

## **NPI Target Revisions Request Form Instructions**

Each year CSBG subrecipients are requested to identify their proposed program activity in the Community Action Plan utilizing the National Performance Indicators (NPIs). Subrecipients are expected to develop proposed performance targets for certain indicators, 1.1, 1.3 and 6.3, by taking into consideration the organization's available funding, current and proposed projects, and community needs. Prior to contract implementation, CSBG planned performance figures are reviewed by the Department.

The Department understands that program changes and funding levels may occur beyond the subrecipients control that impact their planned program performance figures. When this occurs, the subrecipient may submit the "NPI Target Revision Request Form" to request an adjustment to previously approved performance figures. The Department will review the request, consider the justification for the change and determine if the request is acceptable. Please note that the Department will review the subrecipient's planning processes in establishing the initial performance targets. Questions may be directed to Laura S. White at [laura.white@tdhca.state.tx.us](mailto:laura.white@tdhca.state.tx.us) or Aurora Carvajal at [aurora.carvajal@tdhca.state.tx.us](mailto:aurora.carvajal@tdhca.state.tx.us). Please submit the completed form via e-mail to Laura S. White or Aurora Carvajal. The form must be signed by the subrecipient's Executive Director and must be submitted as a pdf document.

Note: On September 7, 2011 the National Association for State Community Services Programs (NASCSPP), provided training to CSBG subrecipients regarding performance targeting. The training provided pertinent information on establishing performance measures with well defined targets that represent realistic performance. Subrecipients may view the CSBG Performance Targeting Webinar Video at <http://www.tdhca.state.tx.us/community-affairs/csbq/guidance.htm>

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