Before signing off on the performance report, make sure to check the following:

1. Persons reported as receiving services in the NPI’s should be reported in either Part V demographics or Part VII number of persons served with no demographics. Persons are also reported in Part VI, “People Served by County”. If no demographics or characteristics are available, report persons in Part VII and Part IX (Households With No Characteristics).

Give special attention to NPI’s with high numbers such as your LIHEAP CEAP Utility Assistance services that are reported in NPI 1.2.J, NPI 6.2.B, or NPI 6.4.G. The total persons reported as Enrolled in any single NPI should not exceed the total number of persons served in Part V.1. Gender “Total Persons Served” plus Part VII “Persons Served With No Demographics”.

2. Any services for which demographics are not collected should be reported in Parts VII. “People With No Demographics” (includes all household members) and Part IX. “Households For Whom No Household Characteristics Were Gathered”. The number of households with no characteristics is derived from the number of persons with no demographics. Part VII and Part IX would only be the same number if all households were one person households.

Further explanation: Efforts should be made to obtain information on the number of persons in a household to report data in Part VII. In some instances, services such as congregate meals for the elderly, are mostly single member households and are reported as such; this is acceptable. However, efforts should be made to determine, of the Persons With No Demographics, how many represent unduplicated households with no characteristics.

3. If all persons served have demographics reported in Part V, and there are zero persons reported in Part VII, persons with no demographics, the number of Senior’s served in NPI 6.1.A. should not be higher than Part V.2.g. “Age 55-69” plus h. “Age 70+”.

4. If all persons served have demographics reported in Part V and no persons are reported in Part VII persons with no demographics, the number of disabled served in NPI 6.1.B. should not be higher than Part V.5.b. “Disabled”.

5. Part VIII.1. “Household Type” and Part VIII.3. “Sources of Household Income” are rarely, if ever, the same number. If subsections 1 and 3 are the same number, it implies that all households served only had one source of income, which would be highly unusual.

6. Under Part VI. “People Served by County”, identify the number of persons served by county using the number reported in Part V.1. plus the number of people reported with no demographics in Part VII.


8. Persons reported in NPI 1.2 “Employment Support” cannot also be reported in the same month in NPI 6.4 “Family Support”. If the participant’s status changes, the participant can be counted in a different NPI in a subsequent month.

June 2014
9. If a client receives Weatherization services, there are two parts to reporting this activity. **All houses will be counted in NPI 2.1.D.** For NPI 2.1.D., the number of Projects refers to the number of Programs and the number of Opportunities refers to the number of homes weatherized or rehabilitated. If the participant is working or able to work, count all household members in NPI 1.2.K. If the participant is not able to work, such as, elderly, disabled, etc., count all household members in NPI 6.4.H.

**Further explanation:** The activity of weatherization is counted as one project for all housing units weatherized. That is, if 20 homes were weatherized with the source of funds from one grant, the total number of Projects is 1 and units are 20. When multiple sources of funding (such as federal funds and local funds) are used for different activities such as a weatherization project and a construction project for the same house, the activity reported in 2.1.A. is reported as two Projects, however, the house repaired or the participants served are only counted one time in an NPI.

10. **Additional Note:**
The Department requested and recently received clarification from NASCSP regarding the reporting of participants receiving services funded with different sources of funds. NASCSP has stated that participants or households are only counted one time under an indicator regardless of the sources of funds or different services that are included under one indicator, such as utility assistance for gas, electricity, water, or fuel assistance. This change primarily affects the reporting of NPI 6.2.

11. A participant, unable to work and provided energy assistance with both LIHEAP funds and private funds is reported in 6.4.G and can also be reported in 6.4.I, two separate indicators. Using the same example, for an “able to work” participant, report activity in 1.2.J. for LIHEAP funds and 1.2.L. for the private funds.

12. All subrecipients must report activity in NPI’s 2.3.A. “Community Members Mobilized” and 2.3.B. (Total Volunteer Hours). At a minimum, Board members are also considered volunteers that are reported in 2.3.A. The time board members spend attending meetings, trainings and addressing agency business is considered volunteer hours and reported in 2.3.B.

13. NPI 3.1. “Low Income Volunteers” cannot be higher than NPI 2.3.B. “Total of all Volunteer Hours”. Board members that are low income should also be reported in 3.1.

14. All subrecipients must report activity in NPI 4.1 “Community-Wide Partnerships”. The partnership does not have to be a formal written agreement or contract. Referrals to Workforce Commission, HHS offices, Attorney General, health care clinics, etc. are considered partnerships. At a minimum, TDHCA represents the State and is a Partnership, report 1.

15. **Subrecipients administering Head Start may collect demographic information to report activity in Part V., as well as in the NPIs. Other subrecipients administering Head Start may not be able to collect applicable demographic data to report Head Start activity in the CSBG demographic section of the monthly report. If not able to collect demographics for CSBG, the total number of persons and households served with the Head Start assistance should be reported in Parts VII and IX of the monthly report.**

While we encourage subrecipients to collect and report Head Start activity in the NPIs and in the demographics, it is currently at the discretion of the subrecipient to determine, based on internal procedures, whether that information is retrievable to report with demographics.

June 2014