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY & RESOURCES TOTAL		0	0	0	0	\$0	\$0	\$0	\$0



3. AGENCY TOTAL

The AGENCY TOTAL is the summation of Module 4 Individual and Family Level and Module 2. CSBG Eligible Entity Expenditures, capacity and Resource totals. The AGENCY TOTAL will appear on the Summary Tab. The Annual Plan earnings would be the Proposed Annual Earnings.

Note: The Proposed Annual Earning (Annual Plan) must be equal to the amount specified in the Request for Proposal.

UPO FY-2022 PROGRAM OUTCOME EARNINGS PLAN											
AGENCY NAME:				REPORTING PERIOD:		10/1/2021	9/30/2022	PROPOSED ANNUAL EARNINGS:		\$0.00	
OUTCOME EARNINGS SUMMARY											
MODULES TOTALS		Annual Plan	Period Plan YTD	Actual YTD	Difference	Annual Plan	Period Plan YTD	Actual YTD	Difference		
Mod 4:	INDIVIDUAL & FAMILY LEVEL TOTAL	0	0	0	0	\$0	\$0	\$0	\$0		
Mod 2:	CSBG ELIBIBLE ENTY EXPENDITURES, CAPACITY & RESOURCES TOTAL	0	0	0	0	\$0	\$0	\$0	\$0		
AGENCY TOTAL		0	0	0	0	\$0	\$0	\$0	\$0		

