Colorado Community Action Association

Community Services Block Grant (CSBG)
Annual Report FOR SUBCONTRACTORS Training Webinar

January/February 2021

RESOURCE: NASCSP CSBG Annual Report Instruction Manuals
RESOURCE: Module 2 Excel Form
RESOURCE: Module 3 Excel Form
RESOURCE: Module 4 Excel Form
RESOURCE: Module 2 and 4 Checklist
RESOURCE: Unduplicated Counts

2020 CSBG Annual Report Timeline

Report due February 2021
for the program period of
January 1, 2020 – December 31, 2020

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

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

2020 CSBG Annual Report Timeline

Upon submission a Pre-Review process will commence where data will be validated by CCAA/DOLA prior to submission to the Federal Government on March 30, 2021

Review process by Federal Government will take place April-June 2021 with follow-up questions possible from our national partners

2020 Annual Report Finalized in July 2021 with State Aggregate Data Available

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, 3 and 4)

- 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
- Demographic Characteristics for Individuals and Households served (Module 4, Section C All Characteristics Report)

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

CSBG Annual Report Overview

- 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 (Survey will be sent out by State Office)

Sub-contracting partners complete report for only CSBG related activities.

CSBG Expenditure Domains

Found in Module 2, Section A

THESE ARE CSBG FUNDS ***ACTUALLY EXPENDED*** in PY20

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. Contact your funding agency with any questions.**

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**
  - **Do not need to report Item C.3 (CSBG Funds Allocated)**

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 report the outcomes over major domains in INDIVIDUALS.

Module 4, Section A requires projected target numbers versus actual outcomes realized…these projected targeting numbers should be found in your 2020 CSBG Activities Spreadsheet.
WE EXPECT MAJOR VARIANCE THIS YEAR.

REMINDER: Family National Performance Indicator FNPI 7a "The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains" is an UNDUPLICATED COUNT OF INDIVIDUALS RECEIVING AT LEAST ONE OUTCOME ACROSS THE CSBG SUPPORTED ACTIVITIES.

CSBG SUPPORTED ACTIVITIES ONLY!

CSBG Report Overview cont'd

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

- Report number of UNDUPLICATED INDIVIDUALS receiving the service not units of services (for example report individuals that received a food box rather than number of food boxes provided)

- Services Supporting Multiple Domains includes case management, referrals, transportation, childcare & other services

- Total number of INDIVIDUALS served in any one service area will be cross-referenced with Module 4, Section A (total served) and Module 4, Section C (total served)

CSBG SUPPORTED ACTIVITIES ONLY!

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 non-demographic 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.

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