

# Colorado Community Action Association

Community Services Block Grant (CSBG)

Annual Report Training Webinar

January/February 2021



**COLORADO**  
Department of Local Affairs  
Division of Local Government



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

DUE February 26, 2021  
for the program period of  
January 1, 2020 – December 31, 2020

## State Online Annual Report System for Submittal

- User Friendly Interface to Modules 2-4
- Data Validations
- No spreadsheets required
- SmartForms Data Collection for Subs Possible (contact CCAA)

Terminology used in your 2018-2020 Community  
Action Plan/Application

**AND TARGETS from 2020 Activities Spreadsheets**

# 2020 CSBG Annual Report Timeline

Upon submission Pre-Review process will commence where data will be validated by CCAA/DOLA prior to submission to OCS on March 2021

Review process by OCS will take place April-June 2021 with follow-up questions possible from our federal partners

2020 Annual Report Finalized by 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)

**Public Grantees and sub-contracting partners complete report for only CSBG related activities.**

**Nonprofit Grantees (CAA's) report for entire agency.**

# CSBG Expenditure Domains

Found in Module 2, Section A

THESE ARE CSBG FUNDS *ACTUALLY EXPENDED* in PY20

\*May differ from allocation in Module 2, Section C;

*Includes Discretionary Funds from DOLA*

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 (among other services).

**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 elected, otherwise would be cost allocated indirect costs. See [OCS IM 37](#) for further guidance.**

# 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*, as well as data on the number of volunteer hours including those from Individuals with Low-Income, and collects the number and nature of partnerships locally through the CSBG program.
- Module 2, Section C (Allocated Resources) financial leveraging – Federal, State and Local
  - **\*Budgeted not Actuals**
  - Directly related to CSBG activities (if public grantee or sub-contractor partner agency)
  - Check your “CSBG” allocation against state records (see email from DOLA)



# 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
- 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 AGENCY IF Nonprofit Grantee**
- **ACROSS THE CSBG SUPPORTED ACTIVITIES IF Public Grantee or Sub-contracting Partner**

# 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 Report Overview cont'd

Module 4, Section C is where demographic data is reported on  
Individuals and Households Served

- 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 household level characteristics, including:

- Household (item 9) and Housing (item 11) types
- 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).
- ALSO, Section C allows for reporting of individuals and households served but for which no characteristics were collected.

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<https://www.colorado.gov/pacific/dola/community-services-block-grant-csbg>

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