Colorado Community Action Association

Community Services Block Grant (CSBG)
[Annual Report](#) **FOR SUBCONTRACTORS** Data Quality Webinar

March 2019

RESOURCE: [NASCSP CSBG Annual Report Instruction Manuals](#)
RESOURCE: [Module 2 Excel Form](#)
RESOURCE: [Module 3 Excel Form](#)
RESOURCE: [Module 4 Excel Form](#)

Agenda

- CSBG Annual Report Timeline

- CSBG Annual Report Overview

- Other Resources

- Q & A

2018 CSBG Annual Report Timeline

New report format due March 29, 2019
for the program period of
January 1, 2018 – December 31, 2018

Talk to your contracting agency (the CSBG Funder) regarding how data will be collected from you.

Terminology used in Contracting Agency's 2018-2020 Community Action Plan/Application
AND TARGETS from 2018 Activities Spreadsheets

2018 CSBG Annual Report Timeline

Upon submission "Pre-Cleaning" process will commence where data will be validated by CCAA/DOLA prior to submission to NASCSP on April 30, 2019

"Cleaning" process by NASCSP will take place May-June 2019 with follow-up questions possible from our national partners

2018 Annual Report Finalized in July 2019 with State Aggregate Data Available

CSBG Annual Report Overview

- Replaces Information Survey (IS) Report
  - Old Section D now contained in Module 1, Section B
  - Old Section E now contained in Module 2, Section A
  - Old Section F now contained in Module 2, Section C
  - Old Section G now contained in Module 4, Section C
  - Old NPI's now contained in various areas (Mods 2, 3 & 4)
  - SERVICES and STRATEGIES

- Module 1 is for State Office (DOLA) completion only.
  - NOTE: DOLA reports on Org Standards compliance AND Technical Assistance Plans/Quality Improvement Plans
  - Best Agency and State Office Management Practices

Please compete report for only CSBG related activities and connected data, not for entire agency as a sub-contractor.

CSBG Annual Report Overview cont'd

- National Goals:

  Goal 1: Individuals and Families with low incomes are stable and achieve economic security. (Module 4)

  Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity. (Modules 2 and 3)

  Goal 3: People with low-incomes are engaged and active in building opportunities in communities. (Modules 2 and 3)

- Outcomes Indicators relate to domains such as Employment, Housing, Education, etc at the Community (CNPIs; Module 3, Section B) and the Individual/Family (FNPIs; Module 4, Section A) Levels

USE COMMENTS SECTION FOR SIGNIFICANT VARIANCE AND FOR TARGET RATES OUTSIDE OF 80%-120%

CSBG Expenditure Domains

Found in Module 2, Section A (Expenditures, what was the Section E report)

THESE ARE CSBG FUNDS ***ACTUALLY EXPENDED*** in PY18
*May differ from allocation in Section C; Includes Discretionary Funds

1. Employment
2. Education and Cognitive Development
3. Income, Infrastructure, and Asset Building
4. Housing
5. Health and Social/Behavioral Development (includes nutrition)
6. Civic Engagement and Community Involvement
7. Services Supporting Multiple Domains
8. Linkages (e.g. partnerships that support multiple domains)
9. Agency Capacity Building
10. Other (e.g. emergency management [not emergency services]/disaster relief)

CSBG Expenditure Domains detailed

Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Linkages: Many of the activities that were associated with Linkages are now captured in Domain 9: Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Agency Capacity Building: Expenditures for Agency Capacity Building are detailed in Table B of Module 2, Section A.

Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as "equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. **This is the 10% De Minimis if received.**

CSBG Report Overview cont'd

- Module 2, Section B (Capacity Building) collects data on the number of staff and board members in capacity building activities related to CSBG, as well as data on the number of volunteer hours including those from Individuals with Low-Income related to CSBG, and collects the number and nature of partnerships locally through the CSBG program.

- Module 2, Section C (**Allocated** Resources) does not change for financial leveraging (the old Section F Leveraged Resources) – Federal, State and Local
  - *Budgeted not Actuals
  - **Directly related to CSBG activities**

CSBG Report Overview cont'd
Can use "other" when reporting on strategies, services, & outcomes

- Module 3, Section A (Community Initiatives Status Form) allows for you to report on community level work over time and **is required for every Community Strategy reported on separately.**
  - Year By Year Snapshots of Community Initiatives Over Time
  - Not advised to be completed by every member of a CSBG Funded group of agencies, just the lead agency (see CCAA).

- Module 3, Section B (Community National Performance Indicators) is where you find the community outcome indicators over major domains and based on counts and rates of change.

- Module 3, Section C (Community Strategies List) contains common strategies used to obtain community outcomes over the major domains.

CSBG Report Overview cont'd

- Module 4, Section A (Individual and Family National Performance Indicators) is where you find the individual and family outcomes over major domains.

Module 4, Section A requires projected targeting numbers versus actual success rates…please contact the CSBG Funding Agency for 2018 TARGET Projections

- Module 4, Section B (Individual and Family Services) contains common services provided to obtain individual and family outcomes over the major domains.

  - Services Supporting Multiple Domains includes case management, referrals, transportation, child care & others; reports as individual obtaining one or more outcomes in other domains

CSBG Report Overview cont'd

- Module 4, Section C (All Characteristics Report…the old Section G) is where demographic data is reported on Individuals and Households. ONLY CSBG SUPPORTED CUSTOMERS

- Data is collected at time of in-take or annual income recertification.

- In-Take Forms should include characteristics found on this report.

- Asks for counts of TOTAL number of individuals and households about whom one or more characteristic was obtained.

- Each area has an "unknown/not reported" count and should be equal total individuals/households reported overall.

- Includes new characteristic areas such as Disconnected Youth, Health Insurance Sources, Military Status, and Work Status.

CSBG Report Overview cont'd

- Module 4, Section C (All Characteristics Report – Households) contains major changes, including:

    - Adding new Household (item 9) and Housing (item 11) types

    - Allowing reporting of households over 250% of FPL under Level of Household Income (item 12)

    - Breaking out Sources of Income (items 13-15) into categories including other (TANF, EITC, etc) and non-cash benefits (SNAP, WIC, LIHEAP, etc).

- Allows for reporting of individuals and households served but for which no characteristics were collected.

Other Available Training and Technical Assistance and other Resources

CO CSBG Program Implementation Manual
- DOLA developed Policies and Procedures to assist with the implementation and compliance of the CSBG Program

RESOURCES:
- CAPLAW - http://caplaw.org/index.html
- CAP - http://www.communityactionpartnership.com/
      - https://www.csbgtta.org/
- NASCSP - http://www.nascsp.org

CCAA T/TA Available Upon Request

KEY RESOURCE: DOLA CSBG Grantee Resources Webpage

Questions and Answers

Thank you for your time!

Contact Colorado Community Action Association – Josiah Masingale
303-949-9934 x801
josiah@coloradocommunityaction.org
www.coloradocommunityaction.org