



## GLOSSARY

for use with the

FY 1986 CSBG Information System Survey

January, 1986

SECOND EDITION

The GLOSSARY is a cross-indexed version of the TAXONOMY. The definitions in the GLOSSARY and the TAXONOMY are the same. The GLOSSARY lists the terms of the TAXONOMY in the sequence in which they appear on the Survey Forms.

## Explanation

This GLOSSARY 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.

The LEXICON contains most of those special words and phrases 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.

A special subset of the LEXICON are the terms and definitions of the TAXONOMY of CSBG Services. The TAXONOMY is found in the LEXICON in its place in the alphabetical order.

To help the State CSBG Offices complete the forms in the FY 1985 CSBG Information System, we have lifted the 88 TAXONOMY definitions from the LEXICON and listed them in this GLOSSARY in the sequential, numerical order in which they appear on the forms.

So the definitions of the TAXONOMY as they appear in the LEXICON and as they appear in this GLOSSARY are the same. However, the terms of the TAXONOMY are included in the LEXICON with numerous other terms and are listed in alphabetical order. In this GLOSSARY the terms of the TAXONOMY are not mingled with other items and they are listed in numerical sequence in which they appear on the survey forms. The GLOSSARY is therefore a cross-indexed version of the TAXONOMY. So you can go through the forms step-by-step and use this glossary to identify the subcategories of services as they appear on the 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: Glossary.

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## Glossary of EMPLOYMENT Subcategories

- 1.1 Information and Referral  
Information about employment and job training services, and referral to community programs.
- 1.2 Job Counseling  
Periodic counseling of un- or under-employed participants, including help with job hunting skills or formation of job clubs. Can include I & R activities.
- 1.3 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.
- 1.4.1 Summer Youth Jobs/OJT  
Summer jobs for low-income young people, providing them income, work experience, and perhaps on-the-job training (OJT).
- 1.4.2 Weatherization Crew OJT  
Use of CSBG resources for OJT projects for weatherization crews and staff, in support of DOE Weatherization Assistance Program.
- 1.4.3 Head Start Staff OJT  
Use of CSBG resources for OJT projects for Head Start staff, in support of that DHHS program.
- 1.4.4 Other On-the-Job Training  
Other OJT projects of local CSBG operators, such as adult work experience, or career development for the staff of local CSBG operators.
- 1.5 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.
- 1.6 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.
- 1.7 Other Employment Projects  
Includes Job Banks; support of Green Thumb; and projects to assist in finding jobs for such groups as the elderly, ex-offenders, and women-heads-of-household. Can include support for JTPA projects and provision of transportation to employment project participants.

**Glossary of EMPLOYMENT Subcategories (continued)**

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|--------|---|---|
| 1.11.1 | JTPA Planning and Coordination              | Participation by CSBG operators in the local planning and coordination of the Job Training Partnership Act (JTPA).                          |
| 1.11.2 | Other Interagency Planning and Coordination | Participation by CSBG operators in the planning and/or coordination of other community employment programs.                                 |
| 1.12   | Community Organization                      | Projects to mobilize community resources to meet the employment and job training needs of low-income persons.                               |
| 1.13   | Brokerage/Advocacy                          | Projects to increase awareness of identified employment and training needs of the poor.   |
| 1.14.1 | Employment-Generating Joint Ventures        | Participation with private enterprise or local government in community projects that will provide a number of jobs for low-income citizens. |
| 1.14.2 | Other Joint Ventures                        | Participation with private enterprise or local government in other joint employment ventures.   |

## Glossary of EDUCATION Subcategories

2.1	Information and Referral	Information about educational opportunities, and referral to community programs.
2.2	Counseling and Guidance	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.
2.3	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.
2.4	Head Start Support	Use of CSBG resources to amplify or supplement the Head Start programs that are run by local CSBG operators.
2.5	Day Care and Child Development	Child care and/or classes, frequently providing both child development instruction and support for working parents.
2.6.1	Adult Basic Education or GED Instruction	ABE instruction, including classes preparatory to obtaining a high-school equivalency certificate (GED).
2.6.2	Other Instruction	All other instruction, workshops and tutoring. Includes classes in alcohol and drug abuse education, parenting, alternate education for high school dropouts, craft workshops, etc.
2.7	Other Education Projects	Includes provision of transportation to education project participants, scholarship programs for low-income students, etc.

Glossary of EDUCATION Subcategories (Continued)

- 2.11 Interagency Planning and Coordination . Cooperation in meeting community education needs through interagency planning and/or coordination.
- 2.12.1 State-wide Forums/ Coalitions State-wide forums or conferences to educate the general public or policy makers about the needs of low-income groups. Also, coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions to state-wide needs to low-income groups.
- 2.12.2 Other Community Organization Local projects to mobilize the resources of communities to identify or meet the educational needs of their low-income citizens. Can include support for activities of Head Start Parent Advisory Councils.
- 2.13 Brokerage/Advocacy Projects to increase local awareness of the identified education needs of low-income groups.
- 2.14 Joint Ventures Participation with private enterprise or local government in addressing the educational needs of low-income citizens.

## Glossary of BETTER USE OF AVAILABLE INCOME Subcategories

- 3.1 Information and Referral Information and Referral about Income Management
- 3.2 Household Financial Counseling and instructing low-income individuals and families in preparing and implementing household budgets, and about personal, credit and general consumer education issues.
- 3.3 Income Tax Counseling Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports.
- 3.4 Residential Energy Conservation Workshops Workshops for low-income persons on do-it-yourself conservation measures in the home that will save income.
- 3.5 Public Information: Energy Conservation Provision of workshops and forums for the general public on the income savings from residential and other conservation measures.
- 3.6 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.
- 3.7 Alternative Energy Installations Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.
- 3.8 Other Income Management Projects Other projects to assist low-income persons make better use of available income, such as organizing credit unions, food co-ops and car pools or van pools.
- 3.11 Interagency Planning and Coordination Participation in interagency planning and/or coordination to meet community needs in areas such as residential energy conservation and alternate energy installations.
- 3.12 Community Organization Projects to mobilize community resources to identify or meet needs of low-income persons to save energy and preserve income.
- 3.13 Brokerage/Advocacy Projects to increase local awareness of the identified needs of low-income populations to stretch their income.
- 3.14.1 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.
- 3.14.2 Other Joint Ventures Participation with private enterprise or local government in other joint projects.

## Glossary of HOUSING Subcategories

4.1	Information and Referral	Information about housing services, and referral to existing community programs.
4.2.1	Homeownership Counseling/ Loan Preparation	Counseling on homeownership for low-income persons, including assistance completing applications for HUD and Farmer's Home Administration home loan programs.
4.2.2	Other Housing Counseling	Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations.
4.3	Home Repair/Rehabilitation	Provision of minor home repair and residential rehabilitation services to elderly and other low-income households. Can include home maintenance workshops.
4.4	Other Housing Projects	Includes support for group homes; meeting safety code standards; home construction for low-income families; provision of transportation to housing project participants.
4.11	Interagency Planning and Coordination	Cooperation in meeting community housing needs through interagency planning and/or coordination. Can include participation in preparation of applications from local governments for Community Development Block Grant funds and rural water and waste water facilities.
4.12	Community Organization	Projects to mobilize the resources of communities to identify or meet the housing needs of their low-income families.
4.13	Brokerage/Advocacy	Projects to increase local awareness of the identified housing needs of low-income groups.
4.14	Joint Ventures	Participation with private enterprise or local government in providing housing aid that includes the poor. Can include assisting local governments process applications from families for Section 8 housing aid, and support of rural water and waste water facilities construction.



## Glossary of EMERGENCY SERVICES Subcategories

- 5.1 Information and Referral Information about emergency and disaster relief services, and referrals to existing community programs.
- 5.2 Cash Assistance/Loans One-time payments or short-term loans to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc.
- 5.3 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.
- 5.4 Crisis Intervention Intervention in emergencies resulting from child, spouse, alcohol or drug abuse. Includes temporary shelter for battered women. 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 should cause family emergencies.
- 5.5 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.
- 5.6 Other Emergency Services Can include transportation to meet family emergencies; provision of emergency medical or dental services; legal aid; crisis "Hot Lines;" etc.
- 5.7 Homeless Aid Temporary shelter and/or food programs for the homeless. Can include other help, such as clothing, medical care and shelter construction.
- 5.11 Interagency Planning and Coordination Cooperation in meeting community emergency services or disaster relief needs through interagency planning and/or coordination.
- 5.12 Community Organization Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- 5.13 Brokerage/Advocacy Projects to increase the awareness of the identified emergency or disaster relief needs of low-income groups.
- 5.14 Joint Ventures Participation with private enterprise or local government in providing emergency services or disaster relief that includes the poor.

## Glossary of NUTRITION Subcategories

- 6.1 Information and Referral/  
Counseling  
Information about nutrition services, and referral to community programs. Can include counseling to individuals or groups about nutrition, diet and food preparation.
- 6.2 Surplus Food Distribution  
Use of CSBG resources to store and distribute surplus USDA agricultural commodities to low-income persons.
- 6.3 Food Pantries/Shelves  
Organization or operation of community distribution outlets of donated foodstuffs, such as dented canned goods and overstocked produce, to low-income persons.
- 6.4 Hot Meals  
Preparation and service of hot breakfasts, lunches or dinners to the poor whether children, adults or elderly. Includes congregate or home-delivered meals.
- 6.5 Garden Projects  
Assistance with neighborhood or community gardens to improve the diets of low-income families.
- 6.6 Canneries/Food Processing  
Construction or operation of community canneries, or other projects to assist low-income families preserve fruits, vegetables and meats.
- 6.7 Other Nutrition Projects  
Preparation of food baskets for the poor; assistance to regional Food Banks that support local Food Pantries; use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) program; summer feeding programs for children; provision of transportation to nutrition project participants; etc.
- 6.11 Interagency Planning and  
Coordination  
Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.
- 6.12 Community Organization  
Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Thanksgiving basket campaigns for the poor.
- 6.13 Brokerage/Advocacy  
Projects to increase local awareness of identified nutritional needs of low-income groups.
- 6.14 Joint Ventures  
Participation with private enterprise or local government in preventing starvation and malnutrition.

## Glossary of LINKAGES WITH OTHER PROGRAMS Subcategories

- 7.1 Information & Referral Unit  
Part of a local CSBG agency that fields all inquiries about available services, and makes referrals to community programs. This is the classification for CSBG operators that utilize umbrella I&R units rather than incorporating the function into each program.
- 7.2 Family/Individual Counseling Programs  
A program providing one-to-one sessions with multi-problem individuals or families by certified counselors.
- 7.3.1 Local or State 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.
- 7.3.2 Other Community Outreach  
Activities of units of local CSBG operators that recruit volunteers and coordinate their activities and/or inform low-income citizens of services they are eligible for; organize community meetings; coordinate special activities, such as crime prevention campaigns; conduct on-going needs assessment; etc.
- 7.4 Transportation Projects  
Includes multi-purpose transportation components that convey participants, young and old, to services they need within their communities; the provision of transportation to meet the various needs of the elderly and handicapped; use of CSBG resources to augment or supplement the Section 18 UMTA rural transportation projects; etc.
- 7.5 Elderly Projects  
Includes multi-purpose or miscellaneous projects not listed in other subcategories 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.
- 7.6 Medical/Dental Projects  
Includes primary or special medical, dental, mental health, and alcoholism treatment for low-income persons in isolated or neglected neighborhoods. Can include one-shot screening, diagnosis and treatment projects; visiting nurse services; etc.

Glossary of LINKAGES WITH OTHER PROGRAMS Subcategories (Continued)

- 7.7 Neighborhood/Community Development  
Includes neighborhood or community centers that are multi-purpose, satellites of local CSBG operators; community or economic development projects of local CSBG operators; etc.
- 7.8 Summer Youth Recreation  
Projects to involve low-income youth in wholesome summer activities.
- 7.9 Other Linkages Projects  
Includes such miscellaneous projects as full-year youth recreation projects; multi-purpose services for ex-offenders; etc.
- 7.11 Interagency Planning and Coordination  
Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.
- 7.12 Community Organization Projects  
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.
- 7.13.1 State-Wide Brokerage/Advocacy Projects  
Projects of state CSBG offices to increase state-wide awareness of identified needs of low-income populations.
- 7.13.2 Other Brokerage/Advocacy Projects  
Projects of local CSBG operators to increase awareness of the broad-range of identified needs of low-income groups.
- 7.14 Joint Ventures  
Participation of local or state-wide CSBG operators with private enterprise or local government in addressing a broad-range of services needed by low-income groups. Includes use of CSBG resources to support multi-purpose community or neighborhood economic development projects of private enterprise or local government.