

1<sup>st</sup> Annual  
Utah Community Action Partnership  
Conference

CSBGIS DATA Reporting  
Refresher Training

May 23, 2011



## CSBGIS Data Reporting Refresher Course

- The State is a Governmental entity that is a pass through and oversees the Community Services Block Grant funding that is ear marked for Community Action Agencies to assist low-income individuals statewide to eradicate poverty.
- NASCSP submits a list of states to OCS on the submission of each FY CSBGIS reports.
- All States and Territories are required to report on and submit the CSBGIS to OCS.
- NASCSP would like to see improved and cleaner data.



# CSBGIS Data Reporting Refresher Course

- **The CSBGIS sections collect data on the following:**
  - Agency and State Funding (Sections E & F)
  - Agency - Success stories (Section D)
  - Agency - Expenditures by service categories (Section E)
  - Agency - Expenditures for Federal, State, Local and Private funds available during the reporting period (Section F)
  - Agency - Demographics of who we serve (Section G)
  - Agency - Results of our services (ROMA NPI)



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- **Section E – Expenditures by service category**

- **Service Category - Funds Expended** - (during the 12 month period upon states CSBG fiscal year - **October 1st thru September 30<sup>th</sup>**).
- **Administrative Expenditures** – This should be a low percentage of and not to exceed 15%. (Nationally)
- **Youth Programs** – individuals served - ages defined as 12-18
- **Senior Programs** - individuals served – ages defined 55 and up



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- **Section E – Expenditures by service category**  
(Cont. Sec. E)

- Report on total agency budget that was expended for the FY reporting period. (October 1<sup>st</sup> thru September 30<sup>th</sup>)
- The report should capture the **expended amounts**, and not allocated amounts, in section E.



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- **Section F – Other Resources Administered and Generated**

- Report on FY of CSBG funds **allocated** not expended (This will most likely be different from the total amount of CSBG funds expended during the reported period of Sec. E.)
- Other category should not be used unless a resource is not listed. IF the **other category** is used you will need to include a CFDA # (website address <https://www.cfda.gov/>)

**Please No acronyms listed, if possible.**



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- **Section F – Other Resources Administered and Generated – STATE (Cont.)**
- Several State funds for same purpose need to be combined
  - Example – if agency has 4 State energy grants they will need to be combined and reported under (State Energy Programs)

Note: If you cannot find an appropriate subcategory, list the full name of the founding source under O. other state Resources.

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## ● **Section G – Program Participant Characteristics**

- Total Non CSBG Resources will automatically populate from (Sec. F)
- Total amount of CSBG funds allocated – (will be FY allocated dollars. Please look at your most recent CSBG program **Contract Agreement** or **Amendments**.)
- 3-6 on # of program participants will need to be reported. Please report on unduplicated # of persons/families of information that was not obtain.

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- **Section G – Program Participant Characteristics (Cont.)**

- Q - **10 Education** Level of Adults is 24 years and older.
- Q – **11 Other Characteristics** has been changed and specifically ask how many individuals responded to whether or not they had Health Insurance or are Disabled.
- Q – **14 Sources of Family Income** does not collect data on Food Stamps, Medicaid, LIHEAP, and any other in-kind benefits. (You would not add this information to Q-14, even if agency's tracker collection system has it available.)

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## ● National Performance Goals and Indicators

### ○ Six National Performance Goals:

- Goal 1 – Low-income people become more self sufficient.
- Goal 2 – The conditions in which low-income people live are improved.
- Goal 3 – Low-income people own a stake in their community
- Goal 4 – Partnership among supporters and providers of services to low-income people are achieved.
- Goal 5 – Agencies increase their capacity to achieve results.
- Goal 6 – Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

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- National Performance Goals and Indicators (NPI's) (Cont.)
  - Represent Community Action, not just the activities funded through the CSBG.
    - NPI's definitions can be found on the CSBG NASCSP - (website <http://www.nascsp.org/CSBG.aspx>) under Guides and Manuals, Performance Targeting Field Manual. Also please refer for more detail NPI's definitions under - Instructions, FY09 CSBGIS NPI's Instructions
    - **Please note:** there is no national definition for Living Wage.
    - New NPI's - **Employment Support** 1.2J, K and L. 1.2L should not be other non-emergency data (State/Local/Private energy program. This should not include LIHEAP or WX.

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- National Performance Goals and Indicators (NPI's) (Cont.)

- NPI 2.3.B – Number of **volunteer** hours donated to the agency (This will be **all** volunteer hours)
- NPI 3.1A – Number of volunteer hours donated to Community Action by low-income individuals who are low-income.
- \*\*NPI 4.1 – **Community-Wide Partnerships** is very important to list and try to expand your resources and opportunities.
- \*\*NPI 5.1 – **Capital Resources** to help increase agency capacity to achieve family outcomes. (Number of C-CAPS, ROMA Trainers, Board Members attending trainings, Development Trainers, etc...)

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- National Performance Goals and Indicators (NPI's) (Cont.)
  - NPI 6.1 **Independent Living** – Senior Citizens or Persons with Disabilities
    - Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities ages 55 – Over
    - Individuals with Disabilities
      - 0-17
      - 18-54
      - 55-over

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- National Performance Goals and Indicators (NPI's) (Cont.)
  - NPI 6.2 **Emergency Assistance** – Emergency Vendor Payments funded by LIHEAP or other public and private funding sources. (Emergency Rent/Mortgage Assistance, Emergency Car Repair.
  - NPI 6.3 **Child and Family Development** – Changed Youth 1 to Youth improve health and physical development.
  - Changed Youth 5 to Youth increase academic athletic, or social skills for school success.
  - NPI 6.4 **Family Supports (Seniors, Disabled and Caregivers)** this is a **new NPI**.

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- National Performance Goals and Indicators (NPI's) (Cont.)
  - NPI 6.5 **Service Count** – Number of services provided to low-income individuals and/or families.
    - Food Boxes, Pounds of Food, Units of Clothing, etc...

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- National Performance Goals and Indicators (NPI's) - (Cont.)
- Perfecting Your Data
  - Refer to the hand outs or go to the NASCSP CSBG Website for detail instructions.
  - Refer to prior FY to compare data. If there is a large variance, 80% or over 120%, please provide an explanation under goals 1-6 for each NPI.

# CSBGIS Data Reporting Refresher Course

- National Performance Goals and Indicators (NPI's)
- Perfecting Your Data (Cont.)
  - Please note that in FY 2009 the Source of Family Income section was changed to:14a. Please report the total unduplicated # of families reporting one or more sources of income and
  - 14b. Please report the total unduplicated # of families reporting ZERO income.
  - TOTAL unduplicated # Families who responded as either having a source of income or having zero income.


<b>Indicator</b>	<b>Eligible Entities</b>	<b># of enrolled</b>	<b># Expected To Achieve</b>	<b># Achieving Outcome</b>	<b>% Achieving Outcome</b>
<b>1.1 Employment</b>					
Unemployed and obtained a job.	7	100	50	75	75%
<b>6.3</b> Youth participate in before/after school programs.	2	86	86	86	100%

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- Section D – Accomplishments and Coordination of Funds – Success Stories
  - Need Stories of long-term solution to a persistent problem affecting members of the low-income community.
  - Describe your agency's strategy in which address a long-term solution to a persistent problem affecting members of the low-income community.
    - Questions to ask yourself – how did your agency identify the community need?
    - How were CSBG funds used to plan, manage and/or develop the approach?

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- Section D – Accomplishments and Coordination of Funds – Success Stories (Cont.)
  - What local partners were involved, and how did each contribute to the program?
  - Describe how your agency addressed a cause or condition of poverty in the community using an innovative or creative approach.
  - Showcase how your agency relied on mobilization and coordination of resources to help reach interim and final outcomes.
  - **DEMONSTRATE HOW CSBG “works” as it funds staff, activities, investments, or services to meet community need.**
  - Please proof read your stories before submitting.



**THANK YOU FOR THE  
COMMITTED AND HARD WORK  
YOU DO!**