OMB Approval Number: 2501-0034 Expiration Date: 11/30/2022



HUD Standards for Success

Participant Record-Level Information

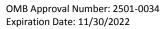
Key for Applicable HUD Programs: Family Self-Sufficiency (FSS); Jobs Plus (Jobs+), Juvenile Re-entry Assistance Program (JRAP), Housing Counseling (HC), Housing Opportunities for Persons with AIDS (HOPWA), Lead Based Paint Hazard Control (LBPHC), Lead Hazard Reduction Demo (LHRD), Multifamily Housing Service Coordinator (MFSC), Budget Based Service Coordinators (B-b), Resident Opportunity and Self-Sufficiency Service Coordinators Program (ROSS).

Fixed ID	Indicator Number ¹	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
i.	N/A	Grant Number	The unique number identifying the grants as listed in award document.	The unique number identifying the grant.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
ii.	N/A	Grantee DUNS Number	The unique, non-indicative identifier issued by D&B and used by sam.gov to verify business entity.	The 9-digit DUNS number assigned to the grantee's business. Omit dashes (-).	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
iii.	N/A	Grant Appropriation Fiscal Year	The year of appropriation for the Federal funds awarded.	The year of appropriation in a YYYY format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
iv.	N/A	Catalog of Federal Domestic Assistance Number	The 5-digit CFDA number for the grant award.	The CFDA number in a XXXXXX format. Omit the period (.)	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
V.	N/A	Reporting Period Beginning Date	The begin date for the reporting period.	The beginning date for the reporting period in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
vi.	N/A	Reporting Period End Date	The end date for the reporting period.	The ending date for the reporting period in a YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b

HUD Standards for Success

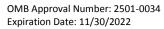
Participant Record-Level Information

¹ N/A includes demographic and other descriptive attributes of interest.



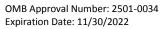


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
vii.	N/A	Person Identifier	The unique record identification code for the individual person (participant) assigned by the grantee.	Grantee assigned alphanumeric identifier. Do not use SSNs or a combination of personally identifying characters.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
viii.	N/A	Household Identifier	The unique record identification code for the individual's household assigned by the grantee.	The alpha-numeric identifier assigned to the individual's household by the grantee.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
		in group quarters.) A ho occupied (or if vacant, is which the occupants live outside of the building o	the people who occupy a housing un using unit is a house, an apartment, a sintended for occupancy) as separate e separately from any other people in or through a common hall. The occupa ogether, or any other group of related	mobile home, a group of roo living quarters. Separate livin the building and which have ants may be a single family, or	ms, or a single room that is g quarters are those in direct access from the ne person living alone, two
ix.	N/A	Age	The age in years of the individual as of the data collection date.	The age in years of the individual as of the data collection date.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
x.	N/A	Participant Status Code	This will identify if the resident does or does not participate in the service coordination program – responses below are not required if the resident is a non-participant. They can be filled out if known.	1= Participant 2= Non-Participant	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b



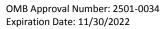


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
1.	N/A	Gender Code	The gender for the participant.	1 = Male 2 = Female 3 = Transgendered Male to Female 4 = Transgendered Female to Male 5 = Other 77 = Information not collected 88 = Individual refused. 99 = Individual does not know.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
2.	N/A	Ethnicity Code	The self-identified ethnicity of the participant.	1 = Hispanic/Latino 2 = Not Hispanic/Latino 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
3.	N/A	Race Code	The self-identified race of the participant. Multiple choices may be selected.	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African American 4 = Native Hawaiian or other Pacific Islander 5 = White 6 = Mixed 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
		America (including Cent recognition. Asian = person having o (e.g., India, Pakistan, Ba Black or African America Native Hawaiian or Othe Samoa, or other Pacific Chamorro," "Samoan,"	ka Native = person having origins in al ral America), and who maintains cultu- rigins in any of the original peoples of ingladesh, Sri Lanka, Nepal, Sikkim, an an = person having origins in any of the er Pacific Islander = person having original Islands. It includes people who indicate and "Other Pacific Islander" or provide origins in any of the original peoples o	ural identification through tribal affither Far East, Southeast Asia, or the Bhutan). e black racial groups of Africa. gins in any of the original peoples of the their race as "Native Hawaiian," e other detailed Pacific Islander rese	e Indian Subcontinent of Hawaii, Guam, "Guamanian or sponses.
4.	N/A	Head of Household Code	The individual is an adult who is considered the head of household for purposes of determining income eligibility and rent.	1 = Yes	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
		program, alone or in cor member as the head of	s responsible for ensuring that the hon njunction with a co-head or spouse. The household. The head of household n inor who is emancipated under state	he household may designate any on the household may designate any on the house the legal capacity to entore the house house he had been also as the household may be a support of the household may be a support of the household may designate any of the household may be a supported by the household may designate any of the household may be a supported by the hou	qualified household er into a lease under
5.	N/A	Residence Census Tract The Census Bureau has	The 11-digit census tract number for the residence of the individual.	The 11-digit code for the census tract for the individual's residence.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
		(http://factfinder2.cens individuals may designa	developed an online tool for converting us.gov/faces/nav/jsf/pages/searchres te a fixed location as their residence for the location where a homeless individed	ults.xhtml?ref=addr&refresh=t#nc or identification purposes. This loc	one). Homeless ration may be a



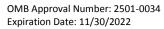


Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
ID	Number	Name	The South Modern Co. Co. Co.	4 V	Programs
6.	N/A	Veteran Status Code	The individual who initiated services under this grant is a person who served on active duty in the armed forces and was discharged or released from such service under conditions other than dishonorable.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, MFSC, B-b
7.	N/A	Years in Subsidized Housing Number	Total number of years individual has lived in publicly or privately subsidized housing. County all time even if not consecutive.	The number of years.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
8.	N/A	Disability Status Code	The disability status of the individual.	1 = Yes, individual indicates a disability as defined in ADA 2 = No, individual indicates no disability as defined by ADA 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, ROSS, MFSC, B-b
		ADA = Section 3(2) (a) o	f the Americans with Disabilities Act o	of 1990 (42 U.S.C. 12102).	
9.	N/A	Disability Category Code	The category of disability for the individual.	1 = Impairment is primarily physical, including mobility and sensory impairments 2 = Impairment is primarily mental, including cognitive and learning impairments 3 = Impairment is both physical and mental 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	ROSS, MFSC, B-b
10.	N/A	Disability Requires Assistance Code	The individual with a disability who received services funded under the grant demonstrated a need for assistance with activities of daily living, including eating, bathing, grooming, and dressing and home management activities.	1 = The disabled individual requires services to manage home activities 2 = The disabled individual does not require services for home management 3 = The disabled individual was not assessed for these criteria 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	ROSS, MFSC, B-b





Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
11.	N/A	Hard to House Code	The household is at high risk of losing housing. Choose all that apply.	1 = Head of household has lived in public housing for more than 10 years 2 = Head of household does not have a high-school diploma or GED 3 = Three or more minors in the household 4 = One or more household members has a criminal record 5 = The head of household is not disabled, but one or more other household members is disabled 6 = The head of household is a single, elderly adult who is the primary caregiver for one or more children 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
12.	N/A	Returning Citizen/Ex-Offender Code	The individual is currently an offender with an active criminal record in the justice system, or has committed or been charged with committing criminal acts in the previous 12 months. CJS = criminal justice system	1 =Individual is currently a subject involved in the CJS 2 = The individual is not currently subject to any phase of the CJS, but has been in the previous 12 months 3 = The individual is not currently subject to any phase of the CJS, and has not been in the previous 12 months 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP
13.	N/A	Earned Income Tax Credit Recipient Code	The individual received the Earned Income Tax Credit (EITC) for the most recent tax year.	1 =Individual reported receipt of the EITC in most recent tax year. 2 = Individual reported no receipt of the EITC in most recent tax year. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, ROSS, MFSC, B-b
		persons must meet cer		orking people with low to moderate inc n, even if no taxes are owed or the pers ay provide a refund to the person.	

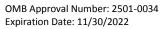




Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
14.	N/A	Financial Account Creation Code	The individual has a checking, savings, individual development account (IDA) or escrow account.	1 = Individual has a checking or savings account. 2 = Individual has an IDA. 3 = The individual has an FSS escrow account. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, MFSC, B-b
15.	N/A	Supplemental Nutrition Assistance Program (SNAP) Code	The individual received SNAP benefits at the time of data collection.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
16.	N/A	Temporary Assistance to Needy Families (TANF) Code	The individual received cash or other support services under TANF at the time of data collection.	1 =Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		· ·	but is administrated by each state. The and for pregnant women in their I	TANF is a financial assistance program last three months of pregnancy.	for low income
17.	N/A	Supplemental Security Income (SSI) Code	The individual received SSI at the time of data collection.	1 =Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
			supplement program funded by gener disabled people who meet income a	ral tax revenues (<i>not</i> Social Security tond asset thresholds.	axes). It is designed
18.	N/A	Social Security Disability Insurance (SSDI) Code	The individual received SSDI at the time of data collection.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b

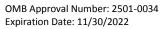


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
19.	N/A	Substance Abuse Treatment Code	The individual is being treated by a medical professional or a treatment facility for substance abuse or dependence. Substance abuse is defined as a maladaptive (i.e., harmful to a person's life) pattern of substance use marked by recurrent and significant negative consequences related to the repeated use of substances. These substances may be legal, such as alcohol, or an illicit drug such as hashish, cocaine hallucinogens, heroin, or prescription—type drug used nonmedically.	1 = The individual is being treated for substance abuse or dependence 2 = The individual is not being treated for substance abuse or dependence, but did receive treatment in past 12 months 3 = The individual was not treated for substance abuse or dependence in past 12 months, but did receive such treatment over a year ago 4 = The individual never received treatment for substance abuse or dependence 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA, ROSS, MFSC, B-b
20.	N/A	Acquired Immune Deficiency Syndrome (AIDS)/Human Immunodeficiency Virus (HIV) Status Code	The individual was diagnosed by a medical professional as being infected with AIDS/HIV. AIDS is an infectious disease caused by the human immunodeficiency virus or HIV. Both variants of the HIV virus, HIV-1 and HIV-2, cause AIDS.	1 = The individual identified as being infected with HIV/AIDS. 2 = The individual identified as not being infected with HIV/AIDS. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
21.	N/A	Activities of Daily Living (ADL) Count	If assessed, individual demonstrated need for assistance in completing one or more ADLs. Record number of ADLs individual could not complete at time of initial assessment.	The number of ADLs that the individual is unable to perform.	ROSS, MFSC, B-b
		(1) Eating—May need as (2) Bathing—May need (3) Grooming—May nee (4) Dressing—Must be a (5) Transferring—Action	ssistance with cooking, preparing, or sassistance in getting in and out of the address assistance in washing hair, but mus ble to dress self, but may need occasi	ding position and getting in and out of	self; ash self; earance;
22.	N/A	Instrumental Activities of Daily Living (IADL) Count	If assessed, individual demonstrated need for assistance in completing one or more IADLs. Record number of IADLs individual could not complete at the time of initial assessment.	The number of IADLs that the individual is unable to perform.	ROSS, MFSC, B-b
		limited to, handling pers	sonal finances, meal preparation, sho	at are more complex than ADL activitie pping, traveling, doing housework, usi UD deems essential for maintaining ind	ng the telephone,
23.	N/A	Service start date	The date the individual enrolled in or first received grant-funded services or benefits, defined as the start or initiation of services.	Service start or initiation date in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b



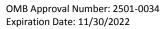


Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
1D 24.	Number N/A	Name Service end date	The date that grant-funded services were completed or terminated. The last date the individual received grant-funded	Service end, completion or termination date in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, HC, LBPHC, LHRD, MFSC, B-b
25.	11	Opportunity Area Census Tract	The census tract is identified as an area of opportunity in the community's Regional Fair Housing Equity Assessment (FHEA).	1 = Yes 2 = No 3 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, HC, LBPHC, LHRD
26.	18	Housing Status Code	The current housing status of the individual.	1 = Identifies as a public housing resident. 2 = Receives a tenant-based rental voucher. 3 = Receives a project based rental voucher. 4 = Privately subsidized housing. 5 = Unsubsidized (market rate) housing. 6 = Owns a home. 7 = Homeless. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA
27.	12,13,14	Primary Health Care Provider Code	The individual has a personal primary health care provider (a general doctor, a specialist doctor, nurse practitioner or physician's assistant).	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
28.	12,13,14	Health Coverage Code	The individual was covered by a private or public health insurance plan. Please note that a person having only a private plan that paid for one type of service, such as accidents or dental care, is considered uninsured. Insurance coverage may be held or purchased by this individual or any family member.	1 = Yes, covered through employer or union (current or former) 2 = Yes, purchased insurance from insurance company 3 = Medicare 4 = Medicaid/Medical Assistance 5 = TRICARE or other military health care 6 = VA health care 7 = Indian Health Service 8 = Other health insurance or health coverage plan 9= No coverage 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b



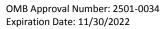


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
29.	12,13,14	Medical Examination Status Code	The individual received a routine medical examination within the last 12 months. This includes well-baby visit, well-child visit, well-woman visit, physical exam performed by a health care provider and annual wellness visit covered through Medicare.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
30.	8,9,10	Highest Education Level Code	The highest degree or level of education completed by the individual.	0 = No schooling completed, Nursery school, or Kindergarten. 1 - 11 = Grade 1 through 11. 12 = 12th grade, no diploma. 13 = High school diploma. 14 = GED or alternative credential. 15 = Less than 1 year of college credit. 16 = 1 or more years of college credit, no degree. 17 = Associate's degree 18 = Bachelor's degree 19 = Master's degree 20 = Professional degree (e.g., MD, DDS, DVM, LLB, JD) 21 = Doctorate degree 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
31.	8,9,10	Enrollment in Educational or Vocational Program	Individual's current enrollment in educational or vocational training.	1 =Individual is enrolled in educational training. 2 = Individual is enrolled in vocational training. 3 = Not enrolled in educational or vocational training. 4 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, ROSS
32.	8,9,10	License or Certificate Attainment Code	Individual's attainment of a vocational/occupational license or certificate while receiving grant-funded services. The license or certificate must have been attained between the start and the completion or termination of grant-funded services.	1 = Occupational skills license 2 = Occupational skills certificate 3 = Other license or certificate recognized by state 4 = Individual did not attain a license or certificate 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS



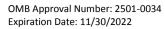


Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
ID	Number	Name			Programs
33.	8,9,10	Degree Attainment Code	Individual's attainment of a degree while receiving grant-funded services. The degree must have been attained between the start and the completion or termination of grant-funded services.	1 = High school diploma/ GED 2 = AA or AS diploma 3 = BA or BS diploma. 4 = Other degree. 5 = No degree attained 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS
34.	1,2	Employment Status Code	Individual's employment status during the prior month, including, the date of collection. An individual is considered "employed" if he or she did any work for pay during the last month even for just for a few hours)	1 = Employed 2 = Not employed at any time in the last month and actively seeking work. 3 = Not employed at any time in the last month and not actively seeking work. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
35.	1,2	Employment Type Status Code Full-time includes peop	The type of employment, classified as full-time or part-time.	1 = Full-time worker employed in the last month. 2 = Part-time worker employed in the last month. 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		week.	ole at least 16 years old who worked o		·
36.	1,2	Entered Employment Date	The date the individual entered employment. When multiple instances of entering employment exist, use the current or most recent job.	The date entered employment in YYYY-MM-DD format.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b



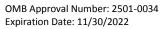


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
37.	1,2	Occupation Code	The SOC Based Occupation Group that best describes the individual's occupation.	1 = Management Occupations 2 = Business and Financial Operations Occupations 3 = Computer, Engineering, and Science Occupations 4 = Education, Legal, Community Service, Arts, and Media Occupations 5 = Healthcare Practitioners and Technical Occupations 6 = Healthcare Support Occupations 7 = Protective Service Occupations 8 = Food Preparation and Serving Related Occupations 9 = Building and Grounds Cleaning and Maintenance Occupations 10 = Personal Care and Service Occupations 11 = Sales and Related Occupations 12 = Office and Administrative Support Occupations 13 = Farming, Fishing, and Forestry Occupations 14 = Construction and Extraction Occupations 15 = Installation, Maintenance, and Repair Occupations 16 = Production Occupations 17 = Transportation and Material Moving Occupations 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	FSS, Jobs+, JRAP, HOPWA, ROSS
38.	1,2	Monthly Paid Earnings Amount	The individual's gross earnings from all employment for the prior 4 weeks leading up to, and including, the collection date.	Reported gross monthly earnings in whole (rounded U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
39.	17		The household's self-reported annual gross income. ermining included and excluded incomeross income as used in the Internal F		
		http://portal.hud.gov/h	udportal/HUD?src=/program offices/ sions for sources of income to be incl	comm_planning/affordablehousir	ng/training/web/calcula



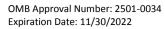


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
40.	4,5,6	Homeless Status Code	The individual's homeless or runaway status.	1 = Homeless 2 = Runaway youth 3 = Neither homeless or a runaway youth 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA
		has a primary night time institution providing ten not designated for or or years of age who absent family (i.e., runaway you Congress or State law. A	ks a fixed, regular, adequate night tin residence that is a publicly or private approary residence for individuals intendinating used as a regular sleeping acces himself or herself from home or plaith). This definition does not include an individual who may be sleeping in a fithat alone, be recorded as homeless	ne residence. This definition incluingly operated shelter for temporary nded to be institutionalized; or a peromodation for human beings; ouce of legal residence without the part individual imprisoned or detaing temporary accommodation while	accommodation; an ublic or private place r a person under 18 permission of his or her ed under an Act of
41.	4,5,6	Weeks Homeless Count	The number of weeks the homeless person lacked a fixed, regular, adequate night time residence in the past 12 month or 52 week period. The weeks do not have to be consecutive to count.	The number of weeks homeless.	HOPWA
42.	4,5,6	Chronically Homeless Status Code	The individual meets definition of chronically homeless person.	1 = Yes 2 = No 3 = Individual was not assessed for this condition 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA





Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
ID	Number	Name			Programs
43.	4,5,6	Prior Night Residence Code	For homeless individuals, indicate the type of living arrangement the night before the individual received services funded by the grant. If the individual was residing in an institution (hospital, jail, etc.) for less than 30 days, then select where he or she was staying before the entering the institution.	1 = Emergency shelter including hotel/ motel voucher 2 = Foster care home or foster care group home 3 = Hospital or other residential non-psychiatric medical facility 4 = Hotel or motel paid for without emergency shelter voucher 5 = Jail, prison or juvenile detention facility 6 = Long-term care facility or nursing home 7 = Owned by individual, no ongoing housing subsidy 8 = Owned by individual, with ongoing housing subsidy 9 = Permanent housing for formerly homeless persons 10 = Place not meant for habitation 11 = Psychiatric hospital or other psychiatric facility 12 = Rental by individual, no ongoing housing subsidy 13 = Rental by individual, with ongoing housing subsidy 14 = Safe Haven 15 = Staying or living in a friend's room, apartment or house 16 = Staying or living in a friend's room, apartment or house 17 = Substance abuse treatment facility or detox center 18 = Transitional housing for homeless persons (including homeless youth) 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HOPWA

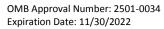




Sixed Indicator Data Florest Data Florest Boordinian Boordinian Boordinian Applicable M					
Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
44.	18	Intermediate Housing Status Code	The intermediate housing outcome achieved by the individual.	1 = Avoided eviction from rental property 2 = Obtained a Home Equity Conversion Mortgage (HECM) 3 = Prevented or resolved a mortgage default 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	HC, FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
45.	17	Household Housing Cost Amount	Monthly household housing costs including rent, mortgage, utilities, fees and property taxes.	The household's average monthly housing costs in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
46.	17	Household Transportation Cost Amount	Monthly transportation costs including car payments, vehicle insurance and public transportation cost. Exclude vacations and other rare instances of travel.	The household's average monthly transportation costs in whole (rounded) U.S. dollars.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
47.	15	Asthma Condition Code	The individual has been diagnosed with asthma by a medical professional.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	LBPHC, LHRD, MFSC, B-b
48.	15	Emergency Room / Hospital Visit Code	The individual was treated in the emergency department or hospitalized within the last 12 months.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A If Yes, input number of times, as whole number. And input number of times, as a whole number, that were asthma- related.	LBPHC, LHRD, MFSC, B-b
49.	16	Blood-Lead Test Code	A blood level test was performed for a child under age 6 in the household in last 12 months.	1 = Yes 2 = No 77 = Information not collected 88 = Individual refused 99 = Individual does not know 100 = N/A	LBPHC, LHRD
50.	16	Blood-Lead Test Result	Blood level test result was elevated (>= 5 μg/dL).	1 = Yes 2 = No 3 = N/A 77 = Information not collected	LBPHC, LHRD

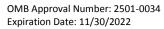


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs	
51.	4,8,9,10	Adult Basic Education Service Code	The individual received training (e.g. uses textbooks and handouts) to improve his/her literacy and numeracy skills.	1 = Yes 3 = N/A 77 = Information Not Collected	FSS, Jobs+, JRAP, HOPWA, ROSS	
			interacy and nameracy skins.	If Yes, input number of times, as whole number.		
		to function productively one tutoring. Examples other adult continuing e	evelops critical reading, writing, listen in school, the workplace or society ir include: basic reading, writing, literac ducation classes (non-credit). This do ccupational skills training, or work rea	n general. This may take the form cy, math skills, pre-admission colle oes not include ESL, GED prep, enro	of classes or one-on- ge prep courses and	
52.	4	ESL Class Service Code	Individual with limited English proficient individual (LEP) (e.g. non-native English speaker) received English as a second language (ESL) instruction	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b	
		participated in one or m reduces language barrie	guage is the use of English by speaker ore programs and activities designed rs that can preclude meaningful acce nt. This may take the form of classes	to help the individual learn Englisl ss by LEP persons to important gov	h. ESL instruction	
53.	1,2,4	Career Guidance Service Code	The individual received career guidance services.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS	
		_	s include the provision of information naking occupation or career decisions	n, materials, suggestions, or advice	which are intended to	
54.	1,2,4	Self-Directed Job Search Assistance Service Code	The individual received job search activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA	
		-	o an individual plan and carry out a sublication preparation, interviewing skarch plan.	uccessful self-directed job hunting		
55.	1,2,4	Work Readiness Assistance Service Code	The individual received work readiness assistance.	1 = Yes 3 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA	
				If Yes, input number of times, as whole number.		
		Work readiness includes specific work-related skills that young people and adults need in order to be successful as entry-level workers in any formal sector business or industry or in any informal sector livelihood. These skills are generally thought of as life skills with a strong work focus, and include work-related health and safety at work, work habits and conduct, personal leadership at work, communicating with others at work, team work and collaboration at work, rights and responsibilities of workers and employers, and customer service. This may include business communications, computer literacy, financial literacy, employment counseling.				



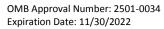


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
56.	1,2,4	Occupational Skills Training (OST) Service Code	The individual received occupational skills training (OST). OST may be conducted in the classroom or on-the-job in the workplace or a combination of approaches.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
		technical skills necessary many factors. This could	esigned to meet the technical needs or y to perform a specific job or group of d be to retain an existing job, for a ne ifferent field. This could be training p	f jobs. The duration of OST activition of OST activition is job, for advancement in a current	es varies based on
57.	1,2,4	Job Development Service Code	The individual received job development services. Job development is contacting an employer directly for the purpose of obtaining possible employment for a specific individual.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA
58.	1,2,4	Job Retention Service Code	The individual received job retention services.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP
		with employer to create	clude a Job coach works with particip a remediation plan for employee, etc certifications needed to maintain em	c. Occupational skills training (OST	•
59.	4	Fair Housing and Civil Rights Assistance Service Code	The individual received services or participated in programs that promotes racially, ethnically, and economically diverse communities and integrated living patterns and avoid patterns where persons are forced to live in high poverty areas, or in areas suffering from a lack of accessible services, or a lack of integration in terms of income, race, or ethnicity, or disability status.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	HOPWA, HC, MFSC, B-b
60.	4	Tax Preparation Service Code	The individual received tax preparation services while participating in grant-funded activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, MFSC, B-b
		arranging no-cost tax prother supporting materi based specific tax rebate services may be provide	is include assistance with obtaining infeparation services at the property; as als for individuals; and assistance with es including property tax rebate prograd by an IRS Volunteer Income Tax Assorivate service. This does not include the	ormation about low- or no-cost ta sistance with organizing tax docur h preparing and/or filing of senior, rams and/or food sales tax rebate sistance (VITA) center or a reputab	nents, paperwork, and /disabled age/income- programs. These le (not refund-



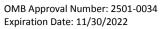


Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs
61.	4	Financial Account Creation Service Code	The individual was assisted with credit activities or to create a financial account (savings/ checking), FSS escrow, Individual Development Acct.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, MFSC, B-b
		program at the housing	ment Account (IDA) is created through authority or another IDA through a pa ans to save towards the purchase of a	artner. IDAs are matched savings	
62.	4	Legal Assistance Service Code	The individual received legal assistance in civil or criminal matters during participation in the grant-funded activities.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
		-	es receiving legal aid or counsel as wel c information on services such as end o	as participating in community leg	
63.	4	Legal Assistance Type Service Code	The type of legal assistance received during participation in the grant-funded activities.	1 = Will preparation, advanced directives, end of life decisions 2 = ID theft and credit Issues 3 = Foreclosure prevention 4 = Eviction prevention 5 = Custody, divorce and child support 6= Fair housing assistance 7 = Assistance to victims of domestic violence 8 = Expunging criminal records 9 = Other 10 = N/A 77 = Information not collected	FSS, Jobs+, JRAP, HOPWA, MFSC, B-b
64.	4	Financial Education Service Code	The individual participated in financial literacy, budgeting or credit education activities	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, ROSS, MFSC, B-b
		assets to improve finan	ent assistance is designed to help low cial stability. It provides adults practice. It also helps homebuyers understar	cal tips to manage debt, avoid quic	k fixes, and plan to
65.	4, 18	Pre-Housing Counseling Service Code	Prior to purchase or rental, the individual was counseled and/or received service related to buying a home or renting.	1 = Yes 3 = N/A 77 = Information not collected If Yes, input number of times, as whole number.	FSS, Jobs+, JRAP, HOPWA, HC, MFSC, B-b
		-	age seminars open to the general publ Sweat-equity programs that offer hom	lic or simply going to a bank and be	



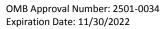


ID		Data Element	Data Element Description	Response Options	Applicable HUD
	Number	Name			Programs
66.	4, 18	Post-Housing	After purchase or rental, the	1 = Yes	FSS, Jobs+, JRAP,
		Counseling Service	individual was counseled and/or	3 = N/A	HOPWA, HC, MFSC,
		Code	received service related to	77 = Information not collected	B-b
			renting, default, foreclosure		
			avoidance, credit issues or	If Yes, input number of times,	
			reverse mortgages.	as whole number.	
67.	4	Food and Nutrition	The individual received food and	1 = Yes	HOPWA, MFSC, B-b
		Service Code	nutrition services to prevent	3 = N/A	
			and/or end a period of hunger or	77 = Information not collected	
			a period of malnutrition.		
				If Yes, input number of times,	
				as whole number.	
		These services include p	articipation the Women, Infant and o	children (WIC) nutrition program, i	n congregate meal sites
		such as Meals on Whee	s programs, using emergency food p	rograms and food banks, grocery s	hopping or cooking
		services or other means	of access including family, friends, a	nd individuals within the communi	ty, and receiving
		donated food items fror	n community-based sources. The Su	pplemental Nutrition Assistance Pr	ogram (SNAP) is not
		included.			
68.	4	Conflict Resolution	The individual received	1 = Yes	HOPWA, ROSS,
		Service Code	counseling and/or other services	3 = N/A	MFSC, B-b
			related to conflict resolution.	77 = Information not collected	
				If Yes, input number of times,	
				as whole number.	
		Conflict recolution comi	I ces include assistance to resolve conf		modiate and propose
			tive solutions to parties who are conf		
			ndividuals and property managemen		
		ordered participation.	individuals and property managemen	it, service providers, or other partie	es. This includes court
69.	4	Translation/	Individual with no or limited	1 = Yes	FSS, Jobs+, JRAP,
05.	-	Interpretation	English speaking ability or with	3 = N/A	HOPWA, HC, MFSC,
		Service Code	hearing or visual impairments	77 = Information not collected	B-b
		Service code	received translation or	77 - Information not conceted	
			interpretation services to	If Yes, input number of times,	
			participate in the program.	as whole number.	
70.	4	Housing Retention	The individual received housing	1 = Yes	HOPWA, ROSS,
, 0.	'	Service Code	retention assistance.	3 = N/A	MFSC, B-b
		Service code	retention assistance.	77 = Information not collected	1411 30, 5 5
				77 = morniation not concetta	
				If Yes, input number of times,	
				as whole number.	
		This assistance includes	I Informing individuals of lease provisi	I .	that could lead to
			noise, odors, unsanitary or unsafe co		
			lude assistance with eviction prevent		
			nts for lease recertification; and assist		_
			member of the property management		
house rules. Working with property management staff to provide reasonable accomm Rehabilitation Act when an individual's mental, physical, or social disability is impedir					



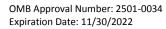


Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
ID	Number	Name			Programs
71.	4	Household	The individual participated in a	1 = Yes	ROSS, MFSC, B-b
		Skills/Life Skills	course or training regarding	3 = N/A	
		Service Code	household or life skills.	77 = Information not collected	
				If Yes, input number of times,	
				as whole number.	
		Household or life skills s	ervices may include Good Neighbor t	rainings, household management,	food prep, civic
		engagement, navigating	community resources, citizenship cla	asses, driver's education, etc.	
72.	4	Needs Assessment	The individual received a	1 = Yes	FSS, Jobs+, JRAP,
		Service Code	documented assessment or	3 = N/A	HOPWA, ROSS,
			Individual Services and Training	77 = Information not collected	MFSC, B-b
			Plan (ITSP) that identifies housing		
			and supportive service needs.	If Yes, input number of times,	
	1			as whole number.	
		·	ess that reveals the past and current d		
			ppropriate housing and supportive se		
			ord and are typically used in providing		
70	2.4		n. Assessment can occur either at pri		
73.	3,4	Service	The individual received service	1 = Yes	FSS, Jobs+, JRAP,
		Coordination	coordination assistance.	3 = N/A	HOPWA, ROSS,
		Service Code		77 = Information not collected	MFSC, B-b
				If Yes, input number of times,	
				as whole number.	
		Service coordination inc	cludes establishing linkages with appro	opriate agencies and service provi	ders in the general
			ailor the needed services to the prog		
		-	icipant needs; and educating participation	ants on issues, including, but not li	mited to, supportive
	1		ication procedures and client rights.	1	T
74.	4,7	Parenting Skills	The individual received parenting	1 = Yes	FSS, Jobs+, JRAP,
		Service Code	training.	3 = N/A	HOPWA
				77 = Information not collected	
				If Van tarent arrest an aftire a	
				If Yes, input number of times, as whole number.	
		Darenting skills includes	training in child development, family		nd other skills to
		-	n economic independence and the we		na otner skiils to
75.	4,7	3 to 5 Years	The individual received assistance	1 = Yes	FSS, Jobs+, JRAP,
, 5.	¬,,,	Childhood	obtaining early childhood	2 = Household has children	HOPWA, ROSS
		Education Service	education for children between	aged 3-5 years and did not	,
		Code	the ages of 3 and 5 (or the age	receive child care services.	
			prior to the commencement of	3 = N/A	
			compulsory education at primary	77 = Information not collected	
			school).		
			Record for head of household		
			only; not recorded for children.		
		· · · · · · · · · · · · · · · · · · ·	gram is child care combined with a de		
	1	1	Pre-K. Do NOT record as a service to	Also alsold all the constant and a second as a fill	and the second of the second of the



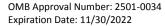


Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
ID	Number	Name			Programs
76.	4,8,9,10	High School/GED	The individual participated in an	1 = Yes	FSS, Jobs+, JRAP,
		Preparation Service	organized program of study or a	3 = N/A	ROSS
		Code	GED preparation class to attain	77 = Information not collected	
			secondary school diploma or	If Vac input number of times	
			equivalent. This may take the form of classes or one-on-one	If Yes, input number of times, as whole number.	
			tutoring.	as whole number.	
77.	4,8,9,10	Post-	The individual is attending a post-	1 = Yes	FSS, Jobs+, JRAP,
	1,0,0,0	Secondary/College	secondary school or program,	3 = N/A	HOPWA, ROSS
		Education Service	including college (either full or	77 = Information not collected	,
		Code	part-time) and assistance is		
			provided to enable the individual	If Yes, input number of times,	
			to enroll and/or remain in the	as whole number.	
			organized program of study to		
			attain a post-secondary school		
			diploma or a certificate.		_
78.	4,5,6	Shelter Placement	The homeless individual was	1 = Yes	HOPWA
		Service Code	placed in an emergency shelter.	3 = N/A	
				77 = Information not collected	
				If Yes, input number of times,	
				as whole number.	
		A shelter is any facility y	Nhose primary purpose is to provide t		ides support.
			place to live in a group home, cluster		
			r low-income individuals and families.		Ü
79.	4,5,6	Housing Placement	The housed individual was	1 = Yes	HOPWA, ROSS,
		Service Code	provided assistance for	3 = N/A	MFSC, B-b
			permanent and/or temporary or	77 = Information not collected	
			short-term transfer to another		
			property, a different unit within	If Yes, input number of times,	
			the property, or to an alternative	as whole number.	
			care facility.		
			nce was provided to the individual and		
			ance with an individual's transition ba	ick to their apartment from short-	term care facility or
80.	4,5,6	hospital. Permanent Housing	The individual is no longer on the	1 = Moved Out: Purchased a	HOPWA, ROSS,
50.	7,5,0	Placement /	property or in the program for	home	MFSC, B-b
		Turnover Reason	the following reason.	2 = Moved Out: Another	55, 5 5
		Code	the reme time, reason.	apartment or rental property	
				3 = Moved Out: Higher Level	
				of Care	
				4 = Moved Out: With family	
				5 = Moved Out: Other	
				6 = Moved Out: Unknown	
				7 = Eviction	
				8 = Death	
				77 = Information not	
				collected	
0.4	4.5.0			100 = N/A	HODALA BOSS
81.	4,5,6	Permanent Housing	Date the individual was no longer	Date YYYY-MM-DD format.	HOPWA, ROSS,
		Placement /	on the property for the above		MFSC, B-b
		Turnover Date	reason.		





Fixed	Indicator	Data Element	Data Element Description	Response Options	Applicable HUD
ID	Number	Name	Data Liement Description	Response Options	Programs
82.	4	Independent Living	The disabled or frail elderly	1 = Yes	FSS, Jobs+, JRAP,
		Service Code	individual received assistance in	3 = N/A	HOPWA, MFSC, B-b
			obtaining services to enable him	77 = Information not collected	
			or her to remain in their own		
			home.	If Yes, input number of times,	
				as whole number.	
			nent cleaning, laundry, shopping, and	_	
			, managing and maintaining all aspect		-
		personal records, or uti	ual with simple money management	budgeting, bill paying, reading mai	i, Organization of
83.	4	Transportation	The individual received	1 = Yes	FSS, Jobs+, JRAP,
03.	-	Assistance Service	transportation services to	3 = N/A	HOPWA, ROSS,
		Code	participate in medical or other	77 = Information not collected	MFSC, B-b
		000.0	personal appointments, religious,	77	55, 5 %
			social, or recreational activities.	If Yes, input number of times,	
				as whole number.	
		This may include bus pa	sses/tokens, rides in a service provide	er-owned van, arranging car pools,	connecting to
		city/county special tran	sportation opportunities, assistance v	vith personal auto repair, etc.	
84.	4	HIV/AIDS Service	The individual received HIV/AIDS	1 = Yes	HOPWA, MFSC, B-b
		Code	health and counseling services.	3 = N/A	
			Services include	77 = Information not collected	
				If You to not need to a fallence	
				If Yes, input number of times, as whole number.	
		Human immunodeficier	Incy virus infection/acquired immunod		alth and counseling
			to treatment, financial assistance to p		
		securing housing.	to treatment, infancial assistance to p	ay for medication and medical tes	to, and assistance in
85.	4	Adult Personal	A chronically ill or disabled	1 = Yes	HOPWA, ROSS,
		Assistance Service	individual needing help with daily	3 = N/A	MFSC, B-b
		Code	living, received assistance with	77 = Information not collected	
			activities of daily living (ADL),		
			such as bathing or dressing.	If Yes, input number of times,	
				as whole number.	
			center services and services provided		
		-	perform ADLs and/or Instrumental Ac		
		-	mmonly known as adult day services,		
			ort, and daily living needs of adults in I		igs.
			ludes services associated with gaining	•	
			with cooking, preparing, or serving for		ıt.
			e in getting in and out of the shower once in washing hair, but must be able t		
			ress self, but may need occasional ass		,
			ns such as going from a seated to stand		ıt of hed: and
					ic or bea, and
					e: handling personal
			ion, shopping, traveling, doing house		
			uch activities as HUD deems essential		
		(6) Other such activities Assistance with IADL are finances, meal preparat	s as HUD deems essential for maintain e services that are more complex thar tion, shopping, traveling, doing house	ning independent living. In those needed for ADL and include work, using the telephone, taking o	e: handling personal or managing





Fixed ID	Indicator Number	Data Element Name	Data Element Description	Response Options	Applicable HUD Programs	
86.	4,12,13,	Medical Care	The individual is referred for and	1 = Yes	FSS, Jobs+, JRAP,	
	14	Service Code	receives medical or health care	3 = N/A	HOPWA, ROSS,	
			services to optimize and maintain physical health.	77 = Information not collected	MFSC, B-b	
				If Yes, input number of times, as whole number.		
		Medical services also inc	re services are provided by a physicial clude dental services, home health selescription medication and medication	rvices, receiving durable medical e	quipment and other	
87.	4,12,13,	Mental Health	The individual is referred for and	1 = Yes	FSS, Jobs+, JRAP,	
	14	Service Code	receives mental health services.	3 = N/A	HOPWA, ROSS,	
				77 = Information not collected	MFSC, B-b	
				If Yes, input number of times, as whole number.		
		These services include being treated by credentialed psychiatrists, psychologists, therapists, and mental he counselors. Mental health services may be delivered in a one-on-one setting or in a group setting through support groups. Prescription medication and medication management for mental health concerns are also mental health services.				
88.	4,12,13,	Substance Abuse	The individual received substance	1 = Yes	FSS, Jobs+, JRAP,	
	14	Service Code	abuse services during	3 = N/A	HOPWA, ROSS,	
			participation in grant activities.	77 = Information not collected	MFSC, B-b	
				If Yes, input number of times, as whole number.		
		These services include treatment for use of addictive substances such as tobacco, alcohol, drugs (prescription and street). Examples of treatment providers are the American Lung Association or other smoking cessation programs, physicians, mental health workers, alcohol and drug treatment facilities, and Alcoholics Anonymous (AA).				

Public reporting burden for this collection of information is estimated to average 20 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is collected in connection with HUD's respective program. The information is considered sensitive and is protected by the Privacy Act which requires the records to be maintained with appropriate administrative, technical and physical safeguards to ensure their security and confidentiality.