



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Utah

The CSBG Annual Report

November 13, 2018

WELCOME AND INTRODUCTIONS

INTRODUCTIONS: YOU

Share:

- Your name
- What agency do you work for and in what capacity?
- What do hope to get out of this training?





ABOUT NASCSP | WHAT WE DO

NASCSP members are state administrators of the U.S. Department of Health and Human Services Community Services Block Grant (CSBG) and the U.S. Department of Energy's Weatherization Assistance Program (DOE/WAP). NASCSP provides research, analysis, training and technical assistance to State CSBG and WAP offices, Community Action Agencies, and State Associations in order to increase their capacity to prevent and reduce poverty and build economic and energy security.



U.S. DEPARTMENT OF
ENERGY



ABOUT NASCSP | CORE STRENGTHS



Communications and
Resources



Training and Technical
Assistance



Advocacy and Leadership



Building Collaborative
Relationships

ABOUT NASCSP | RESEARCH

We provide information.

 **NASCSP**
National Association For State Community Services Programs

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National Report and State Fact Sheets

[f](#) [t](#) [in](#)

Each year NASCSP's CSBG Services conducts a detailed survey of the CSBG network that describes the sources of funding, services provided, clients and communities assisted, and the results achieved. This information is shared with the network and other research organizations in the form of national reports, articles, and best practices.

COMMUNITY SERVICES BLOCK GRANT

THE FFY 2016 CSBG NATIONAL PERFORMANCE UPDATE



CSBG FFY 2016 National Performance Update

Full Version– This features data, statistics, graphics, outcomes analysis, and all state-level appendices data from Federal Fiscal Year 2016.

Text Only– This features data, statistics, graphics, and outcomes analysis from Federal Fiscal Year 2016.

Appendices Only– This features solely the state-level appendices data from the Federal Fiscal Year 2016.

FFY 2016 CSBG HIGHLIGHTS



CSBG FFY 2016 National Highlights

The FFY 2016 CSBG Highlights, featuring Federal Fiscal Year 2016 data from the CSBG Information Systems (IS) Survey and Module 1 of the new CSBG Annual Report.

CSBG FFY 2016 State Fact Sheets

- CSBG
- Services and Technical Assistance
- CSBG Resources
 - [Data Collection and Reporting](#)
 - Annual Report
 - DATA Task Force
 - CSBG IS Survey
 - [National Report and State Fact Sheets](#)
- Archive
- Advocacy

NASCSP Data keeps its members, the federal government, and other interested parties informed about issues related to CSBG and WAP through its publications and training.

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Weatherization Assistance Program Technical Assistance Center (WAPTAC)

[f](#) [t](#) [in](#)

 Schedule a training with NASCSP

 Program Guidance

 Weatherization Training Centers

 Regulations

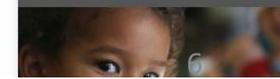
 Weatherization Assistant

 Training Tools

- WAP
 - [Weatherization Assistance Program Technical Assistance Center \(WAPTAC\)](#)
 - Schedule a training with NASCSP
 - Program Guidance
 - Weatherization Training Centers
 - Regulations
 - Weatherization Assistant
 - Training Tools
- WAP Resources
- Weatherization Publications
- Advocacy

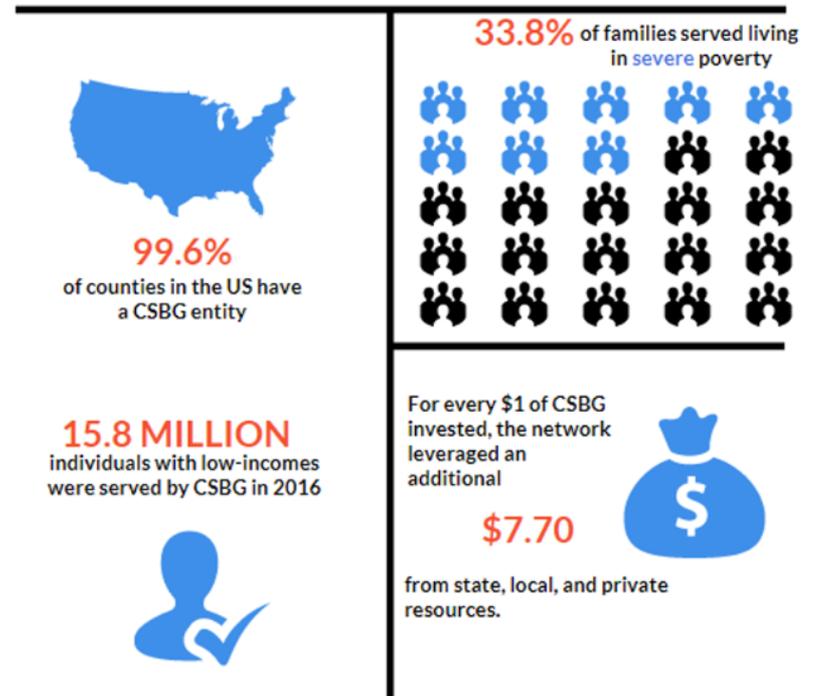
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WHAT IS THE IMPACT OF CSBG?



Source: CSBG IS FFY 2016

FFY 2017 STATE CSBG FACTSHEETS



From the OR FFY 2017 Community Services Block Grant Information System Survey

Oregon

CSBG NETWORK PARTICIPANTS

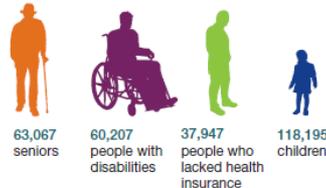
The Oregon State Office administered CSBG funds to 18 Community Action Agencies.

71% of families served by the CSBG Network lived below 100% of the Federal Poverty Guidelines.

37% of families served in OR were in severe poverty, below 50% of the Federal Poverty Guidelines.

In Oregon, Community Action Agencies provided services to 426,323 low income individuals.

Vulnerable populations served included:

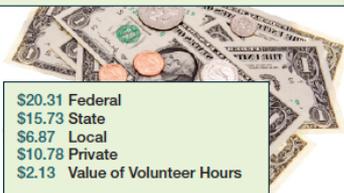


Nationally, of the 7.3 million families served by the CSBG Network who reported income, 82.7% were living at or below 125% of the Federal Poverty Guidelines.

Nationally, over 1,000 Community Action Agencies receiving CSBG funding provided services to 16.9 million individuals with low incomes.

CSBG NETWORK RESOURCES

For every \$1 of CSBG, the OR Network leveraged \$55.81 from federal, state, local, and private sources, including the value of volunteer hours.*



\$5,166,462 in CSBG funds were allocated in support of local entities in Oregon.

The OR Network's non-CSBG funding totaled \$277,329,986.

*Value of Volunteer Hours calculated using federal minimum wage, except in those states with a higher minimum wage.
**Values may not equal total due to rounding.



FFY 2017 STATE CSBG FACTSHEETS



From the OR FFY 2017 Community Services Block Grant Information System Survey

CSBG PERFORMANCE OUTCOMES FOR OREGON

Services and strategies provided by the OR Network resulted in 1,222,846 outcomes for participants and communities with low incomes.

Outcomes Include:

116,485	Employment Participants with low incomes in the CSBG Network employment initiatives obtained supports which reduced or eliminated barriers to initial or continuous employment, acquired a job, increased their income, or achieved "living wage" employment and benefits.
6,411	Economic Asset Enhancement and Utilization Households with low incomes increased their financial assets or financial skills.
59,195	Child and Family Development Infants, children, youth, parents, and other adults participated in developmental or enrichment programs facilitated by the CSBG Network and achieved program goals.
111,807	Independent Living for Vulnerable Populations with Low Incomes Vulnerable individuals with low incomes received services from the CSBG Network and secured or maintained an independent living situation as a result.
106,025	Family Stability Participants with low incomes obtained supports which reduced or eliminated barriers to family stability through assistance from the CSBG Network.
748,563	Emergency Assistance Individuals and families with low incomes received emergency assistance from the CSBG Network.
44,313	Community Opportunities and Resources Community opportunities or resources were improved or expanded for people with low incomes as a result of CSBG Network projects or initiatives, or partnerships with other public and private agencies.
30,047	Community Empowerment Community members and people with low incomes mobilized to engage in activities that support and promote their own well-being and that of their community as a result of CSBG Network initiatives through maximum feasible participation.



BLOG



CSBG Success Story- Tennessee

Posted on July 16, 2018 Posted By **NASCSP1**

The success story below was provided by Mid-Cumberland Community Action Agency (MCCAA) in Tennessee. The Richness of Gratitude "None is more impoverished than the one who has no gratitude...."

[Read More](#)

Overview: Ascend Report on Two-Generation Approaches to Poverty

Posted on July 3, 2018 Posted By **NASCSP1**

By: Jaimee Kidd, NASCSP Intern This June, Ascend at the Aspen Institute released an extensive report serving as an update on the success of two-generation approaches across the country. Dedicated to...

[Read More](#)

National Healthy Homes Month 2018

Posted on May 30, 2018 Posted By **NASCSP1**

Latest Blog

CSBG Success Story- Tennessee

> [Overview: Ascend Report on Two-Generation Approaches to Poverty](#)

National Healthy Homes Month 2018

Community Action Month- Success Stories from the Texas CSBG Network

Utilize Your State Fact Sheet During Community Action Month!

Archives

2018

2017

2016

2015

2014

2013

2012



Activity

- Think about a success story that you might include in a blog that would be a success for individuals or families, community work, or something about your agency.
- Write it down and we will report out.

DATA Task Force



What is the CSBG DATA Task Force?

The CSBG DATA Task Force is convened by the National Association for State Community Services Programs (NASCSPP) to assist the Office of Community Services (OCS) and NASCSPP in understanding and addressing the CSBG Network's data needs and the use of data for analysis and continual improvement of results. The CSBG DATA Task Force will serve as a consultative body focused on the transition from the CSBG IS Survey to the CSBG Annual Report, as well as ongoing assistance in the implementation of the CSBG Annual Report. The task force consists of representatives from Community Action Agencies, State CSBG Offices, Community Action Agency State Associations, National Partner organizations, and OCS.

[DATA Task Force Member Login HERE](#)

Updates

The DATA Task Force will post periodic status reports updating the network on accomplishments, resources under development, major projects, etc.

• [Update from August 8, 2018 DATA Task Force Meeting](#)



Member Roster

You can view a roster of the DATA Task Force Members [here](#). Consider contacting a DATA Task force member from your region if you are in need of guidance or resources.

DATA Task Force Subcommittees

- Guidance and Training Subcommittee
 - This subcommittee is focused on developing guidance and training resources to be utilized by all levels of the network. The subcommittee has already developed several tools available on NASCSPP's website [here](#). A major deliverable under development by this subcommittee is a comprehensive Lexicon to supplement Annual Report instruction manuals.
- Systems IT Subcommittee
 - This subcommittee is focused on helping the CSBG network develop the systems and IT infrastructure needed to implement the CSBG Annual Report. Major deliverables for this subcommittee include an RFP toolkit and data dictionary.

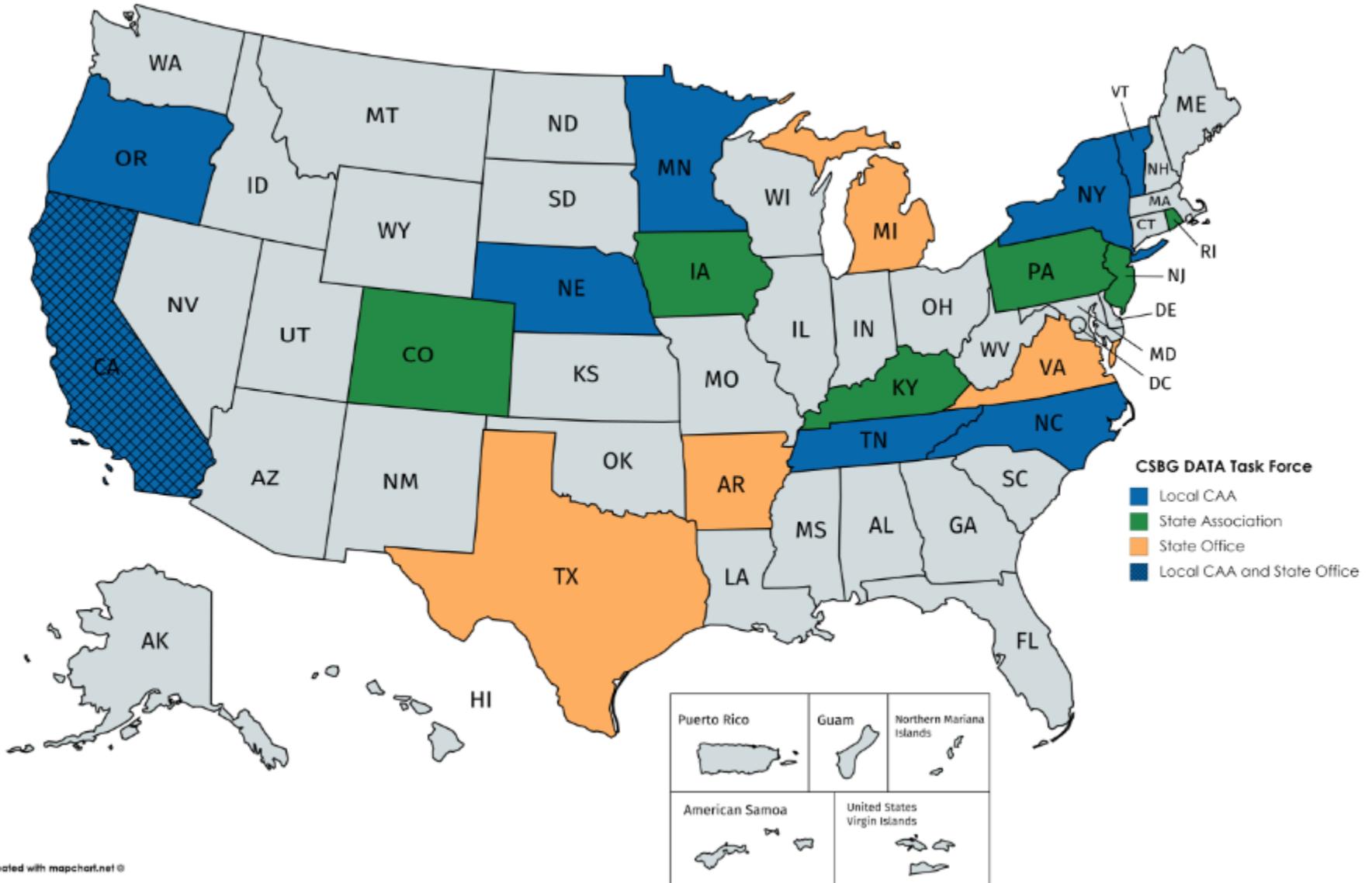
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DATA Task Force Members



THE PERFORMANCE MANAGEMENT FRAMEWORK

Performance Management Framework

Appendix 3

FEDERAL ACCOUNTABILITY MEASURES

These measures are tied to the critical roles and responsibilities of the Office of Community Services (OCS), as required by the CSBG Act, and are an indication of how efficiently and effectively the State implemented the State plan, and what impact its efforts had on improving the lives of eligible entities. The "performance period" for each of the measures is generally the Federal Fiscal Year (FFY).

State Plan Review and Acceptance

During the performance period...

- 1Fa. OCS
 - i. reviewed and provided a response² for "x" days of receipt of the submitted State plan
 - ii. accepted "x" percent of State plans with submitted State plan³; and
 - iii. responded to "x" percent of State inquiries within "x" days.⁴
- 1Fb. Using data from a nationally administered survey⁵ and data, OCS made organizational adjustments regarding its grant management services.

Distribution of Funds

During the performance period...

- 2Fa. "x" percent⁶ of States with accepted State plans received funding from the OMB/Department of Health and Human Services within 30 calendar days after the end of the performance period.

Grant Monitoring and Corrective Action

During the performance period...

- 3Fa. OCS
 - i. sent "x" percent⁷ of draft State assessment reports to eligible entities within "x" calendar days of the State assessment.

¹ For the purposes of these measures, the term "eligible entity" includes any individual or organization that is eligible to receive CSBG funds, regardless of whether the entity is a direct recipient of CSBG funds. For the purposes of these measures, the term "eligible entity" includes any individual or organization that is eligible to receive CSBG funds, regardless of whether the entity is a direct recipient of CSBG funds.

² Examples of responses include requests for clarification, requests for additional information, and requests for additional time to complete the State plan.

³ The submitted State plan receipt date for measure 1Fa(i), and does not change even if OCS asks for a revised State plan.

⁴ OCS will establish a baseline percentage of State plans accepted within 60 calendar days. In subsequent years, OCS will track the number of State plans accepted within 60 calendar days. If the number of State plans accepted within 60 calendar days is greater than the baseline percentage, OCS will use the American Customer Satisfaction Index (ACSI) to measure the number of State plans accepted within 60 calendar days.

⁵ OCS will use the American Customer Satisfaction Index (ACSI) to measure the number of State plans accepted within 60 calendar days. If the number of State plans accepted within 60 calendar days is greater than the baseline percentage, OCS will use the ACSI to measure the number of State plans accepted within 60 calendar days.

⁶ The goal for this measure is 100%. If the number of States with accepted State plans is less than the goal, OCS will track the number of States with accepted State plans in subsequent years.

Appendix 2

STATE ACCOUNTABILITY MEASURES

These measures are tied to the critical activities required by the CSBG Act and laid out in the State plan. They are an indication of how efficiently and effectively the State implemented the elements of the State plan, and what impact the State's efforts had on the performance of local eligible entities. The "performance period" for each of the measures is generally the Federal Fiscal Year (FFY).

Grant (CSBG) State Plan strategies¹ for State administration of CSBG; and strategies in developing the State plan to involve the

survey² of eligible entities, and feedback from its plan (in the next State plan submission), as follows:

1. in developing the State plan; and

2. of the eligible entities.

ities within 30 calendar days after the end of the performance period.

Strategies are activities that support specific goals in the State Plan. For example, a goal might be that all CSBG strategies supporting this goal might include purchases and/or data system training and technical assistance, respectively.

Opportunities for CSBG strategies include collaborating with State workforce partners to develop a combined State Plan (as described in Section 107 of the CSBG Act) as part of a communication strategy to support eligible entities in meeting their needs. Targeted training and technical assistance would be targeted training and technical assistance.

(SI), OMB-approved methodology.

7Sb are measures of eligible entity performance.

Small, irregular allotments, such as those



Helping People. Changing Lives.

community Action

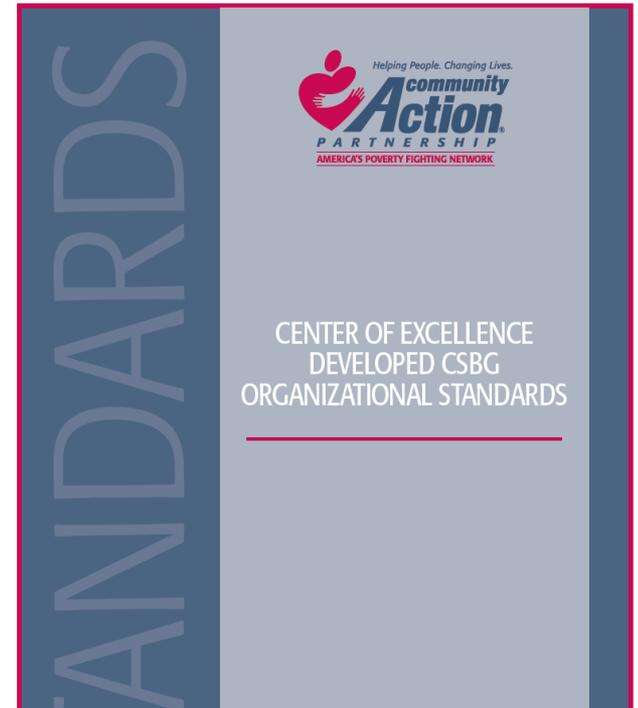
PARTNERSHIP

AMERICA'S POVERTY FIGHTING NETWORK

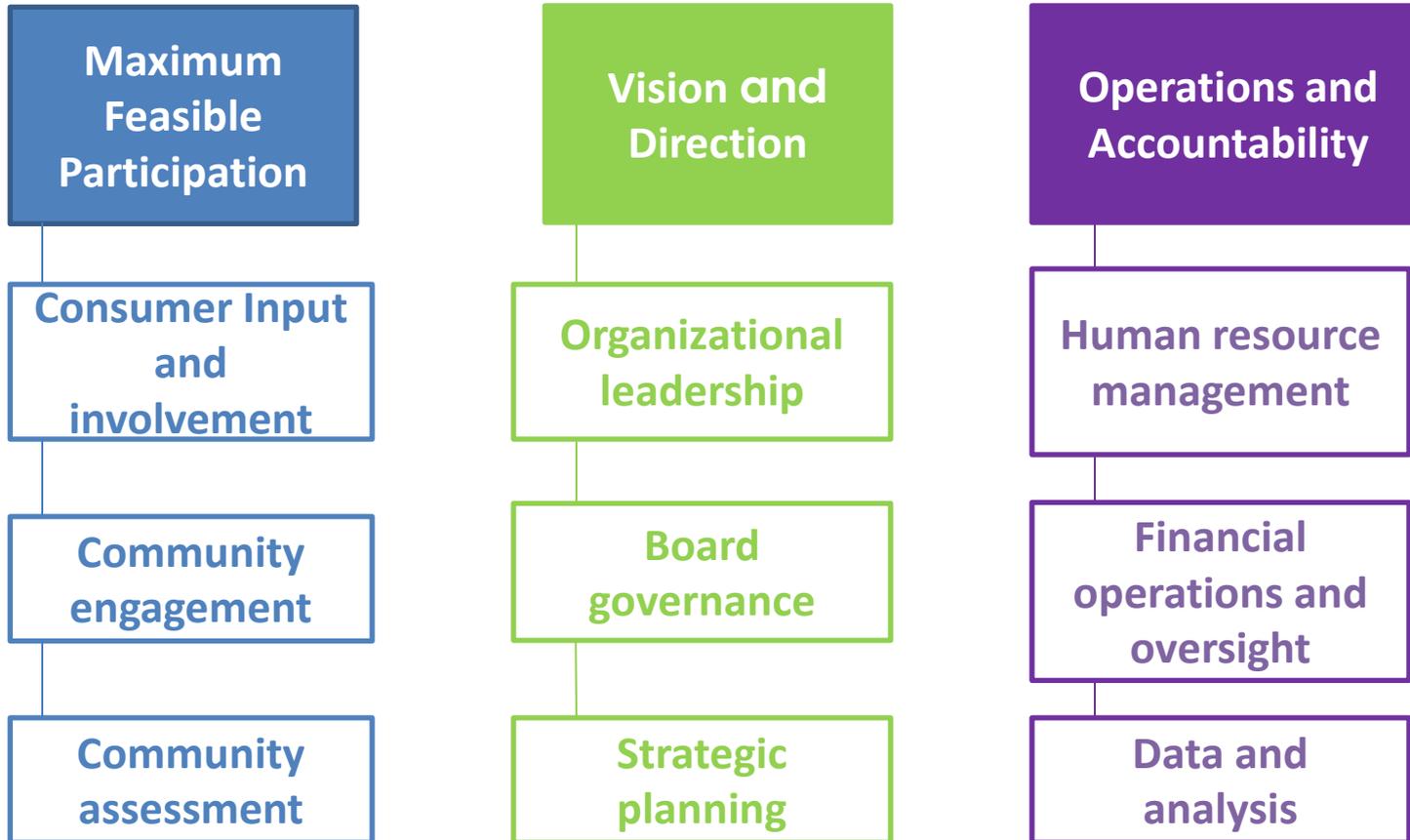
CENTER OF EXCELLENCE
DEVELOPED CSBG
ORGANIZATIONAL STANDARDS

The Standards

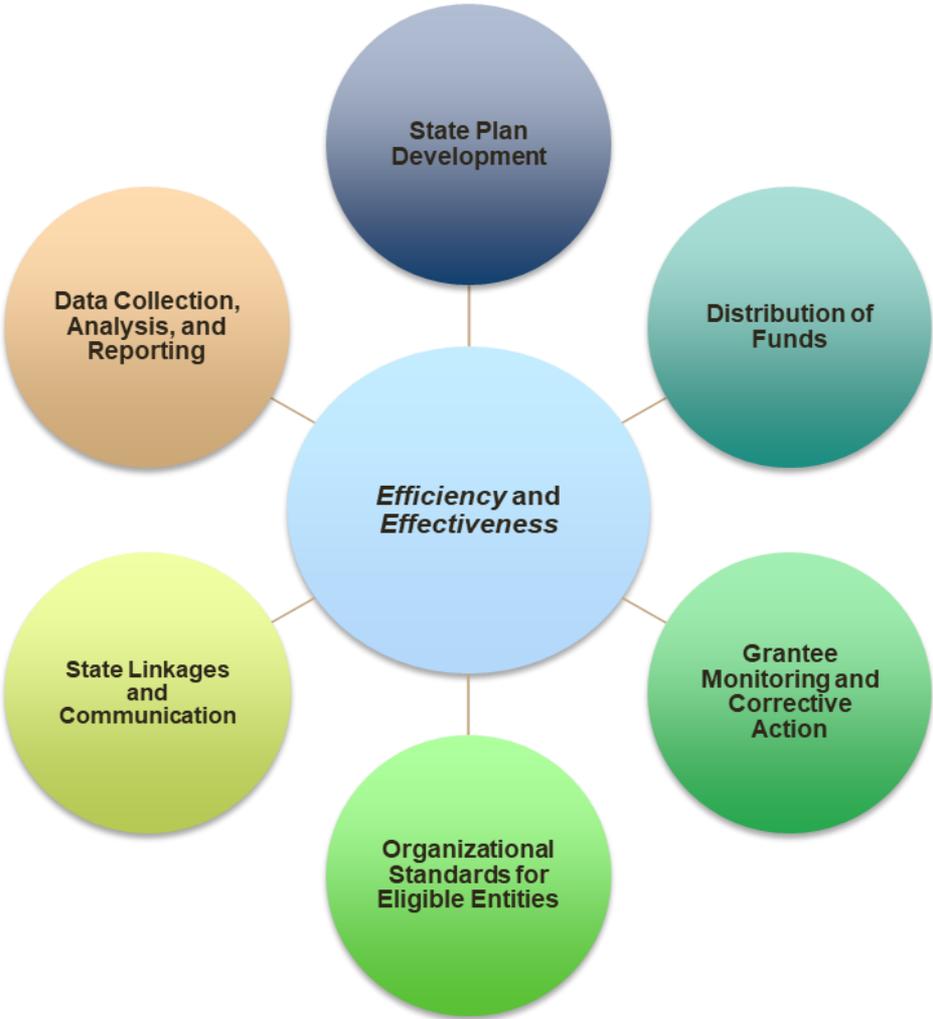
- The Standards were submitted to the Office of Community Services (OCS) in July 2013.
- Information Memorandum (IM) was issued in March/April 2014 for comments/feedback from the Network.
- OCS accepted all Standards (with some language changes for a few) and added two for a total of 58 Standards.
- January 26, 2015, IM 138 was issued to provide guidance and describe State and Federal roles and responsibilities.



Three Thematic Groups



State Accountability Measures



Federal Accountability Measures

State Plan
Review and
Process

Distribution of
Funds

Grant Monitoring
and Corrective
Action

Data Collection,
Analysis, and
Reporting

Organizational
Standards

Training and
Technical
Assistance

Communications

Grantee
Satisfaction

HOW DOES THIS ALL FIT TOGETHER?



The National Community Action Network Theory of Change

Community Action Goals

Goal 1: Individuals and families with low incomes are stable and achieve economic security.

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Goal 3: People with low incomes are engaged and active in building opportunities in communities.



Services and Strategies

Employment



Education & Cognitive Development

Income, Infrastructure & Asset Building



Housing

Health/Social



Behavioral Development



Civic Engagement & Community Involvement

Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

Performance Management

How well does the network operate?

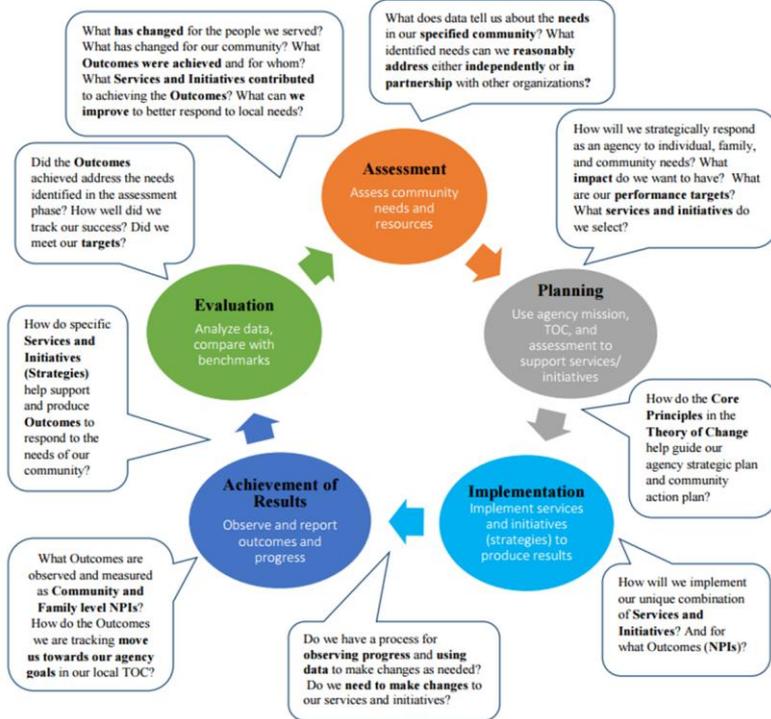


What difference does the network make?

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

- Individual and Family National Performance Indicators
- Community National Performance Indicators

A national network of over 1,000 high performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.



ROMA NEXT GENERATION OVERVIEW BUILDING ON THE ROMA FOUNDATION

ROMA

Results Oriented Management and Accountability (ROMA) has been identified as the standard performance management system used by Community Action Agencies and other Eligible Entities as part of the conditions of receiving federal Community Service Block Grant (CSBG) funding.

Key Additions to ROMA

National Theory of Change (TOC)

Local TOCs

CSBG Annual Report

Increased focus on community level work

Increased focus on analysis and use of data

Emphasis on the integration of all phases of the ROMA cycle

COMMUNITY NEEDS ASSESSMENT



Assessing the Need

- Individual and Family: Adults with low-incomes do not have the skills required to obtain a job.
- Community: There are limited living wage jobs.
- Individual and Family: Pre-school age children are not prepared for Kindergarten.
- Community: The neighborhood does not have early childhood programs.

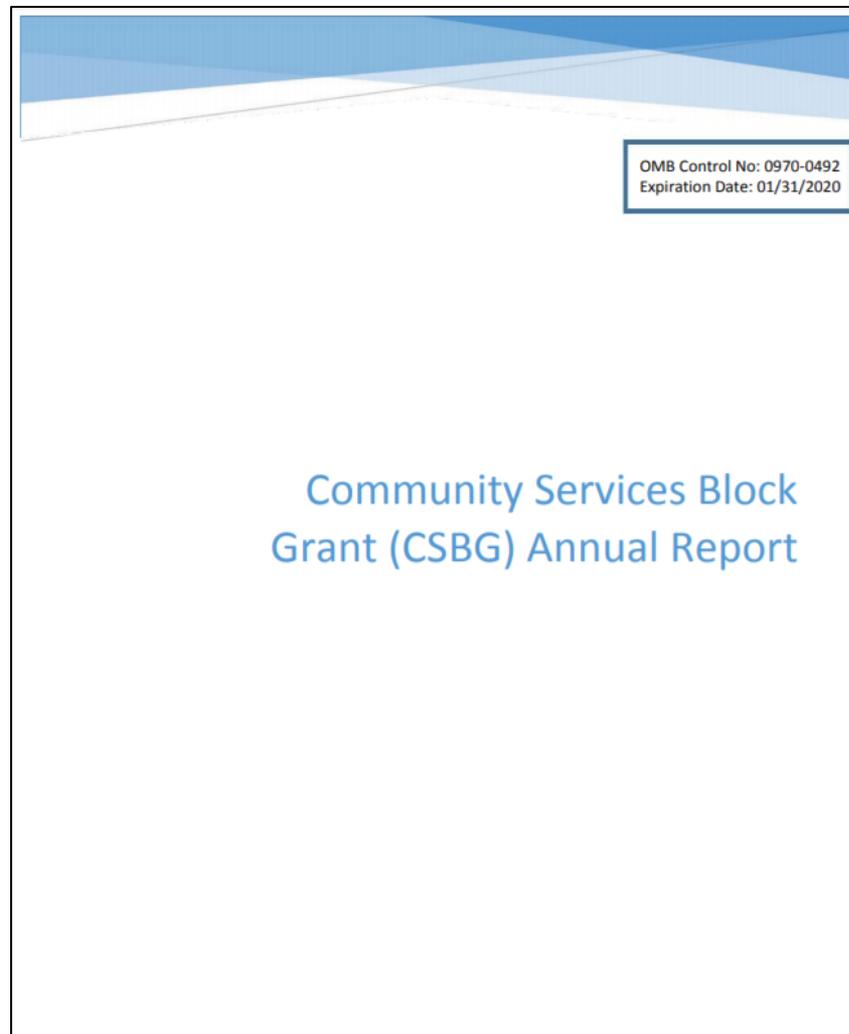
Making Connections – When the Strategy Isn't Community Level

- There is limited affordable housing in our community.
 - We will provide tangible assistance to families who are at risk of eviction or foreclosure.
- There are no dentists in the area who accept Medicaid.
 - We will assist families in their application for Medicaid.
- There are a limited number of adult literacy classes in the evening.
 - We will work with adults to teach them basic literacy skills.

CSBG ANNUAL REPORT

New CSBG Annual Report

Actualizes the
Performance
Management
Framework as the
vehicle that moves
the framework
forward



Let's see how far we've come

January 12, 2017:

OCS received OMB approval for the new CSBG Annual Report

July 1, 2017:

July States begin collecting data for Modules 2-4 of the new annual report

October 1, 2017:

October – September States begin collecting data for Modules 2-4

January 1, 2018:

All states begin collecting data for Modules 2-4

April 7, 2018:

States submit the FY17 CSBG IS. This marks the final CSBG IS submission.

April 7, 2018:

States submit Module 1 of the new Annual Report for the second time in OLDC.

Where are we now?

- The CSBG IS Report has been **phased out**.
- **All states** are collecting and reporting in **the new CSBG Annual Report**.
 - **A few states** are in their second year of data collection.
- **States will submit** Modules 2, 3 and 4 into OLDC on **April 30, 2019**



CSBG Annual Report

Module 1

- **State Administration** (States began submitting in March, 2017)

Module 2

- **CSBG Eligible Entity Expenditures, Capacity, and Resources** (Agencies will submit FY18 data to their state offices in 2019. States will submit to OCS on April 30, 2019)

Module 3

- **Community Level** (Agencies will submit FY18 data to their state offices in 2019. States will submit to OCS in April 30, 2019)

Module 4

- **Individual and Family Level** (Agencies will submit FY18 data to their state offices in 2019. States will submit to OCS in April 30, 2019)

Module 1

STATE ADMINISTRATION

Module 1 – CSBG Annual Report



Module 2

CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity Reporting: _____

A.1. CSBG Eligible Entity Reporting Period	"X"
A.1a. July 1 - June 30	
A.1b. October 1 - September 30	
A.1c. January 1 - December 31	

A.2. CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3. Of the CSBG funds reported above, report the total amount used for Administration. For more information on what qualifies as Administration, refer to IM37.	
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SmartForms – Module 2

A.1 Local Agency Reporting Period:

FY 18 Data Entry

A.1a. July 1-June 30	<input checked="" type="checkbox"/>
A.1b. October 1-September 30	<input type="checkbox"/>
A.1c. January 1-December 31	<input type="checkbox"/>

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development (includes nutrition)	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (e.g. partnerships that support multiple domains)	
A.2i. Agency Capacity Building (detailed below in Table A.4)	
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

A.1 Local Agency Reporting Period:

FY 17 Data Comparison

A.1a. July 1-June 30	NEW DATA FIELD
A.1b. October 1-September 30	NEW DATA FIELD
A.1c. January 1-December 31	NEW DATA FIELD

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education	
A.2c. Income Management	
A.2d. Housing	
A.2e. Health + Nutrition	
A.2f. Civic Engagement and Community Involvement	NEW DATA FIELD
A.2g. Services Supporting Multiple Domains	NEW DATA FIELD
A.2h. Linkages	
A.2i. Agency Capacity Building (detailed below in Table A.4)	NEW DATA FIELD
A.2j. Emergency Services + Self Sufficiency + Other	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Module 2: Linkages

A.2h. Linkages (e.g. partnerships that support multiple domains): Many of the activities that were associated with Linkages are now captured in **A.2i. Agency Capacity Building**, which narrows the definition of Linkages. Linkages includes the activities that build partnerships related to community initiatives, work on collaborations and Information and Referral (I/R) calls. For example, staff time spent at regular community resource sharing meetings where the purpose is to inform the community about available programs and resources should be reported here. Report all federal CSBG funds expended on linkages here on both individual/family services and community strategies.



M2, Page 4

Linkages v. Civic Engagement?

- The difference between Linkages and Civic Engagement is that ***Linkages are intended to build relationships and partnerships***. Linkages are the activities that a CSBG Eligible Entity engages in to ***connect themselves to other providers and resources*** in the community. Civic Engagement is the intentional work done to make a difference in the community through ***political and non-political processes such as advocacy, leadership, or other coordinated efforts***.

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Example:

As a result of needs identified in their CNA the CAA has a goal to help individuals with low-incomes move up the economic ladder. The agency uses CSBG funds to pay a few months emergency rent for some participants in the job training program so they can complete the training program.

Where would you report these funds in Module 2?

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Employment

or

Housing

...the case can be made either way.

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Example:

The CAA has a goal in its Strategic Plan to improve access to transportation. CSBG funds are used to support an Executive Director's time spent working on a coalition to change state policies in order to be able to increase transportation in the City.

Where would you report these funds in Module 2?

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Civic Engagement

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Example:

A CSBG program manager attends a monthly community resource sharing meeting. Their time is paid out of CSBG funds.

Where would you report these funds in Module 2?

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Linkages

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Example:

The CAA has a commitment to help individuals with low-incomes meet their specific education, employment or goals. CSBG funds are used to support a Family Development program.

Where would you report these funds in Module 2?

Module 2: CSBG Eligible Entity Expenditures, Capacity, And Resources

Services Supporting Multiple Domains

Number of Agencies Reporting: 9

Table 1: Total amount of CSBG funds expended in FY 2017 by Service Category

Service Category	CSBG Funds
1. Employment	\$113,645
2. Education	\$250,576
3. Income Management	\$250,601
4. Housing	\$705,480
5. Emergency Services	\$510,414
6. Nutrition	\$678,656
7. Linkages	\$145,158
8. Self Sufficiency	\$212,660
9. Health	\$2,500
10. Other	\$50,540
Totals	\$2,920,231

Of the CSBG funds reported above \$305,910 were for administration.

10.48%

Please consult the instructions regarding what constitutes "administration."

Table 2: Of the funding listed in Table 1: Funds for Services by Demographic Category, FY 2017

Demographic Category	CSBG Funds
1. Youth (Aged 12-18)	\$35,048
2. Seniors (Aged 55+)	\$53,199

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	
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[*for more information on what qualifies as Administration, refer to IM37](#)

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education	
A.2c. Income Management	
A.2d. Housing	
A.2e. Health + Nutrition	
A.2f. Civic Engagement and Community Involvement	NEW DATA FIELD
A.2g. Services Supporting Multiple Domains	NEW DATA FIELD
A.2h. Linkages	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	NEW DATA FIELD
A.2j. Emergency Services + Self Sufficiency + Other	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	
---	--

[*for more information on what qualifies as Administration, refer to IM37](#)

Reporting in Module 2

- What is the process in your agency?
- Where might you report CSBG dollars spent in the new categories?



Module 2

A.4. Details on Agency Capacity Building Activities Funded by CSBG:

1. Please identify which activities were funded by CSBG under Agency Capacity in Table A.2. Please check all that apply.

- Community Needs Assessment Data Management & Reporting Other*
- Strategic Planning Training & Technical Assistance

**Below please specify Other Activities funded by CSBG under Agency Capacity:*



A.2i. Agency Capacity Building (detailed below in A.4.): Report all federal CSBG funds expended on agency capacity building, which is detailed in A.4. on this form. For example, if staff are involved in the Community Needs Assessment, Strategic Plan, or time spent in training, it should be reported here.

Agency capacity building is the training, technical assistance, or other activity that helps a Board member or staff person improve their skills, knowledge and understanding of CSBG or other programs with the explicit purpose of building the capacity of the CSBG Eligible Entity to achieve results. Activities can include staff development, strategic planning sessions, succession planning, ROMA Activities, Organizational Standards technical assistance, fiscal training, risk assessment, or Board retreats.

Agency Capacity Building

Module 2: Capacity Building

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment)

B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	
B.2b. Hours of Agency Staff in capacity building activities	

B.2. Hours of Agency Capacity Building asks the CSBG Eligible Entity to report the number of hours that Board members and staff spent in agency capacity building activities. For example, if two staff members enroll in and complete the National Peer-to-Peer ROMA Training Program, the total hours that the first person spent in training was 15 and the total hours the second person spent was also 15, the CSBG Eligible Entity should enter 30 hours in B.2b.

B.2a. Hours of Board Members in capacity building activities: enter the total number of hours that all Board members spent in capacity building activities. This item aims to capture the hours Board members spent on activities such as planning, assessing community needs and resources, or participating in training. Reporting of all hours Board members spent in board meetings should be entered in B.3.

B.2b. Hours of Agency Staff in capacity building activities: enter the total number of hours that all CSBG Eligible Entity staff members combined spent in capacity building activities.

Module 2: Capacity Building

B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes: B.3a.1 is focused on documenting how people with low-income are supported by the local CSBG Eligible Entity to have a stake in their community. This section provides a snapshot of involvement of individuals with low-income in their community by tracking the number of volunteer hours donated by such individuals.

While B.3a. asked for the total number of hours donated by all volunteers, in B.3a.1. report only the hours from the above that were donated by persons with low-incomes. This number for B.3a.1. should never be more than B.3a. To know which volunteers are persons with low-incomes, a CSBG Eligible Entity does not need to complete income verification, but can ask a clarifying question on their volunteer application or complete an anonymous survey of their volunteers.

Examples of Applicable Activities:

- Individuals with low-incomes volunteering in any Community Action initiatives.
- Individuals with low-income serving on CAA Boards.
- Individuals with low-income serving on Head Start Policy Council.
- Community members with low-income assist a CAA with poverty simulations.



M2, Page 8

When making decisions about where to report CSBG expenditures consider the following:



What problem is the program/initiative the expenditure is connected to trying to solve?



What outcome is the program/initiative the expenditure is connected to trying to achieve?

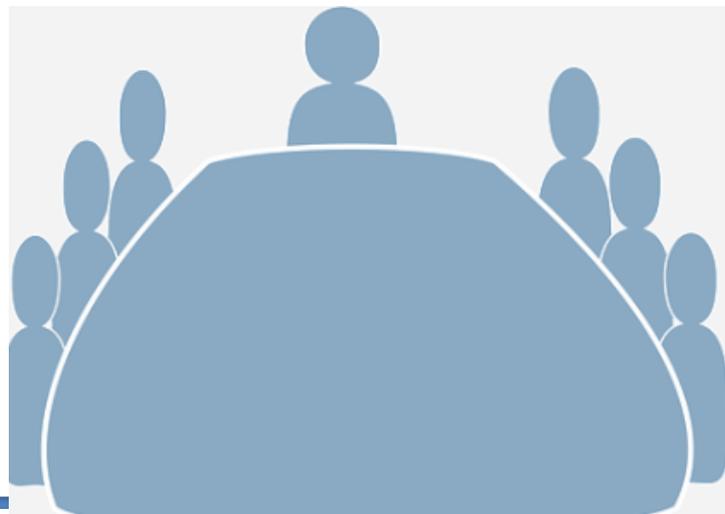


What is the intent of making the investment and using CSBG funding?



B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	
B.2b. Hours of Agency Staff in capacity building activities	

B.3. Volunteer Hours (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	



B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	
B.4c. Number of Certified Community Action Professionals (CCAP)	
B.4d. Number of Staff with a child development certification	
B.4e. Number of Staff with a family development certification	
B.4f. Number of Pathways Reviewers	
B.4g. Number of Staff with Home Energy Professional Certifications	
B.4g.1. Number of Energy Auditors	
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	
B.4g.4. Number of Quality Control Inspectors (QCI)	
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (<i>Please specify others below</i>):	



Module 2: Certifications

In B.4. report the total number of staff who hold the specific certifications listed during the reporting period. The same person can be reported under multiple certifications and can be reported multiple years in a row while they work with the CSBG Eligible Entity. If a staff member holds a certification, such as those obtained through WIC, Certified Public Accountant, Social Work licensure, or other licensures that are not listed, please include them in **B.4m. Other**. Do not report college degrees, only report certifications obtained related to the work of the CSBG Eligible Entity.

B.4a. Number of Nationally Certified ROMA Trainers: Report the number of ROMA Trainers certified through the [Association of Nationally Certified ROMA Trainers](#). Do not include staff who are in the process of becoming certified.

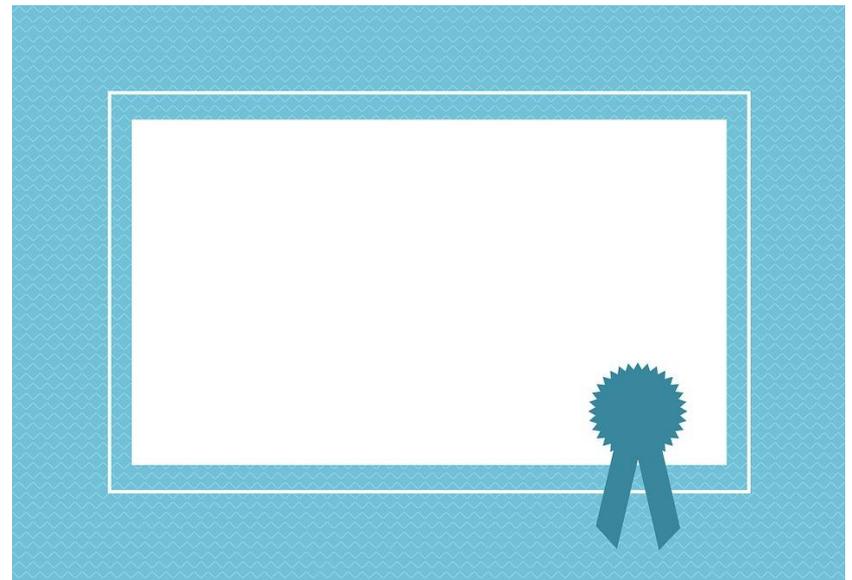
B.4b. Number of Nationally Certified ROMA Implementers: Report the number of ROMA Implementers certified through the [Association of Nationally Certified ROMA Trainers](#). Do not include staff who are in the process of becoming certified.

B.4c. Number of Certified Community Action Professionals (CCAP): Report the number of CCAPs certified through the [Community Action Partnership](#). Do not include staff who are in the process of becoming certified.

B.4d. Number of staff with a child development certification: Report the number of child development certifications obtained through a national credentialing program. Do not include staff who are in the process of becoming certified. For example, report Child Development Associate certificate obtained by some early childhood education staff.

Module 2: Certifications

B.4m. Other (Please specify others below): Report the number of staff who hold other certifications. If a number is reported here, specify the types of certifications in the space below. If a staff member holds a certification, such as those obtained through WIC, Certified Public Accountant, Social Work licensure, or other licensures that are not listed, please include them here. Do not report college degrees; only report certifications obtained.



B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	
B.5b. Faith Based	
B.5c. Local Government	
B.5d. State Government	
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	
B.5g. Consortia/Collaborations	
B.5h. School Districts	
B.5i. Institutions of Post-Secondary Education/Training	
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	
B.5l. Statewide Associations or Collaborations	

Include the number of organizations that make up the types of partnerships mentioned above. Only report the number of organizations the CSBG Eligible Entity is engaged with and not the number of partnerships with each type of CSBG Eligible Entity. For example, a CAA may have a partnership with three different departments within the Department of Education, however the Department of Education is only one organization. As such, the number “one” should be reported to represent the Department of Education. If an organization qualifies within multiple categories, CSBG Eligible Entities should report the organization in only one category, its primary classification. For example, Catholic Charities is a non-profit, faith-based organization. However, their primary mission is faith-based and should be reported under faith-based

Module 2: Allocated Resources

Module 2, Section C: Allocated Resources per CSBG Eligible Entity

Section C: Allocated Resources per CSBG Eligible Entity data entry form provides data on resources allocated to, and administered through, the CSBG Eligible Entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act. Section C characterizes the work of the network and places it within a realistic context.

All reported dollars should be allocated dollars. **Allocated dollars** are the amount that is available to each CSBG Eligible Entity during a twelve-month period. If a contract covers a three-year period, only report the amount allocated for the most current year of the contract.



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Page 9

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity: _____

C.1. CSBG Eligible Entity Reporting Period		"X"
C.1a. July 1 - June 30	<i>auto-populated from Module 2, Section A</i>	
C.1b. October 1 - September 30		
C.1c. January 1 - December 31		

C.2. Amount of FY 20XX CSBG allocated to reporting entity

C.3. Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) *(include oil overcharge \$\$)* C.3a.

C.3b. Health and Human Services (HHS)

C.3b.1.	LIHEAP - Fuel Assistance <i>(include oil overcharge \$\$)</i>	C.3b.1.	
C.3b.2.	LIHEAP - Weatherization <i>(include oil overcharge \$\$)</i>	C.3b.2.	
C.3b.3.	Head Start	C.3b.3.	
C.3b.4.	Early Head Start	C.3b.4.	
C.3b.5.	Older Americans Act	C.3b.5.	
C.3b.6.	Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7.	Medicare/Medicaid	C.3b.7.	
C.3b.8.	Assets for Independence (AFI)	C.3b.8.	
C.3b.9.	Temporary Assistance for Needy Families (TANF)	C.3b.9.	
C.3b.10.	Child Care Development Block Grant (CCDBG)	C.3b.10.	
C.3b.11.	Community Economic Development (CED)	C.3b.11.	

C.3b.12.	Other HHS Resources		
C.3b.12.i.		CFDA #: 	C.3b.12.i.
C.3b.12.ii.		CFDA #: 	C.3b.12.ii.
C.3b.12.iii.		CFDA #: 	C.3b.12.iii.
C.3b.12.iv.		CFDA #: 	C.3b.12.iv.

C.3b.13. Total Other HHS Resources (autocalculated) C.3b.13. \$ -

C.3c. Department of Agriculture (USDA)

C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	C.3c.1.	
C.3c.2.	All USDA Non-Food programs (e.g. rural development)	C.3c.2.	
C.3c.3.	All other USDA Food programs	C.3c.3.	

C.2. Amount of FY 2018 CSBG allocated to reporting entity c.2

C.3. Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) (include oil overcharge **) C.3a.

C.3b. Health and Human Services (HHS)

C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge **) C.3b.1.

C.3b.2. LIHEAP - Weatherization (include oil overcharge **) C.3b.2.

C.3b.3. Head Start C.3b.3.

C.3b.4. Early Head Start C.3b.4.

C.3b.5. Older Americans Act C.3b.5.

C.3b.6. Social Services Block Grant (SSBG) C.3b.6.

C.3b.7. Medicare/Medicaid C.3b.7.

C.3b.8. Assets for Independence (AFI) C.3b.8.

C.3b.9. Temporary Assistance for Needy Families (TANF) C.3b.9.

C.3b.10. Child Care Development Block Grant (CCDBG) C.3b.10.

C.3b.11. Community Economic Development (CED) C.3b.11.

C.3b.12. **Other HHS Resource Descrip** C.3b.12.

C.3b.12.i. CFDA #: C.3b.12.i.

C.3b.12.ii. CFDA #: C.3b.12.ii.

C.3b.12.iii. CFDA #: C.3b.12.iii.

C.3b.12.iv. CFDA #: C.3b.12.iv.

C.3b.13. Total Other HHS Resources (autocalculated) C.3b.13.

C.3c. Department of Agriculture (USDA)

C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC) C.3c.1.

C.3c.2. All USDA Non-Food programs (e.g. rural development) C.3c.2.

C.3c.3. All other USDA Food programs C.3c.3.

C.3d. Department of Housing and Urban Development (HUD)

C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local C.3d.1.

C.3d.2. Section 8 C.3d.2.

C.3d.3. Section 202 C.3d.3.

C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA) C.3d.4.

C.3d.5. HOPE for Homeowners Program (H4H) C.3d.5.

C.3d.6. Emergency Solutions Grant (ESG) C.3d.6.

C.3d.7. Continuum of Care (CoC) C.3d.7.

C.3d.8. All other HUD programs, including homeless programs C.3d.8.

C.3e. Department of Labor (DOL)

C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA C.3e.1.

C.3e.2. Other DOL Employment and Training programs C.3e.2.

C.3e.3. All other DOL programs C.3e.3.

C.3f. Corporation for National and Community Service (CNCS) program C.3f.

C.3g. Federal Emergency Management Agency (FEMA) C.3g.

C.3h. Department of Transportation C.3h.

C.3i. Department of Education C.3i.

C.3j. Department of Justice C.3j.

C.3k. Department of Treasury C.3k.

C.3l. Other Federal Resources

C.3li. CFDA #: C.3li.

C.2. Amount of FY 2017 CSBG allocated to reporting entity c.2

C.3. Federal Resources Allocated (Other than CSBG)

C.3a. Weatherization (DOE) (include oil overcharge **) C.3a.

C.3b. Health and Human Services (HHS)

C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge **) C.3b.1.

C.3b.2. LIHEAP - Weatherization (include oil overcharge **) C.3b.2.

C.3b.3. Head Start C.3b.3.

C.3b.4. Early Head Start C.3b.4.

C.3b.5. Older Americans Act C.3b.5.

C.3b.6. Social Services Block Grant (SSBG) C.3b.6.

C.3b.7. Medicare/Medicaid C.3b.7.

C.3b.8. Assets for Independence (AFI) C.3b.8.

C.3b.9. Temporary Assistance for Needy Families (TANF) C.3b.9.

C.3b.10. Child Care Development Block Grant (CCDBG) C.3b.10.

C.3b.11. Community Economic Development (CED) C.3b.11.

C.3b.12. **Other HHS Resources** C.3b.12.

C.3b.12.i. CFDA #: C.3b.12.i.

C.3b.12.ii. CFDA #: C.3b.12.ii.

C.3b.12.iii. CFDA #: C.3b.12.iii.

C.3b.12.iv. CFDA #: C.3b.12.iv.

C.3b.13. Total Other HHS Resources (autocalculated) C.3b.13.

C.3c. Department of Agriculture (USDA)

C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC) C.3c.1.

C.3c.2. All USDA Non-Food programs (e.g. rural development) C.3c.2.

C.3c.3. All other USDA Food programs C.3c.3.

C.3d. Department of Housing and Urban Development (HUD)

C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local C.3d.1.

C.3d.2. Section 8 C.3d.2.

C.3d.3. Section 202 C.3d.3.

C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA) C.3d.4.

C.3d.5. HOPE for Homeowners Program (H4H) C.3d.5.

C.3d.6. Emergency Solutions Grant (ESG) C.3d.6.

C.3d.7. Continuum of Care (CoC) C.3d.7.

C.3d.8. All other HUD programs, including homeless programs C.3d.8.

C.3e. Department of Labor (DOL)

C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA C.3e.1.

C.3e.2. Other DOL Employment and Training programs C.3e.2.

C.3e.3. All other DOL programs C.3e.3.

C.3f. Corporation for National and Community Service (CNCS) program C.3f.

C.3g. Federal Emergency Management Agency (FEMA) C.3g.

C.3h. Department of Transportation C.3h.

C.3i. Department of Education C.3i.

C.3j. Department of Justice C.3j.

C.3k. Department of Treasury C.3k.

C.3l. Other Federal Resources

C.3li. CFDA #: C.3li.



CSBG Annual Report

Module 1

- State Administration

Module 2

- CSBG Eligible Entity Expenditures, Capacity, and Resources

Module 3

- Community Level

Module 4

- Individual and Family Level

Module 3

COMMUNITY LEVEL

Utah FY 17 NPI 2.1

Utah

Outcomes of Efforts, FY 2017 - NPI 2.1

Number of Agencies Reporting: 8

Goal 2: The conditions in which low-income people live are improved.

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

	I.) Number of Projects or Initiatives (#)	II.) Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community	3 5	61
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community	2 2	3
C. Safe and affordable housing units created in the community	5 10	63
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy	7 268	555

Utah FY 17 NPI 2.2

Utah

Outcomes of Efforts, FY 2017 - NPI 2.2

Number of Agencies Reporting: 4

Goal 2: The conditions in which low-income people live are improved.

Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:

	I.) Number of Program Initiatives or Advocacy Efforts (#)	II.) Number of Community Assets, Services, or Facilities Preserved or Increased (#)
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	3	4
B. Increase in the availability or preservation of community facilities	3	1,991
C. Increase in the availability or preservation of community services to improve public health and safety	4	8
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	4	6
E. Increase in or preservation of neighborhood quality-of-life	4	1,010

Community Level Work

- **Economic Opportunity Act and CSBG Act** include the importance of addressing poverty on both the individual/family and community levels.

112 STAT. 2728

PUBLIC LAW 105-285—OCT. 27, 1998

42 USC 9801
note.

SEC. 119. REPEAL OF HEAD START TRANSITION PROJECT ACT.

The Head Start Transition Project Act (42 U.S.C. 9855-9855g) is repealed.

TITLE II—COMMUNITY SERVICES BLOCK GRANT PROGRAM

SEC. 201. REAUTHORIZATION.

The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) is amended to read as follows:

“Subtitle B—Community Services Block Grant Program

Community
Services Block
Grant Act.

42 USC 9901
note.

“SEC. 671. SHORT TITLE.

“This subtitle may be cited as the ‘Community Services Block Grant Act’.

42 USC 9901.

“SEC. 672. PURPOSES AND GOALS.

“The purposes of this subtitle are—

“(1) to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)); and

“(2) to accomplish the goals described in paragraph (1) through—

“(A) the strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;

“(B) the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency;

“(C) the greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;

“(D) the maximum participation of residents of the low-income communities and members of the groups served by programs assisted through the block grants made under this subtitle to empower such residents and members to respond to the unique problems and needs within their communities; and

CSBG ACT

From the CSBG Act...

“...to provide assistance to States and local communities, **working through a network of community action agencies and other neighborhood based organizations** for the reduction of poverty, **the revitalization of low-income communities**, and the empowerment of low-income families and individuals...”

“...the greater use of innovative and effective **community-based approaches to attacking the causes and effects of poverty and of community breakdown;**”

WHAT IS COMMUNITY LEVEL WORK?

Definition of Community Level Work

A **community-level initiative** is any project, program, coalition, group, committed entities, or other group or activity that:
has a **clearly defined purpose or goal to create measurable community-level change in a specific community** (e.g. neighborhood, school district, service area).

Community-level initiatives are about **changing the conditions and environment** (e.g. assets, infrastructure, capital) where households with low income live and work. These initiatives are **guided by the Community Needs Assessment** that is completed at least every three years (Organizational Standards 3.1).

Definition of Community Level Work

<u>Definition of Community-Level Work</u> Does the Initiative:	
✓	Meet a clearly identified community need?
✓	Result in community change that is observable and measurable? AND Is that change a direct result of the initiative?
✓	Include community strategies that engage external stakeholders? (e.g., customers, community partners or others in the community)

Source: Module 3 Draft Instructions

Community Housing Example

Need: There is a lack of Affordable Housing

Outcome: There is an increase in affordable housing in the community.

Indicator (CNPI):

- CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).
 - (Count of Change)

Community School Readiness Example

Need: Preschool Readiness data revealed that low-income children were less likely to be kindergarten ready than children coming from other households.

Outcome: The goal is to increase early childhood education, specifically in the 40210 ZIP code area.

Indicator (CNPI):

- CNPI 2g Percent increase of children in the identified community who are kindergarten ready.
 - (Rate of Change)

COMMUNITY INITIATIVE STATUS FORM

Module 3, Section A: Community Initiative Status Form

Name of CSBG Eligible Entity Reporting: _____

	Use the dropdown menu to select the response where appropriate.
1. Initiative Name	
2. Initiative Year	1-7+ years
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem)
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)
5. Issue/CSBG Community Domains	Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement
6. Ultimate Expected Outcome	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
7. Identified Community	Neighborhood, City, School District, County, Service Area, State, Region, or Other
8. Expected Duration	Narrative (Provide the range in years, e.g. 1-3 years)
9. Partnership Type	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners

Module 3, Section A: Community Initiative Status Form

10. Partners	Narrative (Provide a narrative on the key 1-3 partners)
11. Strategy(ies)	Select from the Community Level Strategies listed in Section C
12. Progress on Outcomes/Indicators	No Outcomes to Report, Interim Outcomes, Final Outcomes
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)
14. Outcomes/Indicators to Report	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
15. Final Status	Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value
16. Lessons Learned	Narrative

Crosswalk Logic Model and Community Initiative Status Form

CAA and **7. Identified Community**

Program: **1. Initiative Name**

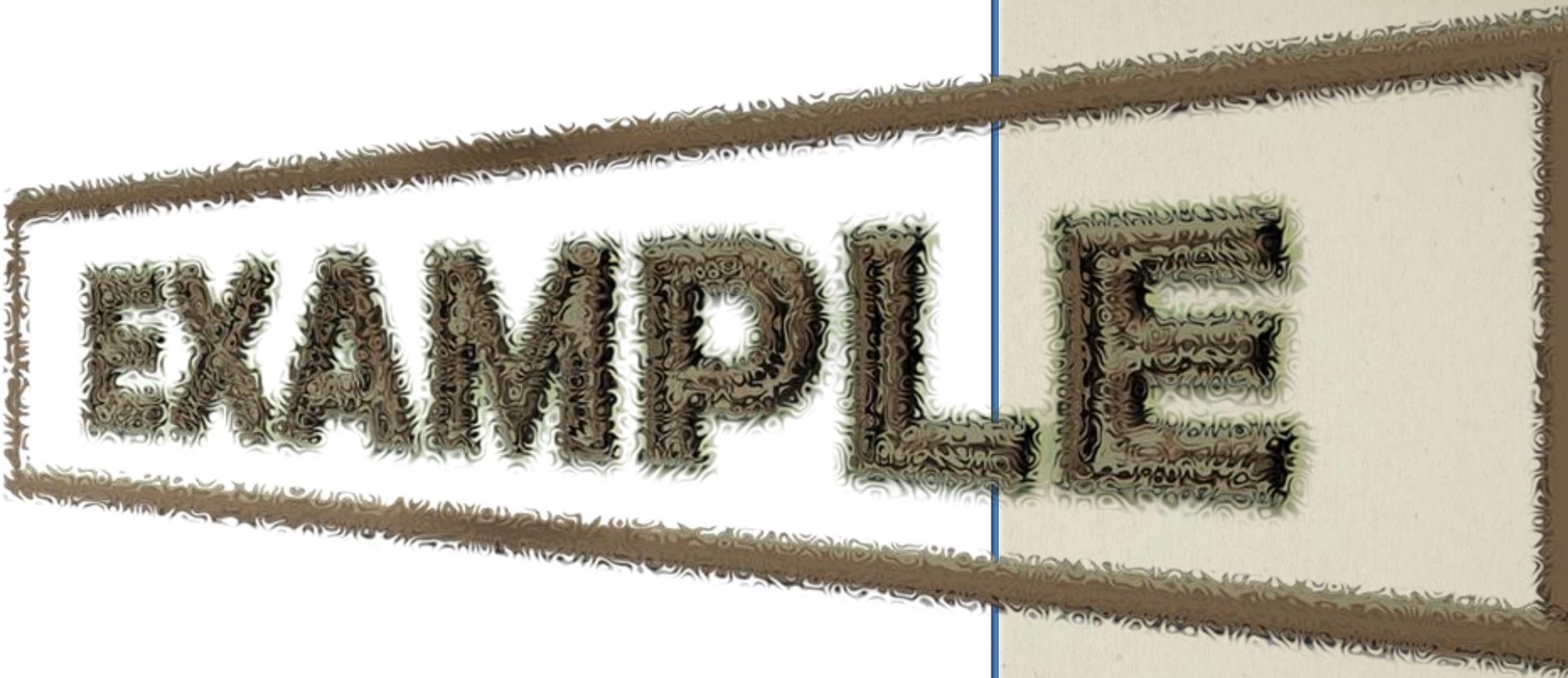
Family Agency Community

2. Initiative Year

8. Expected Duration

Identified Problem, Need or Situation	Service or Activity <i>the # of to be served; the # of units of service offered; the time frame for the project.</i>	Outcome General statement of results expected	Indicator <i>Projected # expected to achieve each outcome divided by the number served -> the % expected to achieve</i>	Actual Results <i>Actual # of clients who did achieve each outcome divided by the number served -> the % actually achieved</i>	Measurement Tool <i>Evidence, proof the change occurred</i>	Data Processes <i>Collection Procedures, Personnel Responsible</i>	Frequency of Data Collection and Reporting
Planning	Intervention	Benefit	Performance	Performance	Accountability	Accountability	Accountability
3. Problem Identification 5. Issue/CSBG Community Domains	9. Partnership Type 10. Partners 11. Strategy(ies)	4. Goal/Agenda	6. Ultimate Expected Outcome (as measured by NPIs)	13. Impact of Outcomes <i>How many to be impacted</i> 14. Outcomes/Indicators to Report	12. Progress on Outcomes /Indicators 15. Final Status 16. Lessons Learned <i>Proof/measurement of change is a part of the Lessons Learned discussion</i>		
Mission:							

	Use the dropdown menu to select the response where appropriate.	Questions to Consider During Review	Respo
1. Initiative Name			
2. Initiative Year	1-7+ years	<input type="checkbox"/> This a new initiative. <input type="checkbox"/> If not new in the current year, the number of years it has been operating is identified.	
3. Problem Identification Responses here should address the first definition of Community Level work: <input checked="" type="checkbox"/> The initiative meets a clearly identified community level need.	Narrative (Provide a narrative on the scope of the problem)	Check if this narrative: <input type="checkbox"/> Clearly articulates a community level need. <input type="checkbox"/> Includes supporting data. <ul style="list-style-type: none"> <input type="checkbox"/> Are data sources cited? <input type="checkbox"/> Is baseline data provided? <input type="checkbox"/> Is data representative of the Identified Community (line 7)? <input type="checkbox"/> References the agency's community needs assessment (CNA). <ul style="list-style-type: none"> <input type="checkbox"/> Does the quote from the CNA clearly identify the need at the community level? <input type="checkbox"/> Does the narrative also specify what data supported the needs assessment finding? 	
4. Goal/Agenda Responses should address the second and third definitions of Community Level work: <input checked="" type="checkbox"/> The initiative results in community change that is observable and measurable AND that change is a direct result of the initiative.	Narrative (Provide a narrative on the goal/agenda)	Check if this narrative: <input type="checkbox"/> Clearly articulates a goal statement/ <u>ultimate goal</u> for this initiative. (i.e. - "The ultimate goal of this initiative is to ____.") <input type="checkbox"/> Indicates whether there are interim goals. (i.e. - "During this fiscal year/next few years, the initiative will work to achieve ____.") <ul style="list-style-type: none"> <input type="checkbox"/> Are any interim goals reflected in the CNPIs reported (line 14)? <input type="checkbox"/> Describes how the initiative addresses the problem (line 3) at the community level -- the community change will result. (i.e. - if need wa80	



End Unsheltered Homelessness in Snohomish County

Need:

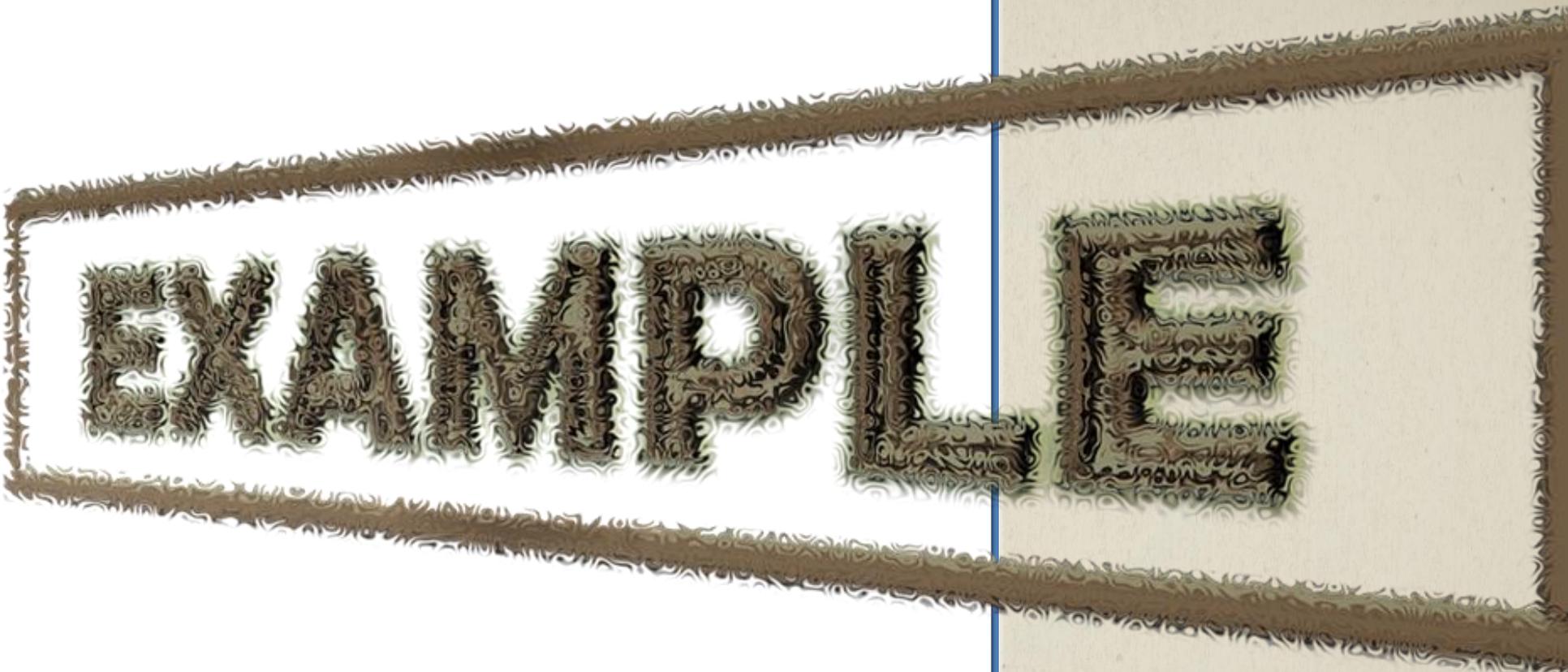
During the 2017 Point in Time Count 515 Snohomish County residents were experiencing unsheltered homelessness, an 11% increase from the year prior. The 2015 Needs Assessment found that housing was one of the most pressing needs in Snohomish County; 68.8% of direct service providers reported that safe and affordable housing was not easy to access...ranking as the second most difficult service to access. 33% of low-income respondents reported having been homeless at least once in the past year.

End Unsheltered Homelessness in Snohomish County

Outcomes:

- Number of shelter beds maintained
- Number of safe and affordable housing units developed
- Decrease in the percent of individuals experiencing unsheltered homelessness

Strategies: Other-campaign to send unsheltered homelessness, assist shelter facilities transition to low-barrier models, provide training on low-barrier and housing first practices, increase capacity of permanent housing interventions, increase integration of behavioral health and housing services



ChildCare Expansion in Counties X and Y

Need:

Due to the loss of Family Child Care Providers and child care opportunities over the past year, Counties X and Y have been designated Child Care Deserts. Employers are struggling to find workers due to lack of services.

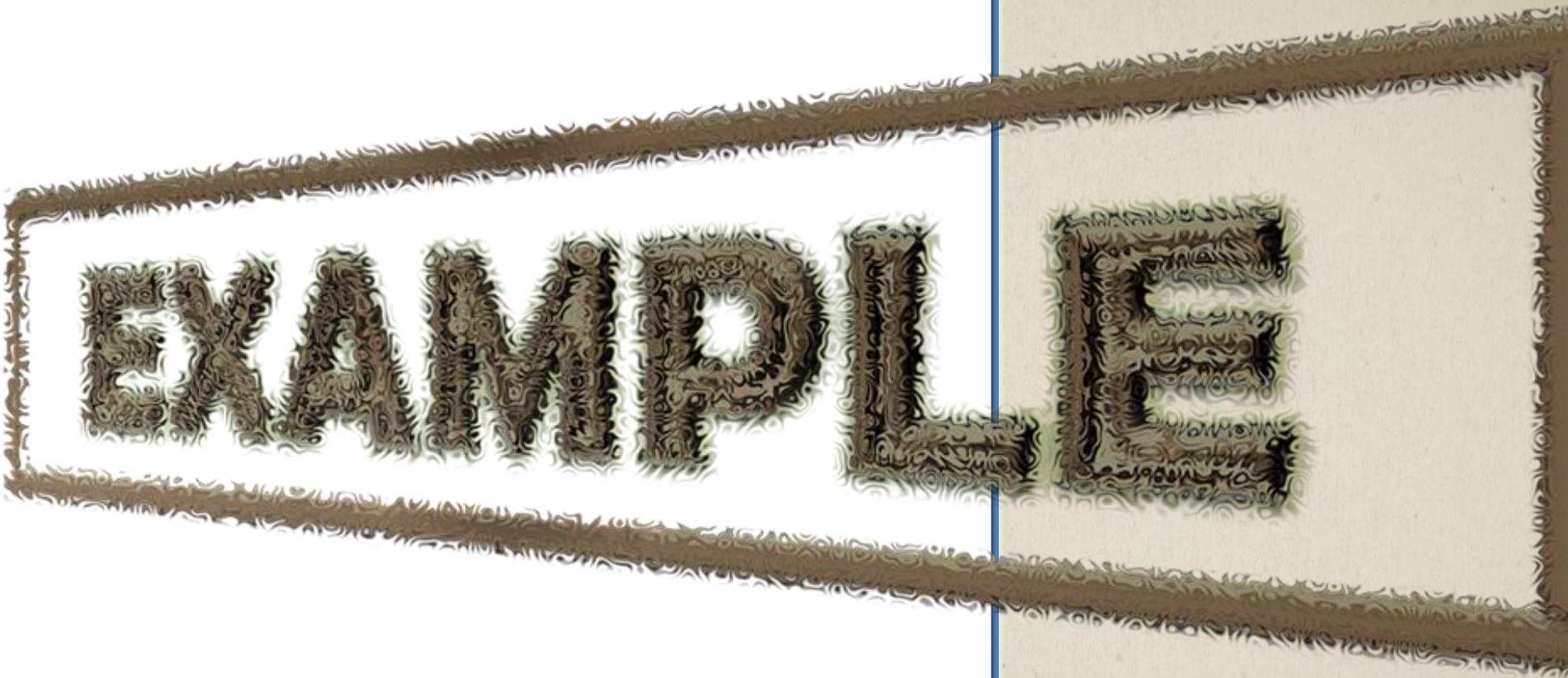
ChildCare Expansion in Counties X and Y

Outcomes:

- Number of jobs created
- Number of job opportunities maintained
- Number of “living wage” jobs created
- Number of “living wage” jobs maintained
- Other-Number of child care opportunities created that led to employment

Strategies:

- Job creation/employment
- Commercial space development



Utah Examples

Utah's Intergenerational Poverty Initiative

Since 2012, Utah has utilized research and data to embark on a strategic campaign to ensure that the state is the national leader in promoting the well-being of children experiencing intergenerational poverty.

Over the past six years, the state has made progress addressing intergenerational poverty by creating a collaborative environment to solve this complex issue. It continues to leverage its success in reducing income inequality and moving people out of poverty to ensure families experiencing intergenerational poverty participate in the state's economic gains.



History of Utah's Efforts

Baseline Data for Cohorts

Each year, data is provided that establishes the number of adults and children experiencing intergenerational poverty. The data contained in this scorecard provides an update on those groups.



+ R Utah	Reduce families experiencing IGP; improving quality of life and helping them become economically stable	Time Period	Actual Value	Current Trend	Baseline % Change
+ I Utah	Adults experiencing IGP	2017	40,122	↗ 3	12% ↗
+ I IGP	% of all Utah adults experiencing intergenerational poverty.	2017	4%	↗ 1	-8% ↘
+ I IGP	Children Experiencing IGP	2017	59,059	↘ 1	16% ↗
+ I IGP	Young Adults, 18-21 yo, experiencing IGP	2017	5,835	↗ 3	7% ↗
+ I IGP	% Utah Children Experiencing IGP	2017	7%	↘ 1	7% ↗
+ I IGP	% of adults receiving public assistance who are experiencing intergenerational poverty	2017	28.7%	↗ 3	21% ↗
+ I IGP	% of children at risk of remaining in poverty as adults	2017	28%	↘ 1	-3% ↘
+ I IGP	% of IGP Children living in single-parent households	2017	61%	→ 1	0% →

CSBG Annual Report: Module 3

Activity - Community Level Work

- Think about an example of a community-level initiative in one of your agencies.
- Use what we have talked about to inform how you would fill out the Community Initiative Status Form for that initiative.
- Complete a Community Initiative Status Form.
- Use the review questions to decide if it's a community level initiative.



COMMUNITY NATIONAL PERFORMANCE INDICATORS

Module, Section B: Community National Performance Indicators (CNPIs)

CNPIs are a menu of options.

Every domain includes an “other” option.

Two indicator types, counts of change and rates of change.

Some rates of change CNPIs are outcomes that will take multiple years to achieve and the CAA will be leading or working with a number of partners.

National Performance Indicators (NPIs)

Module 3

Counts of Change	Counts of Change for Employment Indicators (CNPI 1)
	CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.
	CNPI 1b Number of job opportunities maintained in the identified community.
Rates of Change	Rates of Change for Employment Indicators (CNPI 1)
	CNPI 1f Percent decrease of the unemployment rate.
	CNPI 1g Percent decrease of the youth unemployment rate.

National Performance Indicators (NPIs)

Module 3

I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
			#DIV/0!

COMMUNITY LEVEL STRATEGIES

	Housing Strategies (STR 4)
STR 4a	End Chronic Homelessness Campaign
STR 4b	New Affordable Single Unit Housing Creation
STR 4c	New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
STR 4d	Tenants' Rights Campaign
STR 4e	New Shelters Creation (including day shelters and domestic violence shelters)
STR 4f	Housing or Land Trust Creation
STR 4g	Building Codes Campaign
STR 4h	Housing Policy Changes
STR 4i	Housing Legislative Changes
STR 4j	Other Housing Strategy: (please specify)

	Health and Social/Behavioral Development Strategies (STR 5)
STR 5a	Health Specific Campaign
STR 5b	Farmers Market or Community Garden Development
STR 5c	Grocery Store Development
STR 5d	Gun Safety/Control Campaign
STR 5e	Healthy Food Campaign
STR 5f	Nutrition Education Collaborative
STR 5g	Food Bank Development
STR 5h	Domestic Violence Court Development
STR 5i	Drug Court Development
STR 5j	Alternative Energy Source Development
STR 5k	Develop or Maintain a Health Clinic
STR 5l	Health and Social/Behavioral Development Policy Changes
STR 5m	Health and Social/Behavioral Development Legislative Changes
STR 5n	Other Health and Social/Behavioral Development Strategy: (please specify)

***Community
Services
Block Grant***

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of Community Assistance
330 C Street, S.W., 5th Floor
Mail Room 5425
Washington, DC 20201

***Dear Colleague
Letter***

<http://www.acf.hhs.gov/programs/ocs/programs/csbg>

**Re: CSBG Annual
Report – Module 3
Staged
Implementation**

Date: April 6, 2018

OF MODULE 3

Stage Implementation of Module 3

- **Complete Submission:** Any CSBG Eligible Entity implementing a community-level change initiative that can complete all of Module 3, the Community Initiative Status form, Community National Performance Indicators (CNPIs) (Section 2), and Strategies (Section 3), will submit the entire Module 3 to their CSBG State Office to review and submit to OCS by March 31, 2019.
- **Partial Submission:** Any CSBG Eligible Entity implementing a community-level change initiative who does not have capacity for full reporting (i.e. needs technical assistance to complete the form, still working to identify internal processes in order to report, needs other technical assistance in order to report) will, at a minimum, provide responses to questions 1-7 of the Community Initiative Status form in Module 3 for the CSBG State Office to review and submit by March 31, 2019.



Education and Cognitive Development Indicator Instructions (*Counts of Change*)

Examples, Definitions, and Notes

CNPI 2a: Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	This field will be auto-populated with information from Section I.	Enter the number of accessible and affordable early childhood or preschool education assets/ resources that the initiative targeted for addition in the identified community for the reporting period.	Enter the number of accessible and affordable early childhood or preschool education assets/ resources that the initiative actually added in the identified community during the reporting period.	This field will be auto-calculated.
Example	<p>A CAA implemented a community-wide initiative to increase the number of early childhood centers that offer educational activities (via approved programs or curricula).</p> <ul style="list-style-type: none"> • The target was to add 30 new educational programs at child care centers across their identified community (Column II). • The actual number of new educational programs adopted by child care centers in the identified community was 20 (Column III). 			
Definition, Notes	<ul style="list-style-type: none"> • An accessible and affordable early childhood or preschool education asset or resource is the creation of a new location for preschool education or the addition of educational activities to an already existing child care center that did not offer educational activities. • Report only resources or assets that were added to the community as a direct result of the initiative. • Do not report participation in early childhood or preschool education among program participants (<i>these will be reported in Module 4</i>). 			

Education and Cognitive Development Indicator Instructions (*Rates of Change*)

Examples, Definitions, and Notes

CNPI 2g: Percent increase of children in the identified community who are kindergarten ready.	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (#)	IV.) Expected % change from baseline (Target % auto-calculated)	V.) Actual Results (#)	VI.) Actual % change from baseline (% auto-calculated)	VII.) Performance target accuracy (% auto-calculated)
	This will be auto-populated from Section I.	Enter the baseline kindergarten readiness rate.	Enter the target kindergarten readiness rate.	This field will be auto-calculated.	Enter the actual kindergarten readiness rate at the end of the current reporting period.	This field will be auto-calculated.	This field will be auto-calculated.
Example	<p>A CAA worked with local school district officials to increase outreach and early learning program enrollment with the goal of increasing kindergarten readiness among households with people who have low incomes.</p> <ul style="list-style-type: none"> The baseline kindergarten readiness rate was 75% at the start of the initiative. The target was to increase the kindergarten readiness rate to 77%. The actual kindergarten readiness rate increased to 76.5%. 						
Definition, Notes	<ul style="list-style-type: none"> The following sources may be used to determine both baseline (Column II) and actual (Column V) rates: <ol style="list-style-type: none"> State Department of Education Local School District(s) Kindergarten-readiness data should align with the geographic area targeted by the initiative. In a situation where baseline data is not already tracked for a specific community, a customized data set will need to be generated. The same data source used to identify baseline rates at the beginning of an initiative should also be used to determine the actual rates at the end of each reporting period. CSBG Eligible Entities should record the data source used to report Columns II and V in the "General Comments Section." 						



Module 4

INDIVIDUAL AND FAMILY LEVEL

What the New Annual Report Offers

- To be able to tell the story of the continuum of outcomes that are needed to achieve economic security.
 - Data that is easy to understand and allow some meaningful summary at national level.

Employment



Education & Cognitive
Development

Income, Infrastructure
& Asset Building



Housing

Health/Social
Behavioral Development



Civic Engagement &
Community Involvement

INDIVIDUAL AND FAMILY LEVEL



Indicators provide a means to measure achievement of or movement towards the long term goals.



Document the number of people who receive services and the number who achieved outcomes.



Provide data for analysis:

- What change was expected?
- What change happened?
- How does the actual change compare with the expected change?
 - How accurate were the projections?
 - What percent of people served achieved the outcome?

INDIVIDUAL AND FAMILY NATIONAL PERFORMANCE INDICATORS

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting:

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage) .				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage) .				#DIV/0!	#DIV/0!
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage) .				#DIV/0!	#DIV/0!
FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher) .				#DIV/0!	#DIV/0!
FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher) .				#DIV/0!	#DIV/0!
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher) .				#DIV/0!	#DIV/0!

Utah

Outcomes of Efforts, FY 2017 - NPI 1.1

Number of Agencies Reporting: 8

Goal 1: Low-income people become more self sufficient.

Employment

The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Program(s)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III/II=IV] (%)
A. Unemployed and obtained a job	8	2,144	1,926	1,975 ind. 102.54%
B. Employed and maintained a job for at least 90 days	8	1,060	761	879 ind. 115.51%
C. Employed and obtained an increase in employment income and/or benefits	8	6,805	6,500	6,527 ind. 100.42%
D. Achieve "living wage" employment and/or benefits	5	8,418	8,229	8,225 ind. 99.95%

Education and Cognitive Development (FNPI 2)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto)
FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.				#DIV/0!	#DIV/0!
FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.				#DIV/0!	#DIV/0!
FNPI 2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	#DIV/0!	#DIV/0!
FNPI 2c.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2c.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2c.3 9th grade-12th grade				#DIV/0!	#DIV/0!
FNPI 2d The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	0	#DIV/0!	#DIV/0!
FNPI 2d.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2d.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2d.3 9th grade-12th grade				#DIV/0!	#DIV/0!
FNPI 2e The number of parents/caregivers who improved their home environments.				#DIV/0!	#DIV/0!
FNPI 2f The number of adults who demonstrated improved basic education.				#DIV/0!	#DIV/0!
FNPI 2g The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or				#DIV/0!	#DIV/0!
FNPI 2h The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.				#DIV/0!	#DIV/0!
FNPI 2i The number of individuals who obtained an Associate's degree.				#DIV/0!	#DIV/0!
FNPI 2j The number of individuals who obtained a Bachelor's degree.				#DIV/0!	#DIV/0!

Utah

Outcomes of Efforts, FY 2017 - NPI 6.3

Number of Agencies Reporting: 7

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Program(s) (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target) (#)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)	IV.) Percentage Achieving Outcome in Reporting Period [III/II=IV] (%)
Infant and Child A. Infants and children obtain age appropriate immunizations, medical, and dental care.	4 3,260	2,819	3,095 ind.	109.79%
Infant and Child B. Infant and child health and physical development are improved as a result of adequate nutrition	6 6,181	5,587	5,788 ind.	103.60%
Infant and Child C. Children participate in pre-school activities to develop school readiness skills	6 3,456	3,321	3,394 ind.	102.20%
Infant and Child D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	5 2,929	1,708	1,453 ind.	85.07%
Youth E. Youth improve health and physical development	3 51	51	51 ind.	100.00%
Youth F. Youth improve social/emotional development	6 5,734	5,619	5,864 ind.	104.36%

Income and Asset Building (FNPI 3)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto)
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for <u>90 days</u> .				#DIV/0!	#DIV/0!
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for <u>180 days</u> .				#DIV/0!	#DIV/0!
FNPI 3c The number of individuals who opened a <u>savings account or IDA</u> .				#DIV/0!	#DIV/0!
FNPI 3d The number of individuals who <u>increased their savings</u> .				#DIV/0!	#DIV/0!
FNPI 3e The number of individuals who used their savings to <u>purchase an asset</u> .				#DIV/0!	#DIV/0!
FNPI 3e.1 Of the above, the number of individuals who <u>purchased a home</u> .				#DIV/0!	#DIV/0!
FNPI 3f The number of individuals who <u>improved their credit scores</u> .				#DIV/0!	#DIV/0!
FNPI 3g The number of individuals who <u>increased their net worth</u> .				#DIV/0!	#DIV/0!
FNPI 3h The number of individuals engaged with the Community Action Agency who report <u>improved financial well-being</u> .				#DIV/0!	#DIV/0!

Utah

Outcomes of Efforts, FY 2017 - NPI 1.3

Number of Agencies Reporting: 9

Goal 1: Low-income people become more self sufficient.

Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Programs (#)	II.) Number of Participants Expected to Achieve Outcome in Reporting Period (Target)	III.) Number of Participants Achieving Outcome in Reporting Period (Actual) (#)		IV.) Percentage Achieving Outcome in Reporting Period [III/II=IV] (%)	V.) Aggregated Dollar Amounts (Payments, Credits, or Savings) (\$)	
Enhancement A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	6	5,485	5,187	5,099	ind.	98.30%	\$5,616,809
Enhancement B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments	2	0	0	0	ind.	#Num!	\$0
Enhancement C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings	6	25,328	25,305	25,271	ind.	99.87%	\$3,422,560

Housing (FNPI 4)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto)
FNPI 4a The number of households experiencing homelessness who obtained <u>safe temporary shelter</u> .				#DIV/0!	#DIV/0!
FNPI 4b The number of households who obtained <u>safe and affordable housing</u> .				#DIV/0!	#DIV/0!
FNPI 4c The number of households who maintained safe and affordable housing for <u>90 days</u> .				#DIV/0!	#DIV/0!
FNPI 4d The number of households who maintained safe and affordable housing for <u>180 days</u> .				#DIV/0!	#DIV/0!
FNPI 4e The number of households who <u>avoided eviction</u> .				#DIV/0!	#DIV/0!
FNPI 4f The number of households who <u>avoided foreclosure</u> .				#DIV/0!	#DIV/0!
FNPI 4g The number of households who <u>experienced improved health and safety</u> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).				#DIV/0!	#DIV/0!
FNPI 4h The number of households with <u>improved energy efficiency and/or energy burden reduction</u> in their homes.				#DIV/0!	#DIV/0!

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto
FNPI 5a The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).				#DIV/0!	#DIV/0!
FNPI 5b The number of individuals who demonstrated improved physical health and well-being.				#DIV/0!	#DIV/0!
FNPI 5c The number of individuals who demonstrated improved mental and behavioral health and well-being .				#DIV/0!	#DIV/0!
FNPI 5d The number of individuals who improved skills related to the adult role of parents/ caregivers.				#DIV/0!	#DIV/0!
FNPI 5e The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their				#DIV/0!	#DIV/0!
FNPI 5f The number of seniors (65+) who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5g The number of individuals with disabilities who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5h The number of individuals with chronic illness who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5i The number of individuals with no recidivating event for six months.	0	0	0	#DIV/0!	#DIV/0!
FNPI 5i.1 Youth (ages 14-17)				#DIV/0!	#DIV/0!
FNPI 5i.2 Adults (ages 18+)				#DIV/0!	#DIV/0!

Number of Agencies Reporting: 5

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Family Supports (Seniors, Disabled, and Caregivers)

Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:

	I.) Number of Participants Enrolled in Program(s) (#)		II.) Number of Participants Achieving Outcome in Reporting Period (#)	
A. Enrolled children in before or after school programs	3	32	individuals	32 individuals
B. Obtained care for child or other dependant	3	172	individuals	149 individuals
C. Obtained access to reliable transportation and/or driver's license	3	423	individuals	421 individuals
D. Obtained health care services for themselves or family member	4	126	individuals	60 individuals
E. Obtained and/or maintained safe and affordable housing	6	368	individuals	325 individuals
F. Obtained food assistance	5	11,873	individuals	11,861 individuals
G. Obtained non-emergency LIHEAP energy assistance	5	16,512	individuals	16,461 individuals
H. Obtained non-emergency WX energy assistance	5	277	individuals	243 individuals
I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do not include LIHEAP or	2	1	individuals	1 individuals

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto)
FNPI 6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.				#DIV/0!	#DIV/0!
FNPI 6a.1 Of the above, the number of Community Action program participants who <u>improved their leadership skills.</u>				#DIV/0!	#DIV/0!
FNPI 6a.2 Of the above, the number of Community Action program participants who <u>improved their social networks.</u>				#DIV/0!	#DIV/0!
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <u>enhance their ability to engage.</u>				#DIV/0!	#DIV/0!

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Outcomes Across Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.				#DIV/0!	#DIV/0!

Other Outcome Indicator (FNPI 7z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 7z.1 The number of individuals or households _____.				#DIV/0!	#DIV/0!



Q: Do the individuals who are counted in the Outcomes Across Multiple Domains category also get counted in the specific domains?

A: Yes, these outcomes would still be reported in the indicators under other domains in Section A.

INDIVIDUAL AND FAMILY LEVEL SERVICES

SERVICES LIST

New list in
the Annual
Report

The things
(services)
we deliver
to
individuals
and
families

Critics
have cited
that some
of our
outputs
and
outcomes
are mixed
together

Services
and
outcomes
have been
separated

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Employment Services

Name of CSBG Eligible Entity Reporting: _____

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience (SRV 1a-f)	
SRV 1a Vocational Training	
SRV 1b On-the-Job and other Work Experience	
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	
SRV 1f Job Readiness Training	
Career Counseling (SRV 1g-h)	
SRV 1g Workshops	
SRV 1h Coaching	
Job Search (SRV 1i-n)	
SRV 1i Coaching	
SRV 1j Resume Development	
SRV 1k Interview Skills Training	
SRV 1l Job Referrals	
SRV 1m Job Placements	
SRV 1n Pre-employment physicals, background checks, etc.	
Post Employment Supports (SRV 1o-p)	
SRV 1o Coaching	
SRV 1p Interactions with employers	
Employment Supplies (SRV 1q)	
SRV 1q Employment Supplies	

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting: _____

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	
SRV 2b Head Start	
SRV 2c Other Early-Childhood (0-5 yr. old) Education	
SRV 2d K-12 Education	
SRV 2e K-12 Support Services	
SRV 2f Financial Literacy Education	
SRV 2g Literacy/English Language Education	
SRV 2h College-Readiness Preparation/Support	
SRV 2i Other Post Secondary Preparation	
SRV 2j Other Post Secondary Support	
School Supplies (SRV 2k)	
SRV 2k School Supplies	
Extra-curricular Programs (SRV 2l-q)	
SRV 2l Before and After School Activities	
SRV 2m Summer Youth Recreational Activities	
SRV 2n Summer Education Programs	
SRV 2o Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Services

Name of CSBG Eligible Entity Reporting: _____

Housing Services (SRV 4)	Unduplicated Number of Individuals Served
Housing Payment Assistance (SRV 4a-e)	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	
SRV 4d Deposit Payments	
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services (SRV 4f-h)	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
Utility Payment Assistance (SRV 4i-l)	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	
SRV 4j Utility Deposits	
SRV 4k Utility Arrears Payments	
SRV 4l Level Billing Assistance	
Housing Placement/Rapid Re-housing (SRV 4m-p)	
SRV 4m Temporary Housing Placement (includes Emergency Shelters)	

**Module 4, Section B: Individual and Family Services -
Data Entry Form**

**Goal 1: Individuals and Families with low incomes are stable and
achieve economic security.**

Income and Asset Building Services

Name of CSBG Eligible Entity Reporting: _____

Income and Asset Building Services (SRV 3)	Unduplicated Number of Individuals Served
Training and Counseling Services (SRV 3a-f)	
SRV 3a Financial Capability Skills Training	
SRV 3b Financial Coaching/Counseling	
SRV 3c Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)	
SRV 3d First-time Homebuyer Counseling	
SRV 3e Foreclosure Prevention Counseling	
SRV 3f Small Business Start-Up and Development Counseling Sessions/Classes	
Benefit Coordination and Advocacy (SRV 3g-l)	
SRV 3g Child Support Payments	
SRV 3h Health Insurance	
SRV 3i Social Security/SSI Payments	
SRV 3j Veteran's Benefits	
SRV 3k TANF Benefits	
SRV 3l SNAP Benefits	

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Housing Services

Name of CSBG Eligible Entity Reporting: _____

Housing Services (SRV 4)	Unduplicated Number of Individuals Served
Housing Payment Assistance (SRV 4a-e)	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	
SRV 4d Deposit Payments	
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services (SRV 4f-h)	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	
Utility Payment Assistance (SRV 4i-l)	
SRV 4i Utility Payments (LIHEAP-includes Emergency Utility Payments)	
SRV 4j Utility Deposits	
SRV 4k Utility Arrears Payments	
SRV 4l Level Billing Assistance	

Module 4, Section B: Individual and Family Services - Data Entry Form

**Goal 1: Individuals and Families with low incomes are stable and
achieve economic security.**

Health and Social/Behavioral Development

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
Health Services, Screening and Assessments (SRV 5a-j)	
SRV 5a Immunizations	
SRV 5b Physicals	
SRV 5c Developmental Delay Screening	
SRV 5d Vision Screening	
SRV 5e Prescription Payments	
SRV 5f Doctor Visit Payments	
SRV 5g Maternal/Child Health	
SRV 5h Nursing Care Sessions	
SRV 5i In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)	
SRV 5j Health Insurance Options Counseling	
Reproductive Health Services (SRV 5k-o)	
SRV 5k Coaching Sessions	
SRV 5l Family Planning Classes	
SRV 5m Contraception	

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Civic Engagement and Community Involvement

Name of CSBG Eligible Entity Reporting: _____

Civic Engagement and Community Involvement Services (SRV 6a-f)	Unduplicated Number of Individuals Served
SRV 6a Voter Education and Access	
SRV 6b Leadership Training	
SRV 6c Tri-partite Board Membership	
SRV 6d Citizenship Classes	
SRV 6e Getting Ahead Classes	
SRV 6f Volunteer Training	

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Services Supporting Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served
Case Management (SRV 7a)	
SRV 7a Case Management	
Eligibility Determinations (SRV 7b)	
SRV 7b Eligibility Determinations	
Referrals (SRV 7c)	
SRV 7c Referrals	
Transportation Services (SRV 7d)	
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	
Childcare (SRV 7e-f)	
SRV 7e Child Care subsidies	
SRV 7f Child Care payments	
Eldercare (SRV 7g)	
SRV 7g Day Centers	

Activity

- Reporting in Module 4
 - Where might your work fit?



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Housing Program

The agency operates an emergency shelter, helps families transition into more permanent housing, and helps families stay in their current housing situation, whether it's an apartment or house. The goal of the program is to help families maintain their housing. Many support services are offered such as counseling and prevention. How would you report this program in Module 4?

Possible NPIs

- FNPI 4a The number of households experiencing homelessness who obtained safe temporary shelter.
- FNPI 4b The number of households who obtained safe and affordable housing.
- FNPI 4c The number of households who maintained safe and affordable housing for 90 days.
- FNPI 4d The number of households who maintained safe and affordable housing for 180 days.
- FNPI 4e The number of households who avoided eviction.
- FNPI 4f The number of households who avoided foreclosure.
- FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.

Possible Services

- SRV 4c Rent Payments (includes Emergency Rent Payments)
- SRV 4d Deposit Payments
- SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)
- SRV 4f Eviction Counseling
- SRV 4g Landlord/Tenant Mediations
- SRV 4h Landlord/Tenant Rights Education
- SRV 4m Temporary Housing Placement (includes Emergency Shelters)
- SRV 4n Transitional Housing Placements
- SRV 4o Permanent Housing Placements
- SRV 4p Rental Counseling

Food Program

The agency has a food program where food bags are distributed through the food pantry, a community garden provides fresh food for the pantry as well as the agency's child care program. Backpacks filled with food are also provided on Fridays to the children in the agency's child care program. Where could you report this in Module 4?

Possible NPIs/Services

FNPI 5a The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).

SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)
SRV 5gg Community Gardening Activities
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)

Family Development/Self-sufficiency Program

The agency has a comprehensive case management program. One of the goals of the program is to help individuals maintain an income above the poverty threshold and achieve other major goals they have determined. There a number of support services offered by case managers. Where does this program get reported in Module 4?

Possible NPIs/Services

- FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.
- FNPI 1h.1 Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.
- FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through hours worked increase.
- FNPI 1h.3 Of the above, the number of employed participants who increased benefits related to employment.

SRV 7a Case Management
Eligibility Determinations (SRV 7b)
SRV 7b Eligibility Determinations
Referrals (SRV 7c)
SRV 7c Referrals
Transportation Services (SRV 7d)
SRV 7d Transportation Services
(e.g. bus passes, bus transport,
support for auto purchase or
repair; including emergency
services)
SRV 2x Applied Technology
Classes

ALL CHARACTERISTICS REPORT

DEMOGRAPHICS AND CHARACTERISTICS

- Goal is to be able to tell how many individual people are served
 - Unduplicated counts are expected
- All Characteristics Report
 - Added new categories



Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

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

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

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	<input type="text"/>
b. Female	<input type="text"/>
c. Other	<input type="text"/>
d. Unknown/not reported	<input type="text"/>
TOTAL (auto calculated)	0

2. Age	Number of Individuals
a. 0-5	<input type="text"/>
b. 6-13	<input type="text"/>
c. 14-17	<input type="text"/>
d. 18-24	<input type="text"/>
e. 25-44	<input type="text"/>
f. 45-54	<input type="text"/>
g. 55-59	<input type="text"/>
h. 60-64	<input type="text"/>
i. 65-74	<input type="text"/>
j. 75+	<input type="text"/>
k. Unknown/not reported	<input type="text"/>
TOTAL (auto calculated)	0

6. Ethnicity/Race	Number of Individuals
<i>I. Ethnicity</i>	
a. Hispanic, Latino or Spanish Origins	<input type="text"/>
b. Not Hispanic, Latino or Spanish Origins	<input type="text"/>
c. Unknown/not reported	<input type="text"/>
TOTAL (auto calculated)	0

<i>II. Race</i>	
a. American Indian or Alaska Native	<input type="text"/>
b. Asian	<input type="text"/>
c. Black or African American	<input type="text"/>
d. Native Hawaiian and Other Pacific Islander	<input type="text"/>
e. White	<input type="text"/>
f. Other	<input type="text"/>
g. Multi-race (two or more of the above)	<input type="text"/>
h. Unknown/not reported	<input type="text"/>
TOTAL (auto calculated)	0

7. Military Status	Number of Individuals
a. Veteran	<input type="text"/>

j. 75+	
k. Unknown/not reported	
TOTAL (auto calculated)	0

3. Education Levels Number of Individuals

[ages 14-24] [ages 25+]

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 years College Graduate		
f. Graduate of other post-secondary school		
g. Unknown/not reported		
TOTAL (auto calculated)	0	0

4. Disconnected Youth Number of Individuals

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

5. Health Number of Individuals

	Yes	No	Unknown
a. Disabling Condition			
	Yes	No	Unknown
b. Health Insurance*			

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

i. Medicaid	
ii. Medicare	
iii. State Children's Health Insurance Program	
iv. State Health Insurance for Adults	
v. Military Health Care	
vi. Direct-Purchase	
vii. Employment Based	
viii. Unknown/not reported	
TOTAL (auto calculated)	0

7. Military Status Number of Individuals

a. Veteran	
b. Active Military	
c. Unknown/not reported	
TOTAL (auto calculated)	0

8. Work Status (Individuals 18+) Number of Individuals

a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown/not reported	
TOTAL (auto calculated)	0

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	
b. Two Adults NO Children	
c. Single Parent Female	
d. Single Parent Male	
e. Two Parent Household	
f. Non-related Adults with Children	
g. Multigenerational Household	
h. Other	
i. Unknown/not reported	
TOTAL (auto calculated)	0

10. Household Size	Number of Households
a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown/not reported	
TOTAL (auto calculated)	0

13. Sources of Household Income	Number of Households
a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
TOTAL (auto calculated)	0

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	
b. Supplemental Security Income (SSI)	
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	

11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown/not reported	
TOTAL (auto calculated)	0

12. Level of Household Income (% of HHS Guideline)	Number of Households
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. 250% and over	
j. Unknown/not reported	
TOTAL (auto calculated)	0

g. Worker's Compensation	
h. Retirement Income from Social Security	
i. Pension	
j. Child Support	
k. Alimony or other Spousal Support	
l. Unemployment Insurance	
m. EITC	
n. Other	
o. Unknown/not reported	

15. Non-Cash Benefits	Number of Households
a. SNAP	
b. WIC	
c. LIHEAP	
d. Housing Choice Voucher	
e. Public Housing	
f. Permanent Supportive Housing	
g. HUD-VASH	
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	
k. Unknown/not reported	

E. Number of Individuals Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

F. Number of Households Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of HOUSEHOLDS served in each program*:

Program Name	Number of Households

*The system will add rows to allow reporting on multiple programs.

All Characteristics, E & F

EXAMPLE

- An individual is served by an employment program, housing assistance and LIHEAP. An unduplicated count is obtained from data entered for the employment and housing programs, but not from LIHEAP data. Data from the employment and housing programs can be entered in Item A and Item C and the LIHEAP data is entered in Item E.

SETTING TARGETS



Directions from Legislation

- The GPRA legislation (Government Performance and Results Act of 1993/ Modernization Act of 2010) refers to “**performance plans**” and “**performance goals**,” which both relate to the concept of planning for specific results.
- This references two kinds of targets: the number of people who are expected to be served and the number of people (of those served) who are expected to achieve an outcome.
- These targets are identified in planning so they can be assessed in the evaluation phase.

Why Use Targets?



- A target demonstrates the agency's expectation about your capacity to deliver results.
- The process for establishing targets also tests your ability to be realistic about what you expect to achieve.
- Realistic targets are based on benchmarks, sub goals, and interim indicators.

Establish Targets

- A target is the number **established before services** are provided that say what the agency expects to happen.
 - How many will we be able to serve?
 - How many of those receiving service are expected to achieve the outcome?
 - What is the projected percent of success?
- You must define very precisely what it means to ‘achieve the outcome.’
- You can have more than one target.
- It is very helpful to have several interim indicators to show progress in the middle of the program.

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Outcomes Across Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.				#DIV/0!	#DIV/0!

Other Outcome Indicator (FNPI 7z)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 7z.1 The number of individuals or households _____.				#DIV/0!	#DIV/0!

Collecting, Storing, Analyzing, and Using Data FAQ's

Key Points-

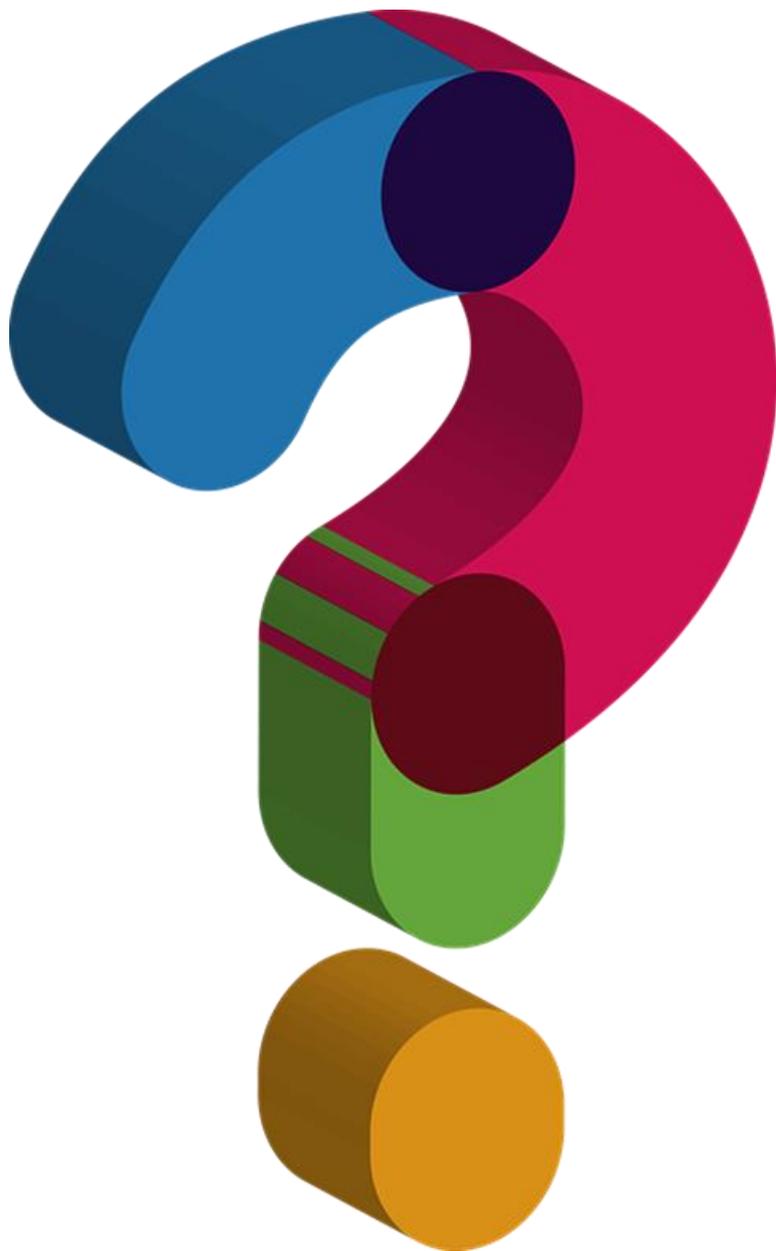
- 🔑 Elements of necessary data collection are found **throughout the ROMA cycle**
- 🔑 Data and information can be translated into knowledge to **increase capacity** and improve **an agency's success** at reaching its intended results
- 🔑 Data analysis can be both proactive and retroactive. It is used in predicting future trends and explaining past trends.

Sample Questions:

- ✓ What is “data”?
- ✓ How can data be used?
- ✓ What does it mean to have quality data collection?
- ✓ Where should I store my data?
- ✓ What do I do before I analyze my data?

Discussion

- How is your CAA using data and information?
- What difference is this making?



Reporting Updates



How will we submit?

- **Modules 2 – 4**
 - States who have **statewide databases** can use an XML for a direct transfer to OLDC
 - SmartForms will be available to all States and agencies for **free**

Each Module will be a separate form within OLDC

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    <xs:sequence>
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      <xs:element name="M2A2hLinkages" type="xs:decimal" />
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M2 XML


```

Process - SmartForms

- Release of SmartForms
 - Module 3 will be released first
 - Module 2 and 4 will be released following testing in OLDC
- States will receive pre-populated (CAA Name, DUNS #, and Module 2 data) for each agency
- Agencies will complete and send forms back to their state office and states will “upload” forms into OLDC by the submission deadline



Process – XML Transfer

- Release of XML Transfer
 - XML schema for Modules 2 and 4 transfer will be released following testing in OLDC
- States will finalize data received in their state database from agencies
- State offices will initiate the data transfer of Modules 2 and 4 to OLDC by the submission deadline



SmartForms – Module 2

Update screen shot to show CALENDAR year

A.1 Local Agency Reporting Period: FY 18 Data Entry

A.1a. July 1-June 30	<input checked="" type="checkbox"/>
A.1b. October 1-September 30	<input type="checkbox"/>
A.1c. January 1-December 31	<input type="checkbox"/>

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development (includes nutrition)	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (e.g. partnerships that support multiple domains)	
A.2i. Agency Capacity Building (detailed below in Table A.4)	
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

A.1 Local Agency Reporting Period: FY 17 Data Comparison

A.1a. July 1-June 30	NEW DATA FIELD
A.1b. October 1-September 30	NEW DATA FIELD
A.1c. January 1-December 31	NEW DATA FIELD

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education	
A.2c. Income Management	
A.2d. Housing	
A.2e. Health + Nutrition	
A.2f. Civic Engagement and Community Involvement	NEW DATA FIELD
A.2g. Services Supporting Multiple Domains	NEW DATA FIELD
A.2h. Linkages	
A.2i. Agency Capacity Building (detailed below in Table A.4)	NEW DATA FIELD
A.2j. Emergency Services + Self Sufficiency + Other	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

SmartForms – Module 3

Module 3, Section A: Community

Name of CSBG Eligible Entity Reporting:

Use the dropdown menu to select the response where appropriate.	
1. Initiative Name	
2. Initiative Year	5
3. Problem Identification	
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)
5. Issue/CSBG Community Domains	<input checked="" type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input checked="" type="checkbox"/> Health and Social/Behavioral Development <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, and Asset Building <input checked="" type="checkbox"/> Civic Engagement and Community Involvement <input checked="" type="checkbox"/> Income
6. Ultimate Expected Outcome	Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form
7. Identified Community	Service Area
8. Expected Duration	2 years to 3 years
9. Partnership Type	CAA is the core organizer of multi-partner Initiative
10. Partners	Narrative (Provide a narrative on the key 1-3 partners)
11. Strategy(ies)	Module 3, Section C: Community Strategies List
12. Progress on Outcomes/Indicators	No Outcomes to Report
13. Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)
14. Outcomes/Indicators to Report	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
15. Final Status	Initiative Active
16. Lessons Learned	Narrative

Edit

M3_A11_Strategy

11. Strategy(ies)

EDUCATION AND COGNITIVE DEVELOPMENT STRATEGIES (STR 2)
 Preschool for All Campaign
 After School Enrichment Activities Promotion
 Other Education and Cognitive Development Strategy: (please specify)
 Other: asdf

EMERGENCY MANAGEMENT STRATEGIES (STR 8)

State or Local Emergency Management Board Enhancement
 Disaster Preparation Planning

SmartForms – Module 4

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting: _____

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome (III/I = IV/I) (%) auto calculated)	V.) Performance Target Accuracy (III/II = V/II) (%) auto calculated)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	120	150	175	146%	117%	
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage) .				#DIV/0!	#DIV/0!	
FNPI 1c The number of unemployed adults who obtained and maintained employment (up to a living wage) .						
FNPI 1d The number of unemployed adults who obtained and maintained employment (with a higher wage) .						
FNPI 1e The number of unemployed adults who obtained and maintained employment (with a living wage or higher) .						
FNPI 1g The number of unemployed adults who obtained and maintained employment (with a living wage or higher) .						
FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	50	100	75	150%	75%	

 Please review the accuracy of FNPI 1a and verify if it is correct.

ERROR: Participants served cannot be less than the actual results.

Is your last data entry correct?

Go to instructions

Go to Errors and Warnings

SmartForms – Module 4

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

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

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

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	<input type="text" value="9"/>
b. Female	<input type="text" value="300"/>
c. Other	<input type="text" value="7"/>
d. Unknown/not reported	<input type="text" value="5"/>
e. TOTAL (auto calculated)	<input type="text" value="321"/>

Section C.1 Status

ERROR: TOTAL COUNT GREATER THAN ITEM A

2. Age	Number of Individuals
a. 0-5	<input type="text" value="3"/>
b. 6-13	<input type="text" value="3"/>
c. 14-17	<input type="text" value="0"/>
d. 18-24	<input type="text" value="50"/>
e. 25-44	<input type="text" value="50"/>
f. 45-54	<input type="text" value="0"/>
g. 55-59	<input type="text" value="0"/>
h. 60-64	<input type="text" value="0"/>
i. 65-74	<input type="text" value="0"/>
j. 75+	<input type="text" value="0"/>
k. Unknown/not reported	<input type="text" value="0"/>
l. TOTAL (auto calculated)	<input type="text" value="106"/>

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	<input type="text" value="4"/>
a.2. Not Hispanic, Latino or Spanish Origins	<input type="text" value="4"/>
a.3. Unknown/not reported	<input type="text" value="4"/>
2 a.4. TOTAL (auto calculated)	<input type="text" value="12"/>

Section C.6a Status

WARNING: TOTAL COUNT LESS THAN ITEM A

b. Race	
b.1. American Indian or Alaska Native	<input type="text" value="4"/>
b.2. Asian	<input type="text" value="4"/>
b.3. Black or African American	<input type="text" value="4"/>
b.4. Native Hawaiian and Other Pacific Islander	<input type="text" value="4"/>
b.5. White	<input type="text" value="4"/>
b.6. Other	<input type="text" value="4"/>
b.7. Multi-race (two or more of the above)	<input type="text" value="4"/>
b.8. Unknown/not reported	<input type="text" value="4"/>
b.9. TOTAL (auto calculated)	<input type="text" value="32"/>

0

Section C.6b Status

WARNING: TOTAL COUNT LESS THAN ITEM A

Submissions in OLDC

Module 1 opens December 1



Module 2 – 4 opens February 1



Full Annual Report due April 30



Process – Review: Modules 2 and 4

- We recognize that this is the first year of submission of Modules 2-4 and that we are receiving **baseline data**
- Only a **select few data points** can be **compared** to the previous year and they are located in **Module 2 only**
- There will be a review process completed by OCS and NASCSP that will assess the **completeness** and **reasonableness** of the data to ensure accuracy.
- It **will not be as in depth** of a review as with the IS since this is baseline data.



Process – Review: Module 2 – 4

- Completeness of data:
 - Did the agency complete the forms?
 - Is a demographics form completed?
 - Are CSBG expenditures reported?
 - Are any services reported?
 - Are any FNPIs reported?
- Reasonableness of the data:
 - Does the data reported make sense?
 - Are more people reported to have obtained a job than total people served in the demographics?
 - If the indicators that are specific to seniors have data, are seniors reported in the Demographics?
 - In Module 2, are there significant changes in any one funding source?



Process – Review: Module 3

- OCS and NASCSP will review each Module 3 submission using the Module 3 Review tool.
 - Module 3 Review tool was developed with the help of the Module 3 pilot and reviewed by the CSBG DATA Task Force.



Process – Review: Federal Review Process

- Starting May 1, 2019 – feedback will be sent to states within 60 days starting May 1, 2019
- **Joint review** will be sent for the CSBG Annual Report from your OCS program Specialist
 - OCS and NASCSP will coordinate
- More details will be forthcoming as part of the continuous improvement efforts



Performance Management Website

- OCS Website that will highlight CSBG data
- Only state-level aggregate data will be made public on the website
- States will have access to a “private” side of the website to pull reports and view their data
 - Note: Updates to data need to be made through OLDC
- In the first year, only Module 1 and State Plan information will be available on the website



Welcome to the CSBG Performance Management Website!

This federal website provides information, resources, and a comprehensive Data Warehouse for CSBG grantees, Eligible Entities, policymakers, and the public to access performance management information and performance measurement data for the Community Services Block Grant program. The Performance Management website will help the CSBG network increase accountability and achieve results through the understanding and use of data.

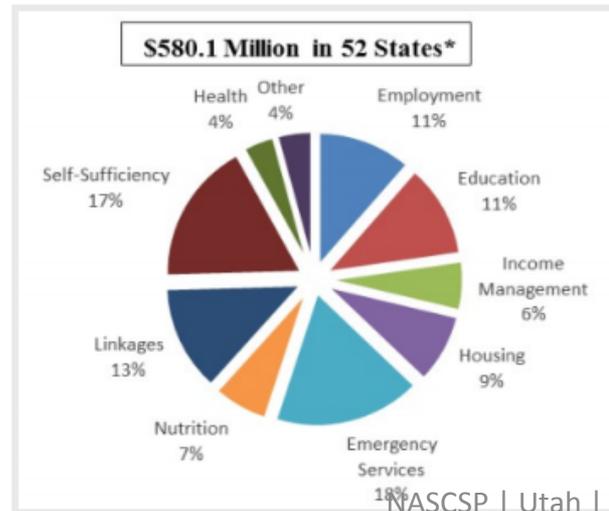
Get Technical Assistance

CSBG Data Technical Assistance Center

[Previous Slide](#)

[Next Slide](#)

[Pause Slides](#)



Generate Reports and Analyze Data

The **CSBG Data Warehouse** contains performance measure data reported by grantees to the Office of Community Services. Through the Data Warehouse, users can generate reports and analyze data to learn about characteristics and outcomes of individual states and the national program.

As new performance measures are reported by CSBG grantees over the next year, the Data Warehouse will be expanded to provide further detail on individual and community outcomes being achieved across the country.

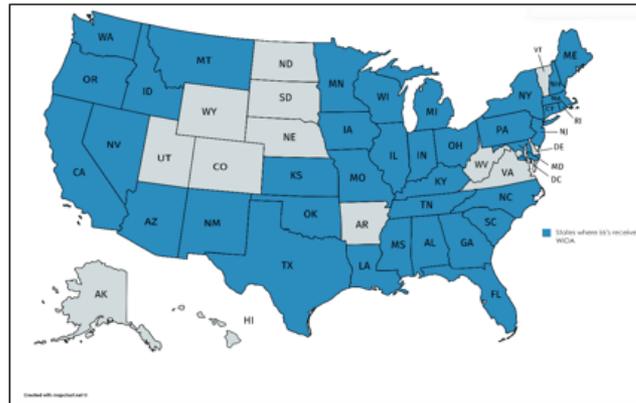
Example Dashboard

WIOA Dashboard - National

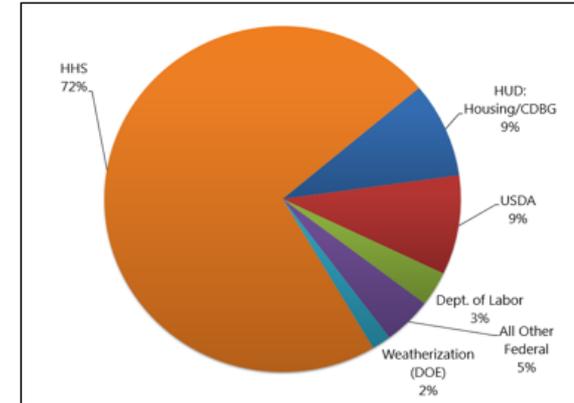
-14 states included employment and training activities in their CSBG State Plan as part of a WIOA combined state plan

-\$207,019,935 of WIOA funding was available to the CSBG Network in FY16

Nationally, 18.5% of CSBG Elible Entities Receive WIOA Funding, operating programs in 40 different states



Federal Sources of Funding Received by CSBG Eligible Entities, DOL is 3% of overall funding



Tools and Resources

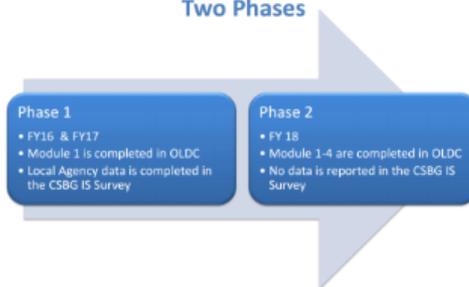


Annual Report



The Office of Community Services (OCS) received OMB approval for a new CSBG Annual Report on January 12, 2017. Additional information about the implementation of the CSBG Annual Report is detailed in IM 152 CSBG Annual Report, released by OCS on January 20, 2017. The new CSBG Annual Report will eventually replace the CSBG IS Survey. The new report will be implemented through a phased-in approach over two years. OCS released Action Transmittal 2017-01 on the Submission of Module 1 of the CSBG Annual Report for Fiscal Year (FY) 2016. This Action Transmittal provided a one time extension for submitting Module 1 in OLDC from March 31, 2017 to April 7, 2017. The due date for submission of the CSBG IS to NASCSP was also extended to April 7, 2017.

CSBG Annual Report Implementation: Two Phases



- CSBG
- Services and Technical Assistance
- CSBG Resources
 - > Data Collection and Reporting
 - > Annual Report
 - Module 1
 - Module 2
 - Module 3
 - Module 4
 - Instruction Manuals
 - DATA Task Force
 - CSBG IS Survey
 - National Report and State Fact Sheets
- Advocacy





The Community Services Block Grant (CSBG), administered by the states, provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to

- > CSBG
- Services and Technical Assistance
- CSBG Resources
- Data Collection and Reporting
- Advocacy



Data Collection and Reporting



CSBG Annual Report



DATA Task Force



- CSBG
- Services and Technical Assistance
- CSBG Resources
 - > Data Collection and Reporting**
 - Annual Report
 - DATA Task Force
 - CSBG IS Survey
 - National Report and State Fact Sheets
- Advocacy

NASCS Data keeps its

Keep an eye out for:

- Updates to the instruction manual
- CSBG Annual Report Lexicon
- Data Dictionary for developers/IT staff
- Toolkit for developing an RFP for technology procurement
- SmartForms for Modules 2-4
- XML Schema
- Suggested “Other” NPIs
- New FAQs



Questions?