



# **FY24 CSBG Annual Report Webinar Series: Collecting Individual and Family Characteristics (Module 4)**

**Division of Community Assistance (DCA)**  
**Office of Community Services (OCS)**

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November 21, 2024





# WELCOME

# Meet the Presenters



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Research Director  
NASCS

# Webinar Agenda

- Welcome
- Reporting Requirements Review
- Module 4 Review
- Module 4 Things to Remember
- Resources



# Reporting Requirements Overview



# Statutory Authority

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“

Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State... an accounting of expenditure of funds received by the State through the community services block grant program, including an accounting of funds spent on administrative costs by the State...also include in the report a summary describing the training and technical assistance offered by the State...

CSBG Act, Section 678E(a)(2), 42 USC § 9917

# Reporting Process

## SmartForm State Database

CSBG Eligible entities submit data to the grant recipient via the SmartForm or Database. Grant Recipients review the data.

## OLDC Upload

States upload the XMLs for all CSBG eligible entities into OLDC via GrantSolutions.

## Annual Report Review

OCS sends Review Memo with feedback to the states for subsequent revisions.

## Telling the Story

OCS Annual Report  
CSBG Report to Congress  
CSBG Performance Management website.



## XML Export

States export the data into XMLs.

## Submit Data to OCS

States directly enter data into OLDC and submit state-level data in Module 1. States submit aggregated state-level data and local-level data in OLDC by submitting state-level forms for Modules 2-4.

## Finalization

States respond to Review Memo confirming accuracy, clarifying information, or updating data points. States work with CSBG eligible entities to revise data via SmartForm or State Database, export and upload XML, and resubmit state-level form. OCS accepts the final submission in OLDC.


# What is a Complete Module 4 (M4)?

- Successful submission of all XMLs for **all** reporting eligible entities
- Submission of the state-level form within GrantSolutions
- Comments clarifying your data (Optional)


  
**Collection**  
CSBG Eligible  
Entities  
**Submit Data**  
(and  
comments) to  
CSBG lead  
agency

- Via state  
database or  
**SmartForms**

  
**XML Export**  
States Review  
Data & **Export**  
to **XMLs**

  
**OLDC Upload**  
States **Upload**  
**XMLs** to the  
On-Line Data  
Collection  
system  
(OLDC)

- XMLs Save  
(OLDC auto-  
function)

  
**Submit Data to OCS**  
States **Submit**  
**State-Level**  
**Form**  
(including  
**attaching**  
comments) in  
OLDC



# Fiscal Year (FY) 2024 CSBG Annual Report

**Due Date: March 31, 2025**

- The FY24 Annual Report **does not** require reporting for CARES nor Disaster as they are closed.
- The FY24 Annual Report **does not** include the proposed changes of Annual Report 3.0.



[ACF-OCS-CSBG-AT-25-01 Annual Report Submission FY24](#)

# Module 4 Overview

# Module 4 - Sections

- Section A – Individual and Family **National Performance Measures**
- Section B – Individual and Family **Services**
- Section C – **All Characteristics Report**

# Domains

**Employment**



**Education &  
Cognitive  
Development**



**Income &  
Asset  
Building**



**Housing**



**Health &  
Social /  
Behavioral**



**Civic  
Engagement  
&  
Community  
Involvement**



# Section A

## Individual and Family National Performance Measures



# Module 4, Section A

## Individual and Family National Performance Measures

I.) Number of Individuals 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)

- Column I – Number of Individuals Served
  - Number:* The unduplicated number of participants who received services to achieve the outcome
- Column II – Target
  - Number:* The number of participants who were expected to achieve the identified outcome
- Column III – Actual Results
  - Number:* The actual number of participants reported in column I who achieved the identified outcome
- Column IV – Percentage Achieving Outcome
  - Formula (auto calculated):* **Column III (Actual Results)** divided by **Column I (Number of Individuals Served)**
- Column V – Performance Target Accuracy
  - Formula (auto calculated):* **Column III (Actual Results)** divided by **Column II, (Target)**

# Module 4, Section A

## Completing the National Performance Indicators (NPIs)

### ■ Section A, Column II, *Target*

- Agencies should be setting targets for NPIs and should be reporting out on them in Module 4.
- If there is a pattern of blank targets, it may be flagged.

### ■ Section A, Column III, *Actual Results*

- *Column III (Actual Results) is expected to be lower than Column I (Number of Individuals Served) because actual results should only be reported for the individuals working towards those results.*

I.) Number of Individuals 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)

I.) Number of Individuals 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)

**Answer in  
the chat....**

## Knowledge Check

- The number of participants achieving actual results (Column III) can be larger than the number of participants served (Column I).

**True or False?**

# Auto-Calculations – Module 4, Section A

- Section A, Column IV, *Percentage Achieving Outcome*

- Formula: **Column III, Actual Results** divided by **Column I, Number of Individuals Served**

- Section A, Column V, *Performance Target Accuracy*

- Formula: **Column III, Actual Results** divided by **Column II, Target**

I.) Number of Individuals 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)

I.) Number of Individuals 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)

# Subsets

## Auto-Calculated

- The sub-data must **equal** the parent data
  - FNPI 2c
  - FNPI 2d
  - FNPI 5i

## Not Auto-Calculated

- The sub-data must **not exceed** the parent data
  - FNPI 1h
  - FNPI 6a



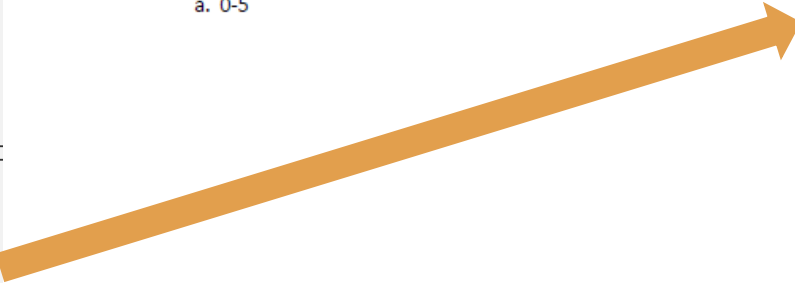
# Subsets

## Module 4, Section A, FNPI 2c

- Parent row is read-only
- **VALIDATION** Age Verification
  - 2c.1 should not exceed Module 4, Section C, C.2a., Ages 0 - 5
- **Formula: 2c = 2c.1 + 2c.2 + 2c.3**
  - Applicable to Columns I - III

Education and Cognitive Development (FNPI 2)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 2c The number of <b>children</b> and <b>youth</b> who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0
FNPI 2c.1 Early Childhood Education (ages 0-5)			
FNPI 2c.2 1st grade-8th grade			
FNPI 2c.3 9th grade-12th grade			

2. Age	Number of Individuals
a. 0-5	



# Subsets

## M4, Section A, FNPI 2d

- Parent row is read-only
- Formula: 2d = 2d.1 + 2d.2 + 2d.3
  - Applicable to Columns I - III
- **VALIDATION** Age Verification
  - 2d.1 Early Childhood Education (ages 0-5) should not exceed Module 4, Section C, C.2a., Ages 0 - 5

Education and Cognitive Development (FNPI 2)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 2d The number of <b>children</b> and <b>youth</b> who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	0
FNPI 2d.1 Early Childhood Education (ages 0-5)			
FNPI 2d.2 1st grade-8th grade			
FNPI 2d.3 9th grade-12th grade			

2. Age

a. 0-5

Number of Individuals

# Subsets

## Module 4, Section A, FNPI 5i

- Auto calculated
- Parent row is read-only
- Formula:  $5i = 5i.1 + 5i.2$ 
  - Applicable to Columns I – III
- VALIDATION Age Verification**
  - 5i.1** should not **exceed** Module 4, Section C (All Characteristics Report, C.2a., **Ages 14 – 17**)
  - 5i.2** should not **exceed** Module 4, Section C, C.2a., **Ages 18+**

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 5i The number of individuals with no recidivating event for six months.	0	0	0
FNPI 5i.1 Youth (ages 14-17)			
FNPI 5i.2 Adults (ages 18+)			

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	
l. TOTAL (auto calculated)	0

**Answer in  
the chat....**

## Knowledge Check

- The agency has submitted FNPI 5i. correctly.

True or False?

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 5i The number of individuals with <b>no recidivating event</b> for six months.	76	40	50
FNPI 5i.1 Youth (ages 14-17)	30	15	13
FNPI 5i.2 Adults (ages 18+)	46	25	31

# Subsets

## Module 4, Section A, FNPI 1h

- Parent row is editable
- Validation: 1h.1, 1h.2, 1h.3 must not exceed 1h
  - Applicable to Columns I - III

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 1h The number of employed participants in a career-advancement related program who <b>entered or transitioned</b> into a position that provided increased income and/or benefits.			
FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through <b>wage or salary amount increase</b> .			
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through <b>hours worked increase</b> .			
FNPI 1h.3 Of the above, the number of employed participants who <b>increased benefits</b> related to employment.			



# Subsets

## Module 4, Section A, FNPI 6a

- Parent row is editable
- Validation: 6a.1, 6a.2, 6a.3 must not exceed 6a
  - Applicable to Columns I - III

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 6a The number of individuals who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.			
FNPI 6a.1 Of the above, the number of Community Action program participants who improved their leadership skills.			
FNPI 6a.2 Of the above, the number of Community Action program participants who improved their social networks.			
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.			

# Module 4, Section A and Module 4, Section C

- **Numbers Reported Under a FNPI Cannot Exceed Module 4, Section C, Item A**
  - Applicable to Columns I and III
  - Not Applicable to Column II

Income and Asset Building (FNPI 3)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for <u>90 days</u> .	500	250	350

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

400

# Module 4, Section A, FNPI 7a

- **Unduplicated Number of Individuals who Obtained 1 or more Outcomes**
  - Is **Optional** but needs to be reported correctly if used
  - Should be **at least** equal to the largest FNPI in the other domains but will most likely **be more**
  - Should **not be more** than Module 4, Section C Item A

Outcomes Achieved Across One or More Domains (FNPI 7)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.			

# Section B

## Individual and Family Services

## Section B

# Individual and Family Services

- Unduplicated # of Individuals Served
- Should **not be more** than Module 4, Section C, Item A
  - Exceptions allowed when unduplicated count may not be possible. These services include:

SRV 1l-Job Referrals; SRV 1p-Interactions with Employers; SRV 1q-Employment Supplies; SRV 2k-School Supplies; SRV 2l-Before and After School Activities; SRV 4m-Temporary Housing Placement; SRV 5m-Contraceptives; SRV 5o-STI/HIV Screenings; SRV 5w-Crisis Response/Call-In Responses; SRV 5gg-Community Gardening Activities; SRV 5jj-Food Distribution; SRV 5nn-Kits/Boxes; SRV 5oo-Hygiene Facility Utilizations; SRV 7c-Referrals; and SRV 7n-Emergency Clothing Assistance.

5ii-Prepared Meals included but not listed in the Instructions Manual.

Employment Services (SRV 1)

Unduplicated Number of  
Individuals Served



## Section B

# Demographic Connection

- SRV 2a., 2b., and 2c. apply to children 0-5
- Added together should not exceed

Child/Young Adult Education Programs (SRV 2a-j)	
SRV 2a Early Head Start	
SRV 2b Head Start	
SRV 2c Other Early-Childhood (0-5 yr. old) Education	

2. Age

a. 0-5

Number of Individuals

# Module 4, Section B Connection CSBG Expenditures

## ■ CSBG Expenditures and Related Services

A.2. CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	



Housing Services (SRV 4)	Unduplicated Number of Individuals Served
<b>Housing Payment Assistance (SRV 4a-e)</b>	
SRV 4a Financial Capability Skill Training	
SRV 4b Financial Coaching/Counseling	
SRV 4c Rent Payments (includes Emergency Rent Payments)	
SRV 4d Deposit Payments	
SRV 4e Mortgage Payments (includes Emergency Mortgage Payments)	
<b>Eviction Prevention Services (SRV 4f-h)</b>	
SRV 4f Eviction Counseling	
SRV 4g Landlord/Tenant Mediations	
SRV 4h Landlord/Tenant Rights Education	

# Module 4, Section B Connection Federal Allocation

## ■ Federal Allocations and Related Services

### C.3. Federal Resources Allocated (Other than CSBG)

#### C.3a. Weatherization (DOE) *(include oil overcharge \$\$)*

#### C.3b. Health and Human Services (HHS)

- C.3b.1. LIHEAP - Fuel Assistance *(include oil overcharge \$\$)*
- C.3b.2. LIHEAP - Weatherization *(include oil overcharge \$\$)*
- C.3b.3. Head Start
- C.3b.4. Early Head Start

C.3a.

C.3b.1.

C.3b.2.

C.3b.3.

C.3b.4.

SRV 4s Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc.)

SRV 4t Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)

SRV 2b Head Start

SRV 2a Early Head Start

# Module 4, Section B Connection NPIs

## ■ National Performance Indicator and Related Services

Employment (FNPI 1)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).
FNPI 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>up to a living wage</b> ).
FNPI 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>up to a living wage</b> ).
FNPI 1e The number of unemployed <b>adults</b> who obtained employment ( <b>with a living wage or higher</b> ).
FNPI 1f The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>with a living wage or higher</b> ).
FNPI 1g The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <b>with a living wage or higher</b> ).



Employment Services (SRV 1)
<b>Skills Training and Opportunities for Experience (SRV 1a-1f)</b>
SRV 1a Vocational Training
SRV 1b On-the-Job and other Work Experience
SRV 1c Youth Summer Work Placements
SRV 1d Apprenticeship/Internship
SRV 1e Self-Employment Skills Training
SRV 1f Job Readiness Training
<b>Career Counseling (SRV 1g-h)</b>
SRV 1g Workshops
SRV 1h Coaching
<b>Job Search (SRV 1i-n)</b>
SRV 1i Coaching
SRV 1j Resume Development
SRV 1k Interview Skills Training

# Section C

## All Characteristics Report

# Auto-Calculations

## Module 4, Section C, Individual Level Characteristics

- Each **Total** field should sum up the preceding fields.
  - Example: **C.1e. Total** should be the total sum of C.1a. + C.1b. + C.1c. + C.1d.

### Validation

- The **Totals** for **Individual Characteristics** should equal the Unduplicated number of all **Individuals**, except:
  - C.3i. Education Levels Totals
  - C.4a. Disconnected Youth
  - C.5c.9 Health Insurance Sources Total
  - C.7e. Military Status Total
  - C.8i. Work Status Total

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	
e. 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	
l. 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		
d. GED/Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 years College Graduate		
g. Graduate of other post-secondary school		
h. Unknown/not reported		
i. TOTAL (auto calculated)	0	0

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	
a.2. Not Hispanic, Latino or Spanish Origins	
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	0

b. Race	
b.1. American Indian or Alaska Native	
b.2. Asian	
b.3. Black or African American	
b.4. Native Hawaiian and Other Pacific Islander	
b.5. White	
b.6. Other	
b.7. Multi-race (two or more of the above)	
b.8. Unknown/not reported	
b.9. TOTAL (auto calculated)	0

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. Never Served in the Military	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant or 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	
i. TOTAL (auto calculated)	0



# Auto-Calculations

## Module 4, Section C, Household Level Characteristics

- Each **Total** field should sum up the preceding fields.
  - Example: **D.9j. Total** should be the total sum of D.9a. + D.9b. + D.9c. + D.9d. + D.9e. + D.9f. + D.9g. + D.9h. + D.9i.

- Validation**
  - The **Totals** for **Household Level Characteristics** should equal the Unduplicated number of all **Households**, except:

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:

### 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	
j. 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	
h. TOTAL (auto calculated)	0

11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown/not reported	
g. TOTAL (auto calculated)	0

12. Level of Household Income (% of HHS Guideline)	Number of Households
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. 251% and over	
j. Unknown/not reported	
k. 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	
j. 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	
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	

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	



# Auto-Calculations

## Unknown Not Reported & Totals

- The **Totals** for **Individual Characteristics** should equal the Unduplicated number of all **Individuals**
- The **Totals** for **Household Level Characteristics** should equal the Unduplicated number of all **Households**
- Agencies may not collect characteristics for all **Individuals** and **Households** that received services – report under **Unknown Not Reported**
  - Not necessarily a collected data point

### Validation:

- **Individuals** or **Households** (*respectively*) **minus Total** equals **Unknown Not Reported**
- **Total** *minus* **Preceding Fields** equals **Unknown Not Reported**
- **Result: Total** will equal **Individuals** or **Households**, respectively

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:

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	
l. TOTAL (auto calculated)	0



**Answer in  
the chat....**

## Knowledge Check

- The agency is reporting 60 for Item A – Unduplicated number of individuals with 1 or more characteristics was obtained. The agency is reporting correctly under Military Status. True or False?

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

60

7. Military Status	Number of Individuals
a. Veteran	15
b. Active Military	5
c. Never Served in the Military	30
d. Unknown/not reported	10
e. TOTAL (auto calculated)	60

# Age Verifications and Other Alignments

## M4.C.C.2. Age & M4.C.C.3. Education Levels

- **M4.C.C.2. Age**
  - Provide the ages of all Individuals who received services
  - Add Individuals that did not provide their age under Unknown Not Reported

- **M4.C.C.3. Education Levels**
  - **Total Ages 14-24** = M4.C.C.2c + M4.C.C.2d
  - **Total Ages 25+** = the sum of M4.C.C.2e.:M4.C.C.2j.
  - **Unknown Not Reported** should be the difference between the **Total** and **Preceding Fields**

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	
l. 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		
d. GED/Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 years College Graduate		
g. Graduate of other post-secondary school		
h. Unknown/not reported		
i. TOTAL (auto calculated)	0	0

# Age Verifications and Other Alignments

## M4.C.C.2. Age & M4.C.C.4a. Disconnected Youth

- **M4.C.C.2. Age**
  - Provide the ages of all Individuals who received services
  - Add Individuals that did not provide their age under **Unknown Not Reported**

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	
l. TOTAL (auto calculated)	0

- **M4.C.C.4a. Disconnected Youth**
  - Specifically looking at **ages 14 – 24**
  - **M4.C.C.4a. must not exceed M4.C.C.2c + M4.C.C.2d**

4. Disconnected Youth	Number of Individuals
a. Youth ages 14-24 who are neither working or in school	

# Age Verifications and Other Alignments

## M4.C.C.2. Age & M4.C.C.7. Military Status

- **M4.C.C.2. Age**
  - Provide the ages of all Individuals who received services
  - Add Individuals that did not provide their age under **Unknown Not Reported**

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	
l. TOTAL (auto calculated)	0

- **M4.C.C.7. Military Status**
  - Specifically looking at **ages 18+**
  - **M4.C.C.7e. Total** = the sum of **M4.C.C.2d.:M4.C.C.2j.**
  - **Unknown Not Reported** should be the difference between the **Total** and **Preceding Fields**

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. Never Served in the Military	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

# Age Verifications and Other Alignments

## M4.C.C.2. Age & M4.C.C.8. Work Status

- **M4.C.C.2. Age**
  - Provide the ages of all Individuals who received services
  - Add Individuals that did not provide their age under **Unknown Not Reported**

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	
l. TOTAL (auto calculated)	0

- **M4.C.C.8. Work Status**
  - Specifically looking at **ages 18+**
  - **M4.C.C.8i. Total** = the sum of **M4.C.C.2d.:M4.C.C.2j.**
  - **Unknown Not Reported** should be the difference between the **Total** and **Preceding Fields**

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant or 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	
i. TOTAL (auto calculated)	0







# Age Verifications and Other Alignments

## M4.C.D.13. Sources of Household Income & M4.C.D.14. Other Income Source

- **M4.C.D.13. Sources of Household Income**
  - What sources of income did **Households** report
    - Each **Household** should only be reported once

- **M4.C.D.14. Other Income Source**
  - Of the **Households** that reported that they do have an **Other Income Source**, what Other Income Source did they report?
  - No individual **Other Income Source** should exceed sum of **D.13b.** + **D.13c.** + **D.13e.** + **D.13f.**
  - **Unknown Not Reported**
    - Individuals that did not report their **Other Income Source**
    - Must not exceed sum of **D.13b.** + **D.13c.** + **D.13e.** + **D.13f.**
    - May be zero if not tracking

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	
j. TOTAL (auto calculated)	0

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	
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	

# Age Verifications and Other Alignments

## M4.C.D.13. Sources of Household Income & M4.C.D.15. Non-Cash Benefits

- **M4.C.D.13. Sources of Household Income**
  - What sources of income did **Households** report
    - Each **Household** should only be reported once

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	
j. TOTAL (auto calculated)	0



- **M4.C.D.15. Non-Cash Benefits**
  - Of the **Households** that reported that they do have **Non-Cash Benefits**, what Other Income Source did they report?
  - No individual **Non-Cash Benefits** or **Unknown** should **exceed** sum of **D.13c. + D.13d. + D.13f. + D.13h.**
  - **Unknown Not Reported**
    - Individuals that did not report their **Non-Cash Benefits**
    - Must not **exceed** sum of **D.13c. + D.13d. + D.13f. + D.13h.**
    - May be zero if not tracking

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	

# Module 4, All Characteristics Report, Items E and F

- If you cannot unduplicate certain programs from your overall demographic data, please report them in Items E and F of the All Characteristics Report.
  - For example, you might have unduplicated data for 100 children ages 0-5 that were served in various programs at your agency. But your Head Start program was not included in the demographic counts above because you were unable to unduplicate your Head Start database from the rest of your programs. If so, report Head Start under program name in Item E, along with the number of individuals served.
- **Note:** Please do **not** use acronyms as in the example below in Items E and F of the All Characteristics Report.

E. Number of Individuals Who May or May Not be Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of INDIVIDUALS served in each program\*:

Program Name	Number of Individuals
EEG	500
CMBA	2000

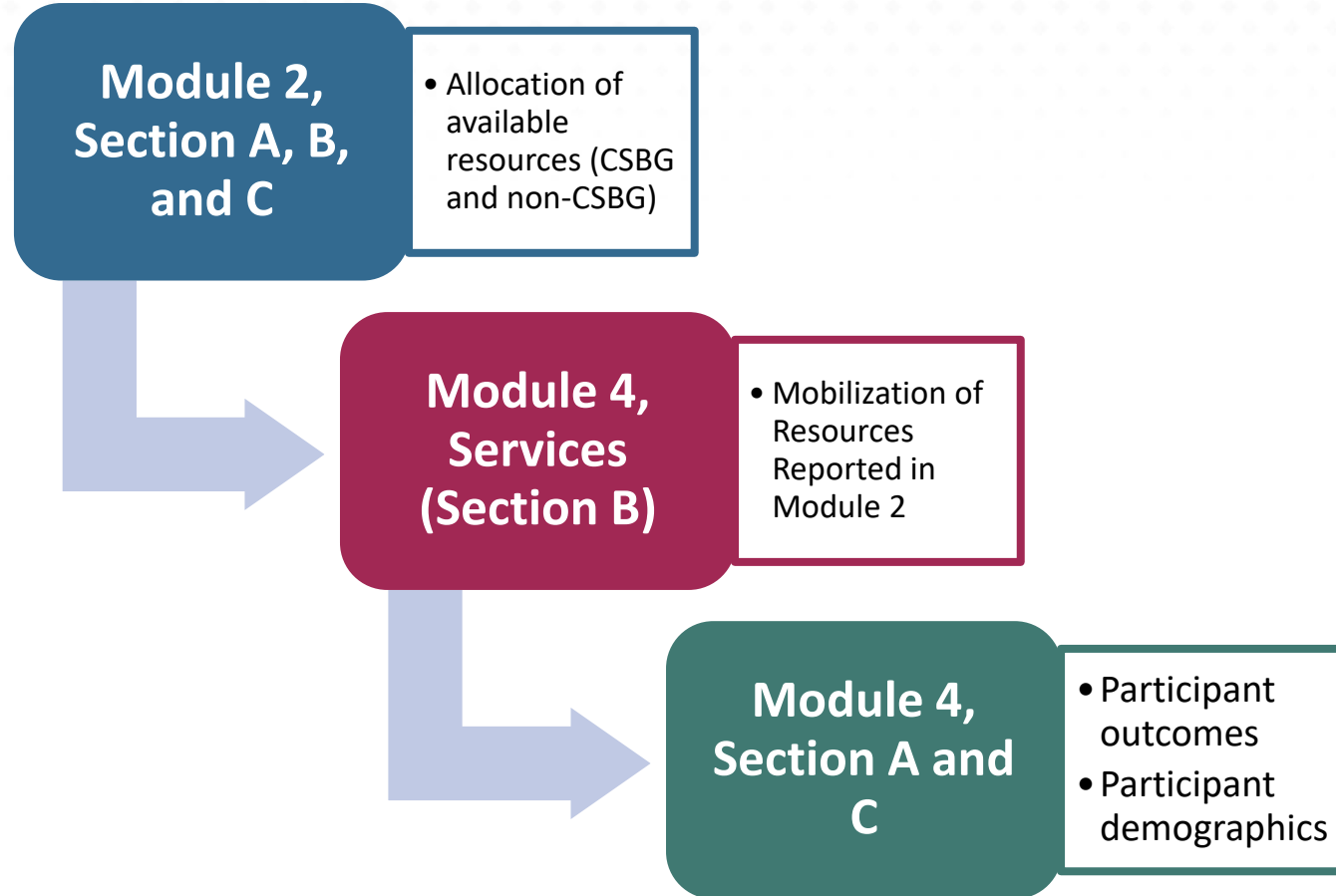
# Things to Remember

# Module 4: Things to Remember

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- Information reported should be an **unduplicated count** of people.
  - NPIs – ensure that column I (Number of individuals served) includes all people who are working towards the indicator, even if they did not meet the outcome
- The services and NPIs should tell a story **together, not in exclusion** of each other. The data between the **two should correlate** to some extent.
  - Example: If children ages 0-5 are being reported in the education NPIs, there should be some services reported for school children in the services section.
- FNPI 7a is the **unduplicated** count of people who obtained one or more outcomes from any of the domains
  - If someone only obtained a job, they would be reported in the employment domain and then in FNPI 7a.
  - If someone obtained a job and obtained safe housing, then they would be reported in the employment and housing domain, as well as once in FNPI 7a.
- FNPI 7a should be **at least as high as the highest** NPI reported for an agency.

# Connecting CSBG Annual Report



# Resources



# Reaching PEAAK through Training and Technical Assistance

- Grant Recipients have a wide range of tools, training, and technical assistance available to support a complete and timely submission.

Tools	Training	Technical Assistance
<ul style="list-style-type: none"><li>• CSBG Annual Report Toolkit</li><li>• SmartForms</li><li>• Vendor Portal</li><li>• Online Data Collection System</li></ul>	<ul style="list-style-type: none"><li>• <i>Understanding the CSBG Annual Report for Performance Series</i></li><li>• Recorded Webinars</li></ul>	<ul style="list-style-type: none"><li>• Data and Evaluation Specialist</li><li>• FY24 Annual Report Office Hours</li><li>• Targeted TTA Referrals</li></ul>

# Tools

- [CSBG Annual Report Toolkit](#)
- [Vendor Portal](#)
- [Online Data Collection \(OLDC\) System](#)

CSBG Fact Sheet



Grant Recipients Resources



Grant Recipient Spotlights



Policy & Guidance



Reports



Laws and Regulations



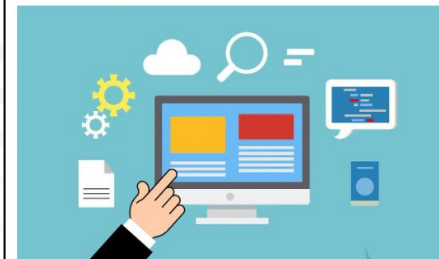
CSBG FAQs



Contacts



## Grant Recipient Resources



CSBG State Plan Toolkit

CSBG Tribal Plan Toolkit

CSBG Annual Report Toolkit

CSBG Project Impact Toolkit

CSBG Disaster Supplemental Toolkit

CSBG Events Calendar

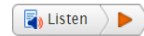
CSBG Webinars



# Trainings

- [Understanding the CSBG Annual Report for Performance](#) (CSBG Events Calendar)
- [On-Demand Webinars](#) (previously recorded)

## CSBG Events Calendar



**Publication Date:** July 3, 2023 **Current as of:** October 10, 2024

This page provides information on Community Services Block Grant (CSBG) events by fiscal year (FY) and quarter.

### FY25

**Quarter 1:** October 1, 2024 — December 31, 2024

DATE	TIME	EVENT	PURPOSE	LINKS (AS APPLICABLE)
October 15, 2024	2:00-3:30 p.m. ET	FY24 CSBG Annual Report Webinar Series: Annual Report Kickoff	Share highlights of data from the previous Annual Report, status updates on the congressional reporting, performance reporting, lessons learned, and overview of the process to review data.	<a href="#">FY24 CSBG Annual Report Webinar Series: Annual Report Kickoff Registration</a>
October 23, 2024	1:00-2:30 p.m. ET	FY24 CSBG Annual Report Webinar Series: Submitting the State Administration (Module 1)	Intended for State and Territory Administrators and state and territory program staff completing Module 1 of the CSBG Annual Report. The webinar will review the requirements and their connection to the CSBG State and Territory Plan.	<a href="#">FY24 CSBG Annual Report Webinar Series: Submitting the State Administration (Module 1) Registration</a>
October 24, 2024	3:00-4:30 p.m. ET	FY24 CSBG Annual Report Webinar Series: Understanding the Tribal Annual Report and Tribal Annual Report (Short Form)	Intended for Tribal Administrators and Tribal Program Managers completing the annual report. The webinar will review the requirements and how to submit the report.	<a href="#">FY24 CSBG Annual Report Webinar Series: Understanding the Tribal Annual Report and Tribal Annual Report (Short Form) Registration</a>
November 14, 2024	2:00-3:30 p.m. ET	FY24 CSBG Annual Report Webinar Series: Explaining Eligible Entity Expenditures, Capacity, and Resources (Module 2)	Intended for CSBG eligible entities completing Module 2 of the CSBG Annual Report. The webinar will review the requirements for capturing expenditures and the resources for eligible entities.	<a href="#">FY24 CSBG Annual Report Webinar Series: Explaining Eligible Entity Expenditures, Capacity, and Resources (Module 2) Registration</a>
November 19, 2024	1:00-2:30 p.m. ET	FY24 CSBG Annual Report Webinar Series: Capturing Community Level Transformation (Module 3)	Intended for CSBG eligible entities and state completing and reviewing Module 3 of the CSBG Annual Report. The webinar will review recommended strategies and the changes to the feedback process.	<a href="#">FY24 CSBG Annual Report Webinar Series: Capturing Community Level Transformation (Module 3) Registration</a>

# FY24 CSBG Annual Report Training

## Understanding the CSBG Annual Report for Performance

- **October 15:** [FY24 CSBG Annual Report Webinar Series: Annual Report Kickoff Recording](#)
- **October 23:** [FY24 CSBG Annual Report Webinar Series: Submitting the State Administration \(Module 1\) Slides](#)
- **October 24:** [FY24 CSBG Annual Report Webinar Series: Understanding the Tribal Annual Report and Tribal Annual Report \(Short Form\) Slides](#)
- **November 14:** Explaining Eligible Entity Expenditures, Capacity, and Resources
- **November 19:** Capturing Community Level Transformation
- **November 21:** Collecting Individual and Family Characteristics

## Leveraging Systems and Tools for Annual Report Submissions

- **December 3:** Using State Systems for Reporting
- **December 5:** Understanding and Troubleshooting SmartForms
- **December 9:** Accessing the Online Data Collection system

# OCS Contacts

All requests for assistance should be sent to your **Program Specialist**

For financial operations and monitoring requests, copy your **Financial Analyst**

For data collection and performance reporting, copy your **Data & Evaluation Specialist**

Please visit the **DCA Staff Contact Info** for your appropriate contacts



[Division of Community Assistance Staff Contact Info](#)

# NASCSP Contact

- Tiffany Jarvis, [tjarvis@nascsp.org](mailto:tjarvis@nascsp.org)





# THANK YOU