

CSA ANNOUNCEMENT

SUBJECT: PROGRAM ACCOUNT STRUCTURE

ISSUANCE TRANSMITTED: CSA INSTRUCTION 6100-1b Chg. 2

Summary: This Instruction sets forth CSA's amended Section 222 Program Account codes to reflect activities eligible for funding as described in CSA's program policy statements. These amended program account codes will enable CSA to collect project performance information in the same categories as those specified in the program policy statements.

Filing Instruction for Issuance transmitted: File in numerical sequence in standard Loose Leaf notebook containing other CSA Instructions and Notices; remove CSA Instruction 6100-1b Change 2.

DISCUSSION

The amended program accounts in appendices A and B of the attached Instruction reflect major activities which CSA indicated it would support in its Program Policy Statements. The changes occur in Program Accounts 06, 07, 22, 80, 31, 32, 33 and 36. In addition, two program accounts have been added; i.e., 24, 37, and 38. The revised appendices A and B in this Instruction reflect these changes.

COMMUNITY SERVICES
ADMINISTRATION
WASHINGTON, D. C. 20506

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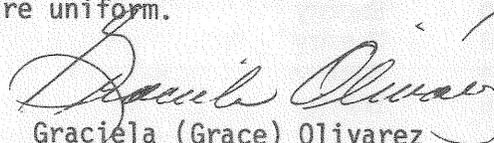
1. APPLICABILITY

This Instruction applies to all grants funded under Title I, III, IV, VII and IX of the Economic Opportunity Act of 1964, as amended, when the funds are administered by the Community Services Administration.

2. POLICY

CSA Program Accounts are the units within the financial and programmatic systems of the Agency which record the expenditure of funds and describe the activities that may be conducted under each account.

CSA requires that program accounts be used on all funding documents (CSA Form 314), work programs (CSA Form 419) and the Project Progress Review Reports (CSA Form 440). These amended program account codes will enable CSA to collect project performance information in the same categories as those specified in the Program Policy Statements. They will also assure the quantifiable data being reported on the CSA Form 440 are uniform.


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Director

APPENDIX A TO 6100 - 1b Chg. 2
 PROGRAM ACCOUNT STRUCTURE

PROGRAM ACCOUNT CODES

PROGRAM ACCT. NO.	SUBJECT	DESCRIPTION
01	Local Initiative/CAA Administration	
05	Local Initiative Program	
02	Youth Sports	- Summer Personnel
03	Youth Sports	- Other
04	Youth Sports	- Winter Program
60	Summer Recreation	- Personnel
10	Summer Recreation	- Other
06	SOS	- Independent Living
07	SOS	- Access
08	SECO	- Training
09	SECO	- Other
12	Nutrition	- Access
13	Nutrition	- Self-Help
15	Nutrition	- Consumer Education
16	Nutrition	- Crisis Relief
29	Nutrition	- Research
39	Nutrition	- Demonstrations
42	Nutrition	- T&TA - Seminars
43	Nutrition	- T&TA - On-Site Assistance
44	Nutrition	- T&TA - Other
48	Nutrition	- Evaluation
18	Migrants and Seasonal Farmworkers	
21	Energy	- Weatherization
22	Energy	- Crisis Intervention
23	Energy	- Consumer Information, Education, Legal Assistance
25	Energy	- Alternate Energy Sources
80	Energy	- Emergency Energy Assistance
50	Energy	- Research
53	Energy	- Demonstration
54	Energy	- T&TA - Seminars
56	Energy	- T&TA - On-Site Assistance
57	Energy	- T&TA - Other
58	Energy	- Evaluation
19	Technical Assistance	- Grantee Administration
27	Technical Assistance	- Grantee Program
28	Technical Assistance	- Other

PROGRAM ACCOUNT CODES (Continued)

31	Rural Housing	-	Housing Production
32	Rural Housing	-	Access to Federal Home Loan Services
33	Rural Housing	-	Training & Technical Assistance
34	Rural Housing	-	Small Town Community Development
35	Rural Housing	-	Housing Consumer Assistance
36	Rural Housing	-	Management Services
64	Special Assistance	-	
63	Economic Development	-	Special Impact
49	Economic Development	-	Rural Programs
51	Economic Development	-	Rural Development Finance
52	Economic Development	-	Community Development Finance
61	Economic Development	-	Training & Technical Assistance
66	Economic Development	-	Demonstration
67	Economic Development	-	Research
68	Economic Development	-	Evaluation
69	Economic Development	-	Planning Grants
71	Evaluation	-	Type I
73	Evaluation	-	Type II
75	Evaluation	-	Type III
78	Evaluation	-	Other
82	Research		
84	Demonstration		
98	Program Administration		

DEFINITIONS OF ACTIVITIES WHICH MAY BE CONDUCTED, SINGLY OR IN
COMBINATION UNDER EACH PROGRAM ACCOUNT

01. Local Initiative/CAA Administration (221)

Includes support for general administration and management of central staff, facilities, and equipment of the community action agency. Coordination, mobilization of resources, general management, information collection and use, as well as planning, program development, and evaluation activities undertaken by CAAs as part of their overall administrative and management responsibilities are included in this account. Support of the CAA board's functioning should also be included. Administrative overhead costs for delegate agencies or general support functions performed by the CAA for such delegate agencies where these costs are not related to specific programs may be included as appropriate. However, this activity does not include administration or management directly linked to specific program activities such as community nutrition activities, etc. Such administrative overhead should be reported under the account designated for that program.

02. Youth Sports - Summer Personnel (227)

Includes the personnel costs to operate the national youth sports program during the summer months, June through late August or mid September. This program provides disadvantaged youths the opportunity for sports skills instruction, sports competition, learning good health practices, and career and educational opportunities. Stipends should not be included in this account.

03. Youth Sports - Summer Other (227)

Includes the non-personnel costs to operate the national youth sports program during the summer months, June through late August or mid September.

04 Youth Sports - Winter Program (227)

Includes all costs, both personnel and non-personnel to operate the national youth sports program during the winter months, September through May.

05 Local Initiative Program (221)

The basic purpose of community action programs as stated in the Economic Opportunity Act is "to stimulate a better focusing of all available local, State, private, and Federal resources upon the

goal of enabling low-income families, and low-income individuals of all ages, in rural and urban areas, to attain the skills, knowledge, and motivations and secure the opportunities needed for them to become fully self-sufficient." This purpose may be accomplished by programs designed and/or selected at the local level to meet specific community needs. They may deal with particular concerns in such areas as housing, manpower, education, health, day care, consumer affairs, economic development, general social services, etc. They may focus on particular target groups such as youth. They may employ some type of neighborhood center(s) as a means of reaching persons and delivering services.

06. Senior Opportunity and Services - Independent Living (222(a)(2))

Includes the personnel costs and non-personnel costs to help maintain independent living style of the Older Poor including the following: Housing Services, Nutrition Services, Home Care Services, Health Services, Elderly Day Care Services, and other services such as Counseling, and Safety Education. Also includes cost of providing jobs to elderly poor, and elderly Community Centers.

07. Senior Opportunity and Services - Access (222(a)(2))

Includes the personnel costs and non-personnel costs to identify and meet the needs of older poor in participation of other Federal, State, and local programs. Specifically includes costs associated with Access/Advocacy Activities for Supplementary Security Income Program and Food Stamp Program. Also includes costs of providing jobs and training to older poor, and transportation to services.

08. SEOO - Training (231)

Includes all costs directly associated with providing training and technical assistance by the SEOOs to communities, state and local agencies and to community action agencies in carrying out the programs under the Economic Opportunity Act.

09. SEOO - Other (231)

Includes other costs incurred by the SEOOs not included as training and technical assistance under account 08.

10. Summer Recreation - Other (222(a)(6))

Includes non-personnel costs associated with the summer recreation program which is aimed at expanding and improving recreational services and activities for the economically disadvantaged youths. (Personnel costs associated with this program are shown under Program Account 60).

12. Nutrition - Access (222(a)(1))

Includes operating program costs associated with improving the opportunities for low-income people to gain access to, and participation in Federal and non-Federal food and nutrition programs.

13. Nutrition - Self-Help (222(a)(1))

Includes operating program costs associated with projects designed to foster self-sufficiency through the mobilization of financial and community resources. Examples include buying clubs, community gardens, food raising co-ops, community canneries, farmer-to-consumer sales and greenhouse food production.

15. Nutrition - Consumer Education (222(a)(1))

Includes operating program costs associated with improving the ability of low-income individuals and families to understand the connection between diet and health, to obtain at the lowest prices nutritionally superior food and to prepare and preserve these foods in ways that minimize the loss of nutrients.

16. Nutrition - Crisis Relief (222(a)(1))

Includes operating program costs associated with the provision of food vouchers, foodstuffs or funds to purchase food stamps on a temporary or crisis basis. (For additional Program accounts dealing with nutrition see numbers 29, 39, 42, 43, 44 and 48).

18. Migrant and Seasonal Farmworkers (Title IV)

Includes costs associated with the provision of services to migrant and seasonal farmworkers such as weatherization, transportation, housing, training, technical assistance, etc.

19. Training and Technical Assistance - Grantee Administration (230)

Includes costs associated with providing training and technical assistance to improve and maintain the administrative and managerial capacity of CSA-funded grantees such as accounting, personnel, property or Board training.

(For additional program accounts dealing with technical assistance see numbers 27 & 28).

21. Energy - Weatherization (222(a)(5))

Includes costs associated with home repairs and energy saving improvements to minimize heat transfer and improve thermal efficiency of dwellings.

22. Energy Crisis Intervention (222(a)(5))

Includes costs associated with intervention to prevent hardship or danger to health, especially the older poor. Includes cost for payment of fuel bills, emergency energy-related repairs, and payments other than home heating payments.

23. Energy - Consumer Information, Education & Legal Assistance -
(222(a)(5))

Includes costs associated with the dissemination of energy conservation information, conduct of energy conservation educational activities, and the representation of the interests of the poor in public proceedings, for example, energy policy and utility rate structure.

24. Energy - Transportation (222(a)(5))

Includes costs associated with efforts to offset the increased costs to the poor of transportation needed for access to essential services and employment.

25. Energy - Alternate Energy Sources (222(a)(5))

Includes costs associated with the development and application to energy needs of the poor those technologies that capitalize on non-fossil fuels and renewable energy resources, or make conventional fuels available to the poor at substantially decreased costs and/or at increased energy efficiency.

(For additional program accounts dealing with Energy, see numbers 50, 53, 54, 56, 57 and 58).

27. Training and Technical Assistance - Grantee Program (230)

Includes costs associated with the provision of training and technical assistance in specific program areas such as housing, mobilization of resources, etc.

28. Training and Technical Assistance - Other (230)

Includes costs associated with training and technical assistance which does not relate specifically to grantee administration or grantee program areas.

29. Nutrition - Research (222(a)(1))

Includes costs associated with the development of new knowledge about hunger and malnutrition among the poor and/or ways to deal with their problems approved under the authority of Section 222(a)(1) of the EOA.

31. Rural Housing - Housing Production (222(a)(4)) and (232)

Includes costs associated with the repair and rehabilitation of housing for poor families, and development of housing factory delivery systems for building low cost housing. Also includes costs associated with removing architectural barriers from the homes of low-income disabled individuals.

32. Rural Housing Access to Federal Home Loan Services (222(a)(4)) and (232)
Includes costs associated with developing methods for full participation of the poor in Federal Home Loan, grant and subsidies programs.
33. Rural Housing Training and Technical Assistance (222(a)(4)) and (232)
Includes costs associated with area and State wide housing development corporations and other housing grantees in providing training and technical assistance, to CAAs and single purpose housing grantees.
34. Rural Housing - Small Town Community Development (222(a)(4)) and (232)
Includes costs associated with providing training and technical assistance to assist officials in small towns, with large percentage of poor, to implement Community Development Programs that improve housing conditions of the poor.
35. Rural Housing - Housing Consumer Assistance (222(a)(4)) and (232)
Includes costs associated with providing assistance for activities such as tenant organizing, fair housing assistance to poor families and groups, home ownership and default counseling, homesteading as well as advocacy and legal services for individuals and families.

36. Rural Housing - Management Services (222(a)(4)) and (232)

Includes costs associated with providing management services to assist grantees in the acquisition and maintenance of Default Housing.

39. Nutrition - Demonstrations (222(a)(1))

Includes costs associated with experimental, pilot or demonstration projects which test new or improved approaches to combating the problems of hunger and malnutrition.

42. Nutrition - T&TA Seminars (222(a)(1))

Includes costs associated with holding nutrition related T&TA seminars for persons from two or more agencies. Such seminars should help grantees plan, conduct and/or evaluate nutrition programs.

43. Nutrition - T&TA On Site Assistance (222(a)(1))

Includes the cost of providing nutrition related T&TA services to specific grantee personnel at the grantee's location. Such services should help a specific grantee plan, conduct and/or evaluate nutrition programs.

44. Nutrition - T&TA Other (222(a)(1))

Includes any costs of a T&TA activity related to nutrition which is not classified as seminar or on-site assistance in program accounts 42 and 43.

48. Nutrition - Evaluation (222(a)(1))

Includes costs associated with evaluation of nutrition projects approved under the authority of Section 222(a)(1) of the EOA. Does not include costs for grantee's self-evaluation.

49. Economic Development - Rural Programs (Title VII)

Includes costs associated with meeting the special economic needs of rural communities and areas pursuant to Title VII, Part B of the EOA.

50. Energy - Research (222)(a)(5)

Includes costs of research related to energy type projects approved under the authority of Section 222(a)(5) of the EOA.

51. Economic Development - Rural Development Finance (Title VII, Part C)

Includes costs associated with the development, testing and operation of rural financial support mechanisms in conjunction with loans from the Rural Development Loan Fund.

52. Economic Development - Community Development Finance (Title VII, Part C)

Includes costs associated with the development, testing and operation of community financial support mechanisms in conjunction with loans from the Community Development Loan Fund.

53. Energy - Demonstrations (222(a)(5))

Includes costs associated with experimental, pilot or demonstration projects which test new or approved approaches to solving the energy problems of the poor.

54. Energy - T&TA Seminars (222(a)(5))

Includes costs associated with holding energy related T&TA seminars for persons from two or more grantees. Such seminars should help grantees plan, conduct and/or evaluate energy programs.

56. Energy - T&TA On Site Assistance (222(a)(5))

Includes the costs of providing energy-related T&TA services to specific grantee personnel at the grantee's location. Such services should help a specific grantee plan, conduct and/or [access] energy projects.

57. Energy - T&TA Other (222(a)(5))

Includes any costs of a T&TA nature related to energy which is not classified as services or on-site assistance in program accounts 54 and 56.

58. Energy - Evaluation (222(a)(5))

Includes costs associated with evaluation of energy projects approved under the authority of Section 222(a)(5) of the EOA.

60. Summer Recreation - Personnel (222(a)(6))

Includes all personnel costs associated with the summer recreation program which is aimed at expanding and improving recreational services and activities for the economically disadvantaged youths. (Non-personnel costs associated with this program are shown under Program Account 10).

61. Economic Development - Training & Technical Assistance (Title VII, Part D)

Includes training and technical assistance costs related to economic development projects approved under the authority of Title VII, Part D of the EOA.

63. Economic Development - Special Impact (Title VII, Part A)

Includes costs associated with community development corporation projects approved under the authority of Title VII, Part A of the EOA.

64. Special Assistance (234)

Includes costs associated with projects serving groups of low income individuals who are not being effectively served by other Title II programs.

66. Economic Development - Demonstration (Title VII, Part D)

Includes costs associated with pilot and demonstration activities approved under the authority of Title VII, Part D of the EOA.

67. Economic Development - Research (Title VII, Part D)

Includes costs associated with research activities approved under the authority of Title VII, Part D of the EOA.

68. Economic Development - Evaluation (Title VII, Part D)

Includes costs associated with evaluation activities approved under the authority of Title VII, Part D of the EOA.

69. Economic Development - Planning Grants (Title VII, Part D)

Includes costs associated with economic development planning grants approved under the authority of Title VII, Part D of the EOA.

71. Evaluation - Type I (Title IX)

Includes costs associated with national impact evaluation strategies approved under the authority of Title IX.

73. Evaluation - Type II (Title IX)

Includes costs associated with determining the relative effects of different program strategies, intervention techniques and administrative processes employed to implement a national program approved under the authority of Title IX.

75. Evaluation-Type III (Title IX)

Includes costs associated with assessing the effectiveness and efficiency of individual grantees and projects.

78. Evaluation - Other (Title IX)

Includes costs associated with assessment projects not included under program accounts 71, 73, and 75. Examples might include short-term studies that respond to policy - related questions.

80. Energy - Emergency Energy Assistance (222(a)(5))

Includes costs associated with a special program to provide assistance to low-income households facing a crisis as a result of the rising cost of energy and severe weather conditions by paying fuel/utility bills, providing lines of credit, or providing services such as blankets, clothing etc.

82. Research (Title I) and (232)

Includes costs associated with basic research and related evaluation conducted to provide meaningful information for formulating new programs and policies affecting the poverty population in program areas not included elsewhere. Specifically excluded are nutrition (29, 39, 48) energy (50, 53, 58) rural housing (31, 32, 33, 34, 35, 36) economic development (67, 68) and Title IX (71, 73, 75, 78).

84. Demonstration (232)

Includes costs associated with pilot or demonstration projects designed to test or assist in the development of new approaches or methods which will aid CSA's poverty population.

98. Program Administration

Includes costs incurred by Federal employees for the overall direction, management, coordination and support of all CSA programs and related anti-poverty programs of other Federal, State and local agencies. This is not a grantee activity.



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