



All Characteristics Report - Data Entry Form



All Characteristics Report

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

This is an unduplicated count of all individuals in a household served by any of the programs operated by the CSBG Eligible Entity. To obtain unduplicated counts, a CSBG Eligible Entity will need to have a system that distinguishes each individual. It is important to have a unique identifier so individuals served by multiple programs are only counted once for the demographics report.

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

This is an unduplicated count of all households served by the CSBG Eligible Entity. To obtain unduplicated counts, a CSBG Eligible Entity needs a system that distinguishes to which household unit each individual belongs. Some items collected on the characteristics report are related to household conditions, so it is important to have an accurate, unduplicated count of households served by the CSBG Eligible Entities.

The definition of “household” is one or more people living in the same home. For instance, if an older married couple, their daughter, her husband and two children, and the older couple’s nephew all live in the same house or apartment, they would all be considered members of a household.

C. Individual level characteristics

Individual-level characteristics are self-reported.

1. Gender

Gender should be noted as Male, Female, Other, or Unknown/Not Reported. Report Other when an individual identifies as Trans Female (transitioning from male to female), Trans Male (transitioning from female to male), Gender Nonconforming (not exclusively male or female) or another gender type. This definition is intended to align with HUD.

The options for Gender are as follows:

- a. Male
- b. Female
- c. Other
- d. Unknown/not reported
- e. TOTAL (auto-calculated)

2. Age

Most CSBG Eligible Entities record the date of birth, and systems calculate ages annually to provide this information.

The breakdowns for data collection of age are as follows:

- a. 0-5
- b. 6-13
- c. 14-17
- d. 18-24
- e. 25-44
- f. 45-54
- g. 55-59
- h. 60-64
- i. 65-74
- j. 75+
- k. Unknown/not reported
- l. TOTAL (auto calculated)

3. Education Levels

Please note that this Item only applies to youth ages 14-24 and adults over 25 years of age. The education level is the last educational achievement obtained. For example, a 55-year-old individual may report 10th grade as the highest level of educational achievement. They should be reported in Grades 9-12 under their age bracket.

The breakdowns for data collection of education levels are as follows:

- a. Grades 0-8
- b. Grades 9-12/Non-Graduate
- c. High School Graduate/Equivalency Diploma
- d. 12 grade + Some Post-Secondary
- e. 2- or 4-year College Graduate
- f. Graduate of other post-secondary school
- g. Unknown/not reported
- h. TOTAL (auto calculated)

4. Disconnected Youth

Disconnected youth identifies the unduplicated number of youths who are neither working or in school, and are enrolled in a CSBG Eligible Entity program. Youth is defined as ages 14-24.

There is one data point to collect this information:

- a. Youth ages 14-24 who are neither working or in school

5. Health

Disabling Condition: Report the unduplicated number of individuals who have a disabling condition and those who do not.

A **disabling condition** is a physical or mental impairment that substantially limits one or more major life activities.

Health Insurance: In 5b, report the unduplicated number of individuals who have some type of health insurance and those who do not. If an individual is reported as having health insurance, they should also be included in 5c(1) – 5c(8). Report health insurance status only for individuals in the household. If an individual/household reports having more than one type of insurance, include them under each type of insurance they have.

Data points collected in Item 5 are as follows:

- a. Disabling Condition (Yes, No, Unknown)
- b. Health Insurance (Yes, No, Unknown) If an individual reported that they had Health Insurance, identify the source of health insurance below.
- c. Health Insurance Sources:
 1. **Medicaid:** a federally funded and state-administered program that provides health insurance to individuals and families with low-incomes.
 2. **Medicare:** a single-payer, national social insurance program administered by the United States federal government.
 3. **State Children’s Health Insurance Program:** a program administered by the United States Department of Health and Human Services that provides matching funds to states for health insurance to families with children who have low- incomes.
 4. **State Health Insurance for Adults:** a state-funded and administered health insurance program.
 5. **Military Health Care:** a program administered by the Department of Defense that provides health insurance to active and retired military and their family
 6. **Direct-Purchase:** health insurance purchased directly from the insurer or through the Health Insurance Exchange under the Affordable Care Act.
 7. **Employment-Based:** insurance provided by an employer.
 8. **Unknown/not reported:** all participants who have no information to report.
 9. **Total** (auto-calculated)

6. Ethnicity/Race

Information is collected both on Ethnicity (Hispanic or not Hispanic) and Race of program participants. These are two separate categories that align with data collection by the U.S. Census Bureau. An individual who reports Hispanic, Latino or Spanish Origin for ethnicity in Item 6a will also report a race from the categories in Item 6b. Likewise, an individual who reports Not Hispanic, Latino or Spanish Origin will also report a race in 6b.

While ethnicity and race are self-reported, definitions of each category are identified below. If the ethnicity or race are unknown or not collected, include the unduplicated count of those individuals in the **unknown/not reported** data point.

a. Ethnicity

1. **Hispanic, Latino or Spanish Origins:** For Census 2010: People who identify with the terms “Hispanic” or “Latino” are those who classify themselves in

one of the specific Hispanic or Latino categories listed on the Census 2010 questionnaire -- "Mexican," "Puerto Rican," "South or Central American" or "Cuban" -- as well as those who indicate that they are "other Spanish culture or origin regardless of race." Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

2. Not Hispanic, Latino or Spanish Origins
3. Unknown/not reported
4. **Total** (auto calculated)

b. Race

1. **American Indian or Alaska Native:** refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicated their race(s) as "American Indian or Alaska Native" or reported their enrolled or principal tribe, such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.
2. **Asian:** refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes people who indicated their race(s) as "Asian" or reported entries such as "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provided other detailed Asian responses.
3. **Black or African American:** refers to a person having origins in any of the Black racial groups of Africa. It includes people who indicated their race(s) as "Black, African Am., or Negro" or reported entries such as African American, Kenyan, Nigerian, or Haitian.
4. **Native Hawaiian and Other Pacific Islander:** refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicated their race(s) as "Pacific Islander" or reported entries such as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander" or provided other detailed Pacific Islander responses.
5. **White:** refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicated their race(s) as "White" or reported entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.
6. **Other:** includes all other responses not included in the White, Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander race categories described above.
7. **Multi-race** (two or more of the above)
8. **Unknown/not reported**

9. **Total** (auto-calculated)

7. **Military Status**

Report the unduplicated number of veterans and individuals in active military for any branch of the military. This information is not required of participants who are under 18 years old. If systems cannot support skip logic, then it is acceptable to report individuals under 18 or who have no military status here as **unknown/not reported**. This information should be collected only on program participants.

- a. **Veteran:** an individual who served in the active military, naval, or air services and who was discharged or released under conditions other than dishonorable.
- b. **Active Military:** an individual who is in the military full time. They work for the military, may live on a military base, and can be deployed at any time. Persons in the Reserve or National Guard are not full-time active duty military personnel, although they can be deployed at any time, should the need arise.
- c. Unknown/not reported
- d. **Total** (auto-calculated)

8. **Work Status (Individuals 18+)**

Work status is collected on all program participants 18 and older. If systems cannot support skip logic, then it is acceptable to report individuals under 18 here as **unknown/not reported**. Definitions of **work status** are listed below. Individuals may be reported in one or more category. For example, an individual who is retired but also working part-time could be reported in both categories.

- a. **Employed Full-Time:** working at least 30 hours each week. This could include multiple employers.
- b. **Employed Part-Time:** working less than 30 hours each week. This could include multiple employers.
- c. **Migrant Seasonal Farm Worker:** working seasonally on a farm.
- d. **Unemployed (Short-Term, six months or less):** no substantial work for six months or less and is actively seeking work. Substantial work is regular and at least part-time.
- e. **Unemployed (Long-Term, more than six months):** no substantial work for more than six months and are actively looking for work. Substantial work is regular and at least part-time.
- f. **Unemployed (Not in Labor Force):** not working for any period of time. This category consists mainly of students, homemakers, seasonal workers interviewed in an off season who were not looking for work, institutionalized persons, and persons doing only incidental unpaid family work (less than 15 hours during the reference week).
- g. **Retired:** individuals who have concluded their working career. Typically someone who currently has income from their former employer, Social Security or both.
- h. **Unknown/not reported**
- i. **Total** (auto-calculated)

D. Household-Level Characteristics

Household-level characteristics collect an unduplicated count of household characteristics.

Household characteristics can be collected for all household members on behalf of the program participant or applicant. Any household situations that do not fit within the listed categories can be reported in **Other**. Any household for whom an item is not collected can be reported in **unknown/not reported**.

NOTE: Totals may or may not equal items A or B

9. Household Type

Based on the composition of the participant's household, only **one** of the seven household types should be noted. If the household type of the participant is not reflected in one of these types, please mark "Other." If more than one member of the household receives services, the household should only be counted once. If the data is not collected, report the household in 9i., **Unknown/not reported**. Item 9j should never exceed Item B in this report. Definitions of household type are listed below.

- a. **Single Person:** a single individual living alone. This should equal the Household Size of a Single person (10a).
- b. **Two Adults, No Children:** the Head of Household is an adult; another Non Head of Household member is also an adult. May include a childless couple or two non-related adults living together.
- c. **Single Parent, Female:** the Head of Household is a Female and has no Spouse or Partner but has at least one child.
- d. **Single Parent, Male:** the Head of Household is a Male and has no Spouse or Partner but has at least one child.
- e. **Two-Parent Household:** the Head of Household has a Spouse or Partner and there is at least one child in the household.
- f. **Non-related Adults with Children:** two adults who are not married. One or both adults may have children in the household who may or may not be related.
- g. **Multigenerational Household:** a household where more than two generations of the family live under one roof. This includes grandparents raising grandchildren.
- h. **Other:** any situation that does not fit in the above categories.
- i. **Unknown/not reported**
- j. **Total** (auto calculated)

10. Household Size

Report the size of the household. The definition of "household" is one or more people living in the same home. Item 10a should be the exact same as Item 9a.

- a. Single Person
- b. Two
- c. Three
- d. Four
- e. Five
- f. Six or more
- g. Unknown/not reported

h. **Total** (auto-calculated)

11. Housing

Report the household's housing situation. Each household should only be reported once.

Definitions of housing type are listed below.

- a. **Own:** a household owns its home. This can include a single-family home, mobile home, apartment, condo, or any other dwelling that is considered owned.
- b. **Rent:** a household makes regular payments to a landlord for the use of property or land.
- c. **Other permanent housing:** a household resides in a HUD supported unit or other program that provides permanent housing that the household does not rent or own. This can also include living situations where a participant lives with a family member and does not rent or own the property.
- d. **Homeless:** for the purposes of this report, please refer to HUD's definition of homeless, summarized below:
 - People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (previously 30 days), and were in a shelter or a place not meant for human habitation immediately prior to entering that institution.
 - People who are losing their primary nighttime residence, which may include a motel, hotel, or a doubled-up situation, within 14 days and lack resources or support networks to remain in housing. (HUD had previously allowed people who were being displaced within 7 days to be considered homeless.)
 - Families with children or unaccompanied youth who are unstably housed and likely to remain in that state. This new category of homelessness applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days or more, have moved two or more times within the last 60 days, and who are likely to continue to be unstably housed because of disability or other barriers to employment.
 - People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing.

See [HUD's Hearth Act rule](#) for more information.

- e. **Other:** any situation that does not fit into the above definitions.
- f. **Unknown/not reported**
- g. **Total** (auto-calculated)

12. Level of Household Income - (HHS Guideline percentages)

This Item refers to income levels of households served compared to the current HHS Poverty Income Guidelines, published annually in the [Federal Register](#). Please record the number of households served at each of the nine percentage ranges of the poverty level. It is understood that CSBG Eligible Entities operate programs where income eligibility will exceed CSBG guidelines. Please report all income levels served.

- a. Up to 50%
- b. 51% to 75%
- c. 76% to 100%
- d. 101% to 125%
- e. 126% to 150%
- f. 151% to 175%
- g. 176% to 200%
- h. 201% to 250%
- i. 251% and over
- j. Unknown/not reported
- k. **Total** (auto-calculated)

13. Sources of Household Income

Please enter the sources of income received by all individuals in the household. As a household may have several sources of income, please identify the category below that best represents the household. Definitions of the types of household income are listed below.

- a. **Income from Employment Only:** employment is the only source of income in the household. Employment income includes wages, salaries, and self-employment income. If a household is reported here, they will not be reported in 13b.
- b. **Income from Employment and Other Income Source:** income from employment and other sources such as those listed in items 14 and 15.
- c. **Income from Employment, Other Income Source, and Non-Cash Benefits:** income from employment, from any other sources and from non-cash benefits such as those listed in Item 15.
- d. **Income from Employment and Non-Cash Benefits:** income from employment and from non-cash benefits such as those listed in Item 15.
- e. **Other Income Source Only:** income not from employment or a non-cash benefit. Examples include retirement income or other income.
- f. **Other Income Source and Non-Cash Benefits:** income from another source and non-cash benefits such as those listed in Item 15.
- g. **No Income:** the household has no source of income.
- h. **Non-Cash Benefits Only:** income only from non-cash benefits such as those listed in Item 15.
- i. **Unknown/not reported**
- j. **Total** (auto-calculated)

14. Other Income Source

Report the sources of income for all individuals in a household.

- a. **TANF:** Temporary Assistance for Needy Families (TANF) program.

- b. Supplemental Security Income (SSI):** federal assistance under the Social Security program designed to help aged, blind, and disabled people who have little or no income. SSI is awarded to individuals who have no work or too few work credits to qualify for SSDI.
- c. Social Security Disability Income (SSDI):** federal assistance under the Social Security program designed to help aged, blind, and disabled people who have little or no income. Individuals in this program have enough work credits to qualify for assistance.
- d. VA Service-Connected Disability Compensation:** a benefit paid to veterans with disabilities that are the result of a disease or injury incurred or aggravated during active military service.
- e. VA Non-Service-Connected Disability Pension:** a needs-based benefit paid to wartime veterans who meet certain age or non-service-connected disability requirements.
- f. Private Disability Insurance:** a disability payment paid out of a private insurance claim.
- g. Workers' Compensation:** supplemental income paid to a worker who had been hurt on the job.
- h. Retirement Income from Social Security:** Social Security that is being received by a former worker who earned enough work credits to receive a monthly payment.
- i. Pension:** any type of income earned from private pensions, e.g., company retirement, IRA income or 401(k).
- j. Child Support:** income paid/received by one parent of a child or children to another to assist in supporting the basic needs of the child(ren).
- k. Alimony or other Spousal Support:** income paid/received by one spouse typically as an agreement in a divorce to assist in supporting the other individual's basic needs.
- l. Unemployment Insurance:** income received from an unemployment insurance fund by a worker whose job was terminated for any reason other than wrong doing.
- m. EITC:** a refundable federal tax credit to help workers with low-incomes to meet their basic needs.
- n. Other:** any other income source that does not fit within the above categories.
- o. Unknown/not reported**

15. Non-Cash Benefits

Report the unduplicated types of non-cash benefits received by all members of a household. A household should be unduplicated in each row, but can be reported multiple times in the total. For example, multiple members of a household may have SNAP, but the household should only be reported once in the SNAP row. Similarly, a household that receives SNAP, LIHEAP, and Public Housing should be represented only once in each category.

Definitions of these non-cash benefits are listed below.

- a. SNAP:** the Supplemental Nutrition Assistance Program provides nutrition assistance to families. Some states have their own name for this federal program, formerly known as food stamps.
- b. WIC:** the Special Supplemental Nutrition Program for Women Infants and Children

provides nutrition assistance to expectant and new mothers

- c. **LIHEAP:** the Low Income Home Energy Assistance Program provides energy assistance to households.
- d. **Housing Choice Voucher:** a HUD-subsidized housing voucher program that gives households a choice in where they live.
- e. **Public Housing:** HUD-subsidized housing. Public housing is site-based in locations predetermined by the local Housing Authority.
- f. **Permanent Supportive Housing:** a HUD program that uses a model that combines low-barrier affordable housing, health care, and supportive services to help individuals and families lead more stable lives. This type of housing is typically used to house formerly homeless individuals and families.
- g. **HUD-VASH:** a partnership between HUD and the VA that combines the Housing Choice Voucher and VA funding to provide housing assistance to homeless veterans.
- h. **Child Care Voucher:** state or federally subsidized child care that allows families access to quality child care.
- i. **Affordable Care Act Subsidy:** the subsidy a family receives through the federal Affordable Care Act to assist with paying health insurance premiums.
- j. **Other:** any non-cash benefit that is not listed above.
- k. **Unknown/not reported**