NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Region VIII: Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
September 6, 2017

CSBG Annual Report

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

AGENDA

- ROMA Next Generation

- Review each of the Modules in the CSBG Annual Report:
  - Module 4: Individual/Family Level
  - Module 3: Community Level
  - Module 2: Expenditures, Capacity and Resources
  - Module 1: State Administration

- Tools and Resources
  - Updated Numbering Scheme

Setting the stage

PERFORMANCE MANAGEMENT FRAMEWORK

Performance Management Framework

- Local Organizational Standards

- State and Federal Accountability Measures

- Results Oriented Management and Accountability system
  - ROMA Next Generation

- **CSBG Annual Report, which includes an updated and refined set of CSBG outcome measures (NPIs).**

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

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.

CSBG ANNUAL REPORT

Improving Performance Management

- Under the IS reporting system we found some things missing:

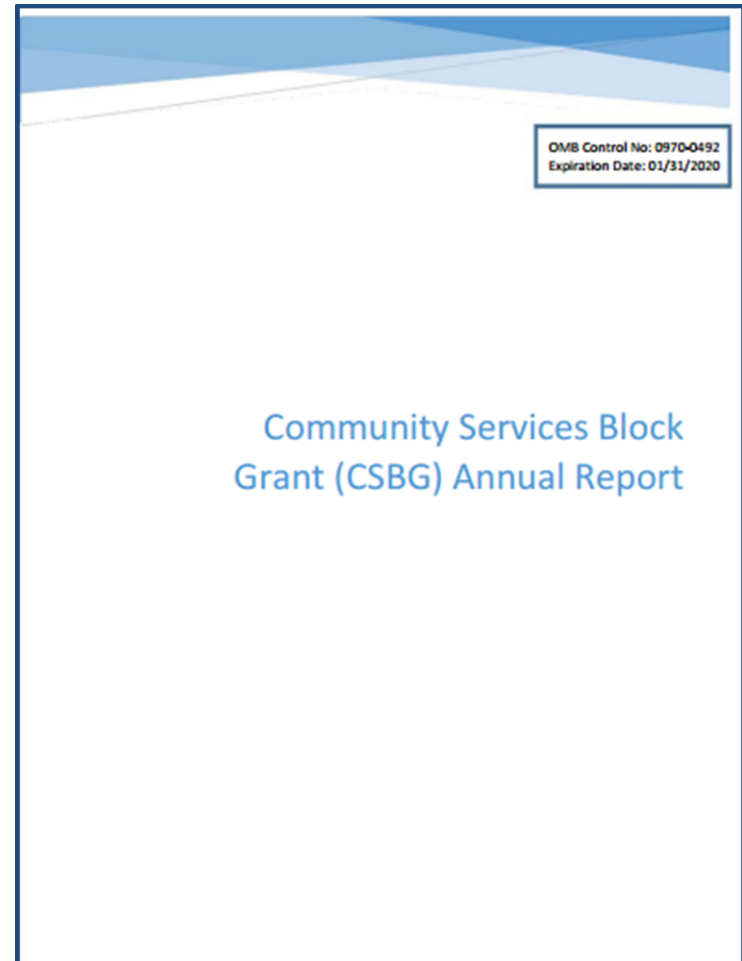| Which have been added to the new Annual Report |
| --- |
| Reporting of services and strategies |
| Data on state and federal accountability measures |
| Data on Organizational Standards |
| Additional Community Level outcomes (new NPIs) |
| Ability to show progress on community work over time |
| Additional infrastructure for multi level data analysis |
| OMB clearance for 3 years (as of January 2017) |

Where are we now?

- CSBG Annual Report received a ***3-year clearance*** from the Office of Management and Budget (OMB) on January 12, 2017.

- This starts the ***phase-in*** of the CSBG Annual Report and the ***phase-out*** of the CSBG IS Survey.

OMB Control No: 0970-0492
Expiration Date: 01/31/2020

Community Services Block Grant (CSBG) Annual Report

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

Reporting Timeline: October 1 – September 30

Federal Fiscal Year (FFY)	State Reporting Period October 1 – September 30	Data Submission for States:	Data Submission for local CSBG Eligible Entities:
FFY 2016: October 1, 2015- September 30, 2016	✔ **State Reporting Period:** October 1, 2015- September 30, 2016	**Due March 31, 2017:** CSBG IS Survey is submitted to NASCSP. Module 1 is completed based on the 2016 Federal Fiscal Year and submitted through the On-Line Data Collection system (OLDC).	**CSBG IS Survey**
FFY 2017: October 1, 2016- September 30, 2017	**State Reporting Period:** October 1, 2016- September 30, 2017 **(In Progress)**	**Due March 31, 2018:** CSBG IS Survey is submitted to NASCSP. Module 1 is completed based on the 2017 Federal Fiscal Year and submitted through OLDC.	**CSBG IS Survey**
FFY 2018: October 1, 2017- September 30, 2018	**State Reporting Period:** October 1, 2017- September 30, 2018	**Due March 31, 2019:** CSBG Annual Report (Modules 1-4) is submitted through OLDC.	**CSBG Annual Report (replaces CSBG IS Survey)**

Region VIII State Reporting Periods

- Colorado: January, 2018

- Montana: January, 2018

- North Dakota: January, 2018

- South Dakota: October, 2017

- Utah: October, 2017

- Wyoming: October, 2017

Module 4

INDIVIDUAL AND FAMILY LEVEL

Module 4 – Individual and Family Level	CSBG IS Survey
Section A: Individual and Family National Performance Indicators (NPI)	National Performance Indicator 1.1 – Employment National Performance Indicator 1.2 – Employment Supports National Performance Indicator 1.3 – Employment Asset Enhancement and Utilization National Performance Indicator 6.1 – Independent Living National Performance Indicator 6.3 – Child and Family Development
Section B: Individual and Family Services	National Performance Indicator 1.2 – Employment Supports National Performance Indicator 6.2 – Emergency Assistance National Performance Indicator 6.4 – Family Supports National Performance Indicator 6.5 – Services Counts
Section C: All Characteristics Report	Section G. Program Participant Characteristics

INDIVIDUAL AND FAMILY LEVEL| NATIONAL PERFORMANCE INDICATORS

- Agencies only report on **those NPIs that are relevant to achieving the goals and outcomes set by the CAA** based on local needs and conditions.

- The Annual Report does not mandate the use of any of the proposed outcome indicators – but rather does provide a set of standardized menu of indicators based on those that have proven effective at the family level for many years.

INDIVIDUAL AND FAMILY NATIONAL PERFORMANCE INDICATORS

Employment Indicators

Employment	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)
1. The number of unemployed youth who obtained employment to gain skills or income.					
2. The number of unemployed adults who obtained employment (up to a living wage).					
3. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).					
4. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).					
5. The number of unemployed adults who obtained employment (with a living wage or higher).					
6. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).					
7. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).					

Housing Indicators

Housing	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)
1. The number of households experiencing homelessness who obtained **safe temporary shelter**.					
2. The number of households who obtained **safe and affordable housing**.					
3. The number of households who maintained safe and affordable housing for **90 days**.					
4. The number of households who maintained safe and affordable housing for **180 days**.					
5. The number of households who **avoided eviction**.					
6. The number of households who **avoided foreclosure**.					
7. The number of households who **experienced improved health and safety** due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).					
8. The number of households with **improved energy efficiency and/or energy burden reduction** in their homes.					

Other Indicators

Other Housing Outcome Indicator	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)
9. The number of individuals or households _____.					
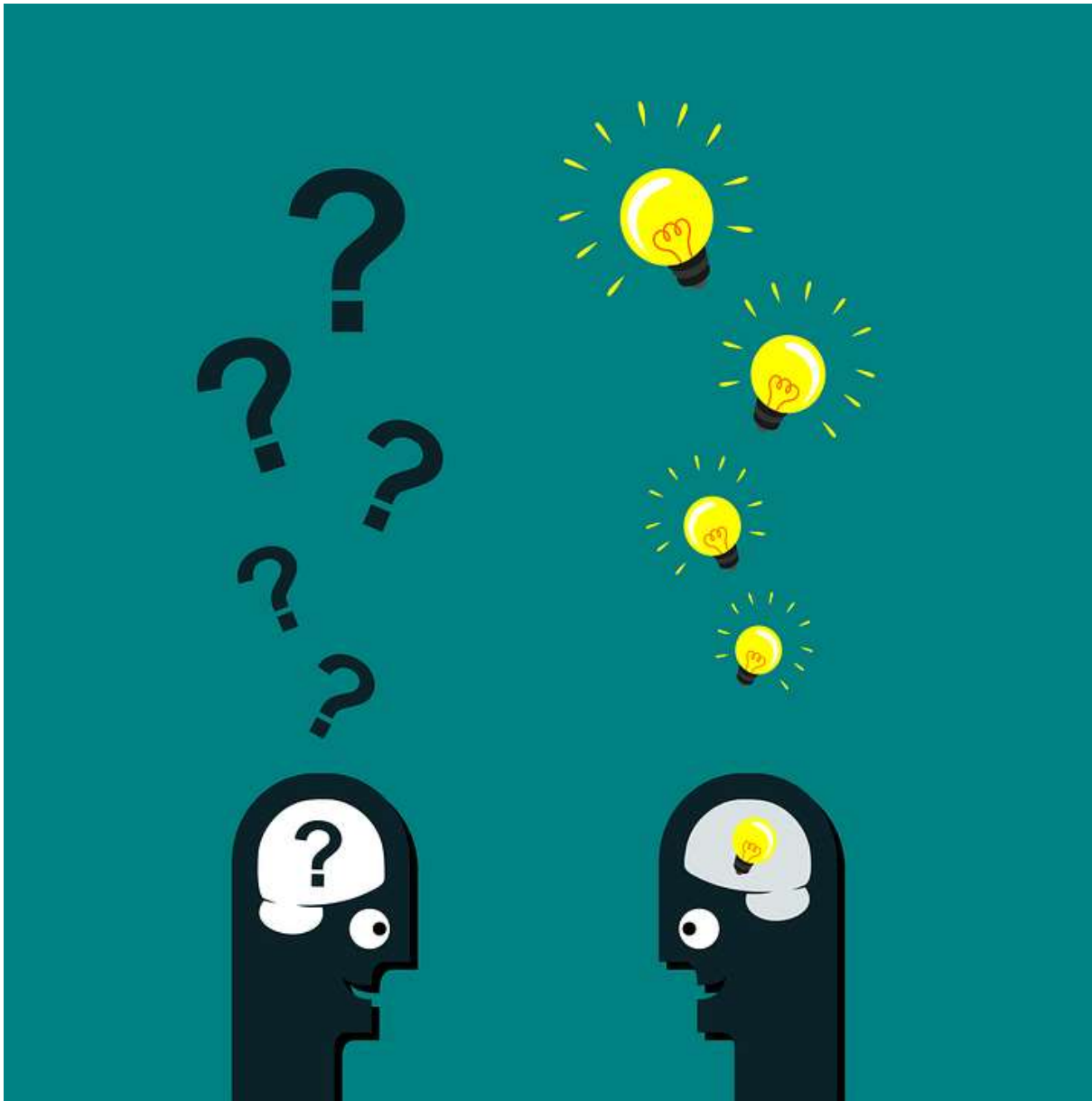
Q: How can a CAA report the success if a participant of multiple CAA programs (i.e. Housing Program, Employment Program, Nutrition Program) obtains multiple outcomes during the program year?

A: Outcomes across multiple domains.

Outcomes Across Multiple Domains

– If a CAA's systems can support the reporting, people *obtaining one or more outcomes* during the program year can be reported in **Outcomes Across Multiple Domains.**

odule 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form
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	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)
The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.					

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.

Q: If a CAA realizes family and individual outcomes through collaborative work that is documented individually or by collaboration, can they be counted in module 4? What are the limitations, if any?

A: Individual and Family outcomes achieved as the result of collaborative work can still be reported in Module 4.

Q: Should households that maintain housing over 180 days be counted for all three indicators: obtained housing, maintained 90, and maintained 180?

A: Yes. The household would be counted for the following indicators:

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.

Q: How do we distinguish between emergency housing assistance and non-emergency housing assistance?

A: The word emergency is no longer being used in the housing NPIs. We suggest using:

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.

INDIVIDUAL AND FAMILY LEVEL SERVICES

Section B – Module 4 - Services

- New in the Annual Report.

- The things (services) we deliver to individuals and families.

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

- Services and outcomes have been separated so that we can better understand and tell the story of what services are being provided by the Network to achieve results for individuals and families.

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	Unduplicated Number of Individuals Served
Housing Payment Assistance	
Financial Capability Skill Training	
Financial Coaching/Counseling	
Rent Payments (includes Emergency Rent Payments)	
Deposit Payments	
Mortgage Payments (includes Emergency Mortgage Payments)	
Eviction Prevention Services	
Eviction Counseling	
Landlord/Tenant Mediations	
Landlord/Tenant Rights Education	

Education and Cognitive Development Services

Name of CSBG Eligible Entity Reporting:

Education and Cognitive Development Services	Unduplicated Number of Individuals Served
Child/Young Adult Education Programs	
Early Head Start	
Head Start	
Other Early-Childhood (0-5 yr. old) Education	
K-12 Education	
K-12 Support Services	
Financial Literacy Education	
Literacy/English Language Education	
College-Readiness Preparation/Support	
Other Post Secondary Preparation	
Other Post Secondary Support	
School Supplies	
School Supplies	
Extra-curricular Programs	
Before and After School Activities	
Summer Youth Recreational Activities	
Summer Education Programs	
Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)	
Mentoring	
Leadership Training	

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

Section C – 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	
b. Female	
c. Other	
d. Unknown/not reported	
TOTAL (auto calculated)	0

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

6. Ethnicity/Race	Number of Individuals
I. Ethnicity	
a. Hispanic, Latino or Spanish Origins	
b. Not Hispanic, Latino or Spanish Origins	
c. Unknown/not reported	
TOTAL (auto calculated)	0

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

7. Military Status	Number of Individuals
a. Veteran	

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

	Number of Households
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	

12. Level of Household Income	Number of Households
(% of HHS Guideline)	
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

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.

Q: What is the definition of youth?

A: Youth are defined as ages 14-24 in the new CSBG Annual Report.

However there is one indicator "FNPI 5i: The number of individuals with no recidivating event for six months." This asks only for information on youth who are ages 14-17.
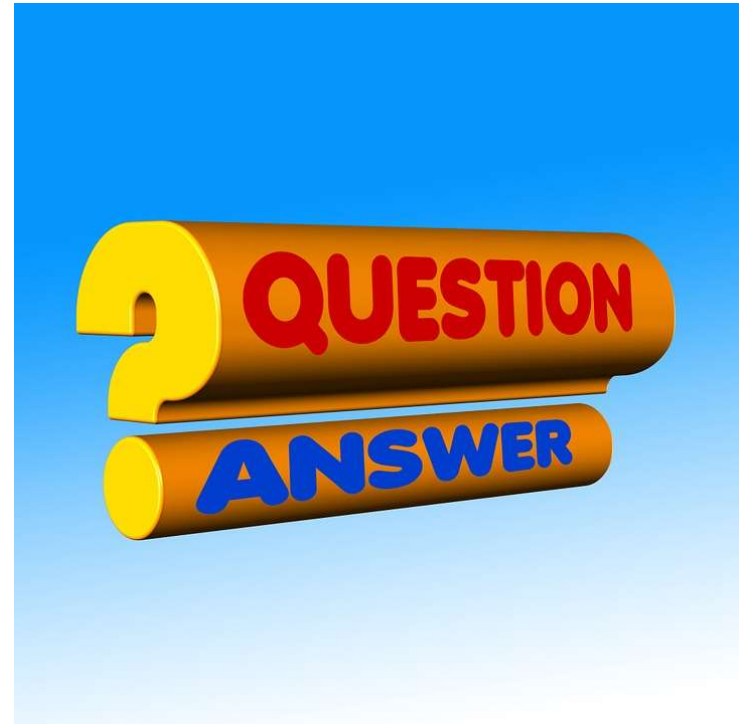
Q:	What is the definition of a living wage?

A:	There is no national definition of a living wage because so much depends on the local cost of living.

Agencies may determine their own definition of a living wage or they may work with their state office to come up with a definition. There are available tools to help in defining a living wage. We will share some of the available tools with you when we release the instruction manual.

Module 3
COMMUNITY LEVEL

CSBG ANNUAL REPORT | Module 3

- Collects **information** on the agency's community level initiatives.

- Showcases the **connection** between initiatives and outcomes.

- Demonstrates how initiatives would be **reported on over time.**

- **Auto-population** where information carries over from year to year.

- Expects that most CAAs have a handful of initiatives that include community strategies and **achieve community level change.**

Module 3: Community Level

What types of community level work are to be reported under Module 3?

- Only report on initiatives with community level outcomes that are planned/achieved.

- Each reporting period the CAA should include initiatives that were started, continued or completed.

- Initiatives that the CAA does alone or in partnership with others should be included.

- **Do not report on community meetings, community efforts, or other activities that are not designed to pursue specific community level outcome(s).**

Module 3: Community Level

The Community Initiative Status Form looks complicated and time consuming, is it going to take me a lot of time to complete this?

- A CAA will include only initiatives that have community level outcomes. For most CAAs it is expected they will have perhaps a handful of initiatives each year.

- Dropdown menus and auto-population will be included in the online system to make it quicker.

- Agencies should have all the information readily available and will only need to complete the form once a year, depending on State reporting requirements.

Module 3: Community Level

Will all local agencies be required to report in Module 3?

- CAAs are required to complete a Community Needs Assessment (CNA) and provide the State with a Community Action Plan that responds to the unique local causes and conditions of poverty.

- A CAA is expected to be able to defend their programmatic decisions based on having conducted a viable CNA, having clear outcomes identified, and a rational for selecting the strategy(s) being implemented.

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

COMMUNITY NATIONAL PERFORMANCE INDICATORS

Community Level NPIs vs. Individual/Family

- Community NPIs are not about adding up all the clients and calling that community change.
- It is a planned effort with strategies and outcomes thought out.
- Example:
  - If you are developing a new initiative the count of a new asset would be the community level NPI.
  - The number of your customers who attend the service and achieve outcomes will be counted in the family level NPIs.

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

- NPIs 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 NPIs 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 for Employment Indicators	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	1. Number of jobs **created** to increase opportunities for people with low incomes in the identified community.				
	2. Number of job opportunities **maintained** in the identified community.				
	3. Number of "living wage" jobs **created** in the identified community*.				
	4. Number of "living wage" jobs **maintained** in the identified community*.				
	5. Number of jobs **created** in the identified community with a benefit package.				

	Rates of Change for Employment Indicators	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)
Rates of Change	1. Percent decrease of the **unemployment rate**.							
	2. Percent decrease of the **youth unemployment rate**.							
	3. Percent decrease of the **underemployment rate**.							

Example: Counts of Change

❖ **Number of jobs created to increase opportunities for people with low incomes in the identified community:**

   ❖ The CAA targeted 25 jobs that they would create to increase opportunities for people with low incomes in the City of Davis. The actual number of jobs they created was 20. The performance target accuracy (the percent of the target achieved) is 80%.

❖ **Formula:**

   ❖ **Performance Target Accuracy=Actual results/Target results**

	Counts of Change for Employment Indicators	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	1. Number of jobs **created** to increase opportunities for people with low incomes in the identified community.	City	25	20	80%
	2. Number of job opportunities **maintained** in the identified community.				#DIV/0!
	3. Number of "living wage " jobs **created** in the identified community*.				#DIV/0!
	4. Number of "living wage" jobs **maintained** in the identified community*.				#DIV/0!
	5. Number of jobs **created** in the identified community with a benefit package.				#DIV/0!

Example: Rates of Change

❖ **Percent decrease of the unemployment rate:** The unemployment rate is 5%. The CAA targeted to reduce the unemployment rate to 3%. The expected change from baseline is a decrease of 40%. At the end of the year, the actual unemployment rate was 4%. The actual change from baseline is a decrease of 20%. The performance accuracy (the percent of the target reduction achieved) is 50%.

❖ **Formulas:**

❖ **Expected Change from Baseline=(target-baseline)/(baseline)**

❖ **Actual Change from Baseline=(actual results-baseline)/(baseline)**

Rates of Change	Rates of Change for Employment Indicators	I.) Identified Community	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)
	1. Percent decrease of the unemployment rate.	City	5.00%	3.00%	-40%	4.00%	-20%	50%
	2. Percent decrease of the youth unemployment rate.				#DIV/0!		#DIV/0!	#DIV/0!
	3. Percent decrease of the underemployment rate.				#DIV/0!		#DIV/0!	#DIV/0!

Q: Where would we document efforts to improve coordinated entry to services?

A: Module 3, Infrastructure and Asset Building NPI:

CNPI 3z.1 Other Counts of Change

Q:	Our state association does poverty simulations, and local staff often assist them. How do local agencies document these efforts?

A:	Module 3, Civic Engagement and Community Involvement Indicators

- CNPI 6 G2z.1 Other Indicator, write in NPI.

- Poverty Simulation is a strategy found under Civic Engagement for Goal 2.

COMMUNITY LEVEL STRATEGIES

Section C - Module 3

Module 3, Section C: Community Strategies List

Housing Strategies
End Chronic Homelessness Campaign
New Affordable Single Unit Housing Creation
New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
Tenants' Rights Campaign
New Shelters Creation (including day shelters and domestic violence shelters)
Housing or Land Trust Creation
Building Codes Campaign
Housing Policy Changes
Housing Legislative Changes
Other Housing Strategy: (please specify)

Health and Social/Behavioral Development Strategies
Health Specific Campaign
Farmers Market or Community Garden Development
Grocery Store Development
Gun Safety/Control Campaign
Healthy Food Campaign
Nutrition Education Collaborative
Food Bank Development
Domestic Violence Court Development
Drug Court Development
Alternative Energy Source Development
Develop or Maintain a Health Clinic
Health and Social/Behavioral Development Policy Changes
Health and Social/Behavioral Development Legislative Changes
Other Health and Social/Behavioral Development Strategy: (please specify)

Module 2

CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

- **Similar to Sections E-F in the CSBG IS**

- Completed by eligible entities; reviewed, evaluated, and analyzed by State CSBG Lead Agencies.

- **Section A** meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period based on categories referenced in the CSBG Act.

- **Section B** provides detail on agency capacity building funded by CSBG and other funding sources.

- **Section C** provides data on resources allocated to, administered through, and generated by the CSBG Eligible Entity.

MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

Module 2 – CSBG Eligible Entity Expenditures, Capacity, and Resources	CSBG IS Survey
Section A: Local Agency CSBG Expenditures	Section E. CSBG Expenditures by Service Category
Section B: Local Agency Capacity Building	National Performance Indicator 2.3 – Community Engagement National Performance Indicator 3.1 - Community Empowerment through Maximum Feasible Participation National Performance Indicator 4.1 - Expanding Opportunities through Community-Wide Partnerships National Performance Indicator 5.1 – Expanding Opportunities through Community-Wide Partnerships
Section C: Local Agency Resources Administered by the CSBG Eligible Entity	Section F. Resources Administered and Generated by the CSBG Network

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

Name of CSBG Eligible Entity Reporting: _____

A. CSBG Eligible Entity Reporting Period	"X"
1. July 1 - June 30	
2. October 1 - September 30	
3. January 1 - December 31	

B. CSBG Expenditures Domains	CSBG 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 (detailed below in Table C)	
10. Other (e.g. emergency management/disaster relief)	
Total CSBG Expenditures (auto calculated)	**$0**

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

C. Details on Agency Capacity Building Activities Funded by CSBG:

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

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

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

Module 2, Section B: CSBG Eligible Entity Capacity Building - Data Entry Form

Name of CSBG Eligible Entity: _____

E. 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
1. Non-Profit	
2. Faith Based	
3. Local Government	
4. State Government	
5. Federal Government	
6. For-Profit Business or Corporation	
7. Consortiums/Collaborations	
8. School Districts	
9. Institutions of Post-Secondary Education/Training	
10. Financial/Banking Institutions	
11. Health Service Organizations	
12. Statewide Associations or Collaborations	

MODULE 1

Module 1 – State Administration	CSBG IS Survey
Section A: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact	Section C. General Information on State CSBG office
Section B: Statewide Goals and Accomplishments	Section D. Accomplishments and Coordination of Funds
Section C: CSBG Eligible Entity Update	Section B. General Information on Local CSBG Agencies
Section D: Organizational Standards for Eligible Entities	n/a
Section E: State Use of Funds	Section A. State Use of CSBG Funds Section B. General Information on Local CSBG Agencies
Section F: State Training and Technical Assistance	T/TA Survey Section B. General Information on Local CSBG Agencies
Section G: State Linkages and Communication	n/a
Section H: Monitoring, Corrective Action, and Fiscal Controls	n/a
Section I: Results Oriented Management and Accountability (ROMA)	n/a

CSBG Annual Report Numbering

Housing (FNPI 4)

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

FNPI 4d The number of households who maintained safe and affordable housing for 180

FNPI 4e The number of households who avoided eviction.

FNPI 4f The number of households who avoided foreclosure.

FNPI 4g The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).

	Counts of Change for Employment Indicators (CNPI 1)
Counts of Change	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.
	CNPI 1c Number of "living wage " jobs created in the identified community*.
	CNPI 1d Number of "living wage" jobs maintained in the identified community*.
	CNPI 1e Number of jobs created in the identified community with a benefit package.

	Other Counts of Change for Employment Indicators (CNPI 1z) - Please specify below.
Other Counts of Change	CNPI 1z.1 Other
	CNPI 1z.2 Other
	CNPI 1z.3 Other

Annotated CSBG Annual Report

Crosswalks

Module 1 - State Administration	CSBG IS Survey
Section A: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact	Section C. General Information on State CSBG office
	Section D. Accomplishments and Coordination of Funds
	Section B. General Information on Local CSBG Agencies
n/a	...se of CSBG Funds

DRAFT

SBG Annual Report/IS Survey and Organizat...

Annual Report	Current CSBG IS	Organ...
e 1: State Administration B: Statewide Goals and :ccomplishments I: Results Oriented Management and ccountability (ROMA) System	Section D	1.2 • T... direc... Com... 1.3... coll... sa... 3.... q... s... s...
e 2: Agency Expenditures, Capacity, sources A: Local Agency CSBG Expenditures	Section E	
e 2: Agency Expenditures, Capacity, sources B: Local Agency Capacity Building	NPI Goals Three, Four, and Five	

NAS...

DRAFT – CSBG IS/CSBG AR Crosswa...

DRAFT - CSBG IS-CSBG Annual Report Quick Reference Crosswalk

NPI	CSBG IS Description	Very Similar Language	CSBG Annual Report Similar Language	No Similar Language
Goal 1: Low-income people become more self-sufficient.				
1.1 EMPLOYMENT				
1.1 A	Unemployed and obtained a job			
1.1 B	Employed and maintained a job for at least 90 days		Module 4, Section A, Employment, 1. The number of unemployed youth who obtained employment to gain skills or income. 2. The number of unemployed adults who obtained employment (up to a living wage).	
1.1 C	Employed and obtained an increase in employment income and/or benefits		Module 4, Section A, Employment, 3. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	
			Module 4, Section A, Employment, 8. 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.	

CSBG Annual Report

CSBG Annual Report Cleared by
Office of Management and Budget (OMB)

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 has also released _Action Transmittal 2017-01 on the Submission of Module 1 of the CSBG Annual Report for Fiscal Year (FY) 2016_ . This Action Transmittal notifies States that Module 1 is expected to be available in OLDC on **February 28, 2017** and the deadline for submission of Module 1 in OLDC received a one-time extension from March 31, 2017 to **April 7, 2017.** The due date for submission of the CSBG IS to NASCSP is also extended to **April 7, 2017.**

CSBG Annual Report Implementation:
Two Phases

Phase 1
- FY16 & FY17
- Module 1 is completed in OLDC
- Local Agency data is completed in the CSBG IS Survey

Phase 2
- FY 18
- Module 1-4 are completed in OLDC
- No data is reported in the CSBG IS Survey

GeoExplorer and Find a
Provider Tools

NASCSP

111 K Street, NE Suite 300 Washington, DC
20002
Phone: 202.624.5866

FINAL CSBG Annual Report - This PDF is the OMB cleared CSBG Annual Report and is unchanged from the version included in the second Federal Register Notice (FRN#2), 30-day comment period in November 2016.

CSBG Reporting Timelines for States and local CSBG Eligible Entities - This chart shows the timeline for reporting on the CSBG Annual Report. Click here to see your State's CSBG Reporting Period.

State Reporting Periods for FY18 - Modules 2-4 are based on the State's CSBG Reporting Period and reporting starts in FY18. Check out this chart to see your State's Reporting Period.

New! CSBG Annual Report 1-Pager - This 1-pager provides key information on the what, why, and when of the CSBG Annual Report. Think this could be adapted with your State's implementation information? Contact lcook@nascsp.org for an editable format.

CSBG Annual Report Posters - Download the Module 3 NPI and Module 4 NPI posters. These displays will give you a quick overview of all of the NPIs in the new CSBG Annual Report!

Module 3 - Community NPI Counts of Change, Rates of Change 1, Rates of Change 2

Module 4 - Individual and Family NPIs

Excel Forms with Updated Numbering Scheme - The numbering scheme for each module has been updated in excel format. This numbering scheme will allow the network to more easily communicate each data point in the Annual Report and will assist developers with building systems.

Module 2: Expenditure, Capacity, Resources Excel Forms

Module 3: Community Level

Module 4: Individual and Family Level

Webinars & Presentations:

ROMA Next Generation and CSBG Annual Report Webinar, June 30, 2017

NASCSP, CAP, and OCS provide an overview of ROMA Next Generation and the CSBG Annual Report. ROMA Next Generation, including the National Theory of Change, and an overview of each of the Modules in the CSBG Annual Report will be discussed. This overview will help lay a foundation before jumping into the more specific module-based webinars.

Coming Soon!

Coming Soon!

CSBG Annual Report Crosswalk with LIHEAP, Head Start, WIOA, and Weatherization.

Instruction Manuals and Lexicon