



# FY 2021 CSBG Annual Reporting Webinar Series

## What Should States Look For?

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

National Association for State Community Services Programs (NASCSPP)

February 9, 2022



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# Agenda

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- The States' Role
- Eligible Entity Expenditures, Capacity, and Resources (Module 2) Considerations
- Individual and Family Level (Module 4) Considerations
- Resources
- Contacts
- Q&A
- Upcoming Webinars and Presentations

# THE STATES' ROLE IN REVIEWING DATA

*The SmartForms aren't just for agencies...*



*In partnership with the*  
**National Association for State  
Community Services Programs (NASCSPP)**

# It's in the Act

“

***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.***

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

# Changing The Way We Think About Collecting and Reviewing Data

It is important to change the mindset from...

*“We collect data for reporting purposes.”*

to...

*“We collect data to help manage and support the agency’s programs and services and determine if we make a difference in our client’s lives and in their communities.”*

AND

*“We review the data to ensure agencies are reporting correctly and ultimately fulfilling their missions”*

# Fiscal Year (FY) 2021 CSBG Annual Reports

- A **Complete Submission** includes:
  - CSBG Annual Report
  - CSBG CARES Annual Report
  - CSBG Disaster Supplemental Annual Report (as applicable)
- Referred to collectively as the CSBG Annual Reports
- **ALL REPORTS** Due March 31, 2022

***Note: The Reporting Requirements remain the same as last year***

Reference: [CSBG-Action Transmittal \(AT\)-2022-02, Submission of FY 2021 Annual Reports](#)


# What is a Complete Module 2 & 4?

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

# Completing Your Modules 2 and 4 Submission

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- Upload XMLs for all Reporting Eligible Entities
  - Upload Blank XMLs if:
    - **CSBG:** if de-designated after October 1, 2020 
    - **CARES & Disaster:** if entity did not expend funds or declined funds
- Submit the state-level form for each Module once all XMLs are Uploaded

*If an entity is reported in the State Plan/Application – they must be reflected in the Annual Report*



# How to Report if No CARES and/or Disaster Funds were Expended?

- **States:**
  - **CARES:** Describe the challenges within **Module 1, Section B** under the progress update of your Goals (B.1) and/or under Lessons Learned (B.3)
  - **Disaster Supplemental:** All states should have obligated all Stage 1 and Stage 2 funds by September 30
- **Eligible Entities:**
  - If an eligible entity declined CARES funds and/or returned Disaster funds:
    - Please note this information in **Module 2, A.6** and upload
    - Upload a blank Module 4 XML

*Uploading a Blank XML is the state and eligible entity confirming that they did not expend funds*

# How am I supposed to review this data?

- Review **each** Module for completeness and accuracy
- Use the color coding and errors and warnings in the SmartForms
- Use the Annual Report checklists
- Go beyond what the SmartForm tells you
  - Compare services to outcomes
  - Outcomes and services to demographics
  - Reported demographics to Census data
    - Total number of people who live in poverty to who was served
    - Total number of people who live in the service area to who was served

# Eligible Entity Administration (Expenditures, Capacity, and Resources)

## Module 2



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Community Services Programs (NASCSPP)**

# Module 2 Considerations: Section A

## A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	\$ -
A.2b. <b>Education and Cognitive Development</b>	\$ -
A.2c. <b>Income, Infrastructure, and Asset Building</b>	\$ -
A.2d. <b>Housing</b>	\$ 176,974
A.2e. <b>Health and Social/Behavioral Development</b> (includes nutrition)	\$ 822
A.2f. <b>Civic Engagement and Community Involvement</b>	\$ -
A.2g. <b>Services Supporting Multiple Domains</b>	\$ 220,574
A.2h. <b>Linkages</b> (e.g. partnerships that support multiple domains)	\$ -
A.2i. <b>Agency Capacity Building</b> (detailed below in Table A.4)	\$ 2,348
A.2j. <b>Other</b> (e.g. emergency management/disaster relief)	\$ -
<b>A.2k. Total CSBG Expenditures (auto calculated)</b>	<b>\$ 400,718</b>

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$ -
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[\\*for more information on what qualifies as Administration, refer to IM37](#)

## A.4 Details on Agency Capacity Building Activities Funded by CSBG:

A.4.1. Please identify which activities were funded by CSBG under Agency Capacity Section B. Please check all that apply.

**ERROR: You must select at least 1 checkbox since you reported funds in A.2i**

- Community Needs Assessment   
  Data Management   
  Other  
 Strategic Planning   
  Training and Technical Assistance

A.4.1.oth. Please specify Other Activities funded by CSBG under Agency Capacity:

Note: previous year's flag, that the majority of funding is in one domain, no admin, and funds in agency capacity, but no detail

# Module 2 Considerations: Section B, B.2

**Note:** previous year's flag, the two volunteer hour data points are exactly the same, would also want to check for missing data.

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	100.00
B.2b. Hours of Agency Staff in capacity building activities	1,942.00

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	319.00
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	319.00

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
a. Hours of Board Members in Trainings	26.00
b. Hours of Agency Staff in Trainings	1,230.00

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Number of Voluntee hours donated to the agency	1,690.00
B.3a.1. Total number of volunteer hours donated by low-income individuals to community action	1,044.00

# Module 2 Considerations: Section B, B.5

B.5. 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
B.5a. Non-Profit	13
B.5b. Faith Based	6
B.5c. Local Government	4
B.5d. State Government	0
B.5e. Federal Government	0
B.5f. For-Profit Business or Corporation	4
B.5g. Consortiums/Collaborations	0
B.5h. School Districts	1
B.5i. Institutions of Post-Secondary Education/Training	2
B.5j. Financial/Banking Institutions	0
B.5k. Health Service Organizations	2
B.5l. Statewide Associations or Collaborations	0

Note: previous year's flags, the state office and state association should at least be "one".

At a minimum, the state CSBG office and state Community Action Association should be partner organizations

# CARES and Disaster: Module 2, A.2

## Note:

- Notice A.2 matches expenditures. This should report **ALLOCATIONS.**

A.2. Amount of FY 2021 CSBG CARES Supplemental allocated to reporting entity: \$ 33,957

A.3 CSBG CARES Supplemental Expenditures Domains	CSBG CARES Funds
A.3a. Employment	
A.3b. Education and Cognitive Development	
A.3c. Income, Infrastructure, and Asset Building	
A.3d. Housing	\$ 20,000
A.3e. Health and Social/Behavioral Development (includes nutrition)	
A.3f. Civic Engagement and Community Involvement	
A.3g. Services Supporting Multiple Domains	\$ 13,957
A.3h. <i>Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)</i>	
A.3i. <i>Agency Capacity Building (detailed below in Table A.5)</i>	
A.3j. <i>Other (e.g. emergency management/disaster relief)</i>	
<b>A.3k. Total CSBG Expenditures (auto calculated)</b>	<b>\$ 33,957</b>

# CARES and Disaster: Module 2, A.2 to C.2

Note: Compare A.2 to C.2

A.2. Amount of FY 2021 CSBG CARES Supplemental allocated to reporting entity: \$ 33,957

A.3 CSBG CARES Supplemental Expenditures Domains	CSBG CARES Funds
A.3a. Employment	
A.3b. Education and Cognitive Development	
A.3c. Income, Infrastructure, and Asset Building	
A.3d. Housing	\$ 20,000
A.3e. Health and Social/Behavioral Development (includes nutrition)	
A.3f. Civic Engagement and Community Involvement	
A.3g. Services Supporting Multiple Domains	\$ 13,957
A.3h. Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)	
A.3i. Agency Capacity Building (detailed below in Table A.5)	
A.3j. Other (e.g. emergency management/disaster relief)	
<b>A.3k. Total CSBG Expenditures (auto calculated)</b>	<b>\$</b>

C.2. Amount of FY 2021 CSBG CARES funds allocated to reporting entity: \$ 289,334

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

C.3b.1.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	C.3b.1.	\$ 150,000
C.3b.2.	LIHEAP - Weatherization (include oil overcharge \$\$)	C.3b.2.	
C.3b.3.	Head Start	C.3b.3.	\$ 40,000
C.3b.4.	Early Head Start	C.3b.4.	\$ 350,000
C.3b.5.	Older Americans Act	C.3b.5.	
C.3b.6.	Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7.	Medicare/Medicaid	C.3b.7.	
C.3b.8.	Assets for Independence (AFI)	C.3b.8.	
C.3b.9.	Temporary Assistance for Needy Families (TANF)	C.3b.9.	
C.3b.10.	Child Care Development Block Grant (CCDBG)	C.3b.10.	
C.3b.11.	Community Economic Development (CED)	C.3b.11.	



# FY21 Reporting for A.2 and C.2

- A.2 should stay the same (unless you're a small state that received a second allocation of CSBG CARES funding).
- C.2 will only report carryover and discretion in FY21.
- **Example:**
  - A.2 and C.2 in FY20 were \$100,000.
  - Agency expended \$40,000 in FY20.
  - In FY21, Agency reports:
    - \$100,000 in A.2
    - \$60,000 in C.2

# Module 2 Considerations: Indicators and Services

**Note:** Compare CARES and Disaster Section A to Regular Section A. All CSBG CARES expenditures should be included in the regular Module 2 expenditures.

## A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	\$ 3,000
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	\$ 20,000
A.2e. Health and Social/Behavioral Development (includes nutrition)	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (e.g. partnerships that support multiple domains)	
A.2i. Agency Capacity Building (detailed below in Table A.4)	
A.2j. Other (e.g. emergency management/disaster relief)	
<b>A.2k. Total CSBG Expenditures (auto calculated)</b>	<b>\$ 23,000</b>

A.2. Amount of FY 2021 CSBG CARES Supplemental allocated to reporting entity: \$ 33,957

A.3 CSBG CARES Supplemental Expenditures Domains	CSBG CARES Funds
A.3a. Employment	
A.3b. Education and Cognitive Development	
A.3c. Income, Infrastructure, and Asset Building	
A.3d. Housing	\$ 20,000
A.3e. Health and Social/Behavioral Development (includes nutrition)	
A.3f. Civic Engagement and Community Involvement	
A.3g. Services Supporting Multiple Domains	\$ 13,957
A.3h. Linkages (e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)	
A.3i. Agency Capacity Building (detailed below in Table A.5)	
A.3j. Other (e.g. emergency management/disaster relief)	
<b>A.3k. Total CSBG Expenditures (auto calculated)</b>	<b>\$ 33,957</b>

# CARES & Disaster: Module 2, A.6

**Note:** A.6 is the opportunity for the eligible entity to tell their stories. State offices should review A.6 for any examples of CARES activities and to better understand what your agencies have been expending CARES funds on.

## A.6. Details on Use of CSBG CARES Funds

Please provide details on use of the CSBG CARES funds. Please only include activities not already included elsewhere in the CSBG Annual Report.

# CARES & Disaster: Module 2, Section C

**Note:** Compare CARES Section C to Regular Section C. All CSBG CARES allocations should be included in the regular Module 2 expenditures.

<b>C.2. Amount of FY 2020 CSBG allocated to reporting entity</b>	C.2	\$ 347,933
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<b>C.2. Amount of FY 2021 CSBG CARES funds allocated to reporting entity</b>		\$ 289,334
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## C.3. Federal Resources Allocated (Other than CSBG)

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

<b>C.3a. Weatherization (DOE) (include oil overcharge \$\$)</b>	C.3a.	\$ 100,000
<b>C.3b. Health and Human Services (HHS)</b>		
C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)	C.3b.1.	\$ 600,785
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)	C.3b.2.	
C.3b.3. Head Start	C.3b.3.	\$ 433,074
C.3b.4. Early Head Start	C.3b.4.	
C.3b.5. Older Americans Act	C.3b.5.	
C.3b.6. Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7. Medicare/Medicaid	C.3b.7.	
C.3b.8. Assets for Independence (AFI)	C.3b.8.	
C.3b.9. Temporary Assistance for Needy Families (TANF)	C.3b.9.	
C.3b.10. Child Care Development Block Grant (CCDBG)	C.3b.10.	
C.3b.11. Community Economic Development (CED)	C.3b.11.	

C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)	C.3b.1.	\$ 150,000
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)	C.3b.2.	
C.3b.3. Head Start	C.3b.3.	\$ 40,000
C.3b.4. Early Head Start	C.3b.4.	\$ 350,000
C.3b.5. Older Americans Act	C.3b.5.	
C.3b.6. Social Services Block Grant (SSBG)	C.3b.6.	
C.3b.7. Medicare/Medicaid	C.3b.7.	
C.3b.8. Assets for Independence (AFI)	C.3b.8.	
C.3b.9. Temporary Assistance for Needy Families (TANF)	C.3b.9.	
C.3b.10. Child Care Development Block Grant (CCDBG)	C.3b.10.	
C.3b.11. Community Economic Development (CED)	C.3b.11.	

# Individual and Family Level

## Module 4



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# Outcomes = *Intentional* Change



# Outcomes and Indicators

- An **outcome** represents a specific result a program is intended to achieve
- An **indicator** is a specific, observable and measurable that can be used to show changes or progress a program (service, strategy) is making toward achieving a specific **outcome**.
  - There should be at least one indicator for each outcome but there may be several different indicators that all work together to demonstrate the outcome.
  - An indicator helps you follow change over time. It is a way to detect progress or lack of progress toward an outcome.

# Services

- A service is what the agency does to achieve the outcome.
- The agency must consider how their services will be connected to a specific indicator, so it can be clearly connected to identified needs and outcomes.
- The identification of services are included in the planning process and are implemented by the agency.
- Not all services will lead to an outcome.

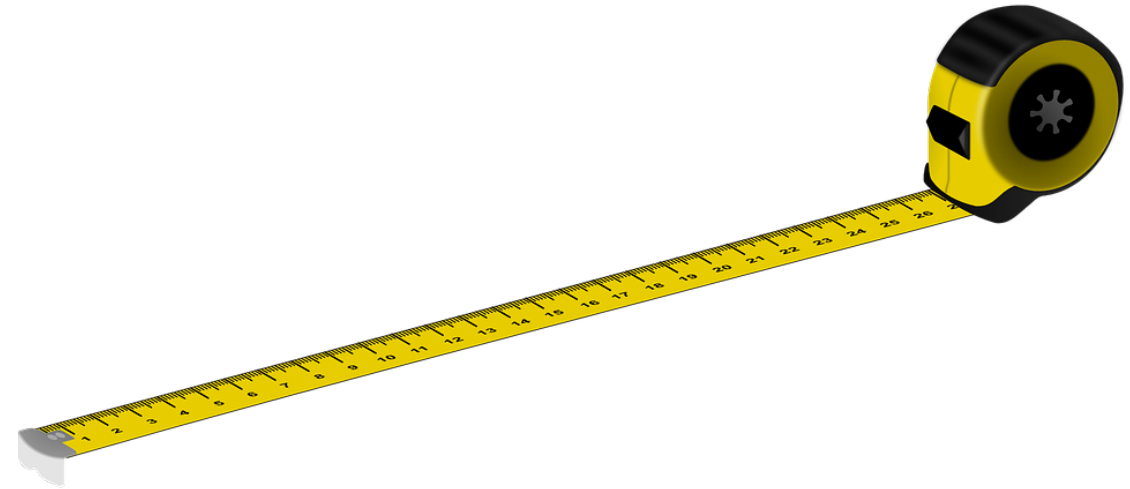


# Services and Outcomes



# Measurement Tools

- How will you prove an outcome is achieved? (Measurement Tool)
  - Pre- and post-tests
  - Proof from documents (paycheck stubs, bank accounts, report cards, etc.)
  - Personal Reports (client statements)
  - Questionnaire
  - Scales and matrices



# Module 4 Considerations: Outstanding Errors and Warning

## Note:

- Check all Errors and Warnings
- Use this Errors and Warnings tab

*Note: The list of errors and warnings will refresh every time the user saves the SmartForm*

Module 4 Errors and Warnings		
Tab	Data Field	Error/Warning Message Description
Employment NPIs	FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).	ERROR: FNPI 1b is incomplete. You must fill in Column I, II, or III.  WARNING: Values entered in columns II and III exceed the benchmarks of 80-120% performance target accuracy.
Employment NPIs	FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).	WARNING: Please verify that all the participants served achieved the outcome.
Employment NPIs	FNPI 1h 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.	WARNING: Please verify that all the participants served achieved the outcome.
Employment NPIs	FNPI 1h.3 The number of employed participants in a career advancement related program who increased benefits related to employment.	WARNING: Please verify that all the participants served achieved the outcome.
Employment NPIs	General Comments Section	ERROR: You reported participants served in programs under at least one FNPI based on a living wage definition (FNPI 1b, FNPI 1c, FNPI 1d, FNPI 1e, FNPI 1f, or FNPI 1g). You must provide the definition of 'living wage' you used in the General Comments section.
Education NPIs	FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.	WARNING: Please verify that all the participants served achieved the outcome.
	FNPI 2c.1 Early Childhood Education (ages 0-5): The	

XML Export

Return to previous tab

Module4Instructions

**Outstanding Errors and Warnings**

Employment\_NPIs

Ed\_NPIs

Income\_NPIs

Housing\_NPIs

Health\_NPIs

CivicEng&Comm\_NPIs

Outg ... (+)

# Module 4 Considerations: Missing Targets and Outcomes

**Note:** notice the missing targets and missing outcomes.

Employment (FNPI 1)	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)	NPI Entry Status
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.	100	0	100	100%		Warning
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).	234	30	231	99%	770%	OK
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> ).	34	3		0%	0%	Row Incomplete
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> ).						

# Module 4 Considerations: Participants Served and Services

**Note:** what is the relationship between participants served and services?

Employment (FNPI 1)	I.) Number of Participants Served In program(s) (#)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.	9
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).	118
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> ).	103
FNPI 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days	48
FNPI 1e The number of unemployed <b>adults</b> who obtained employment ( <b>with a living wage or higher</b> ).	86
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> ).	97
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> ).	98

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
<b>Skills Training and Opportunities for Experience (SRV 1a-f)</b>	
SRV 1a Vocational Training	0
SRV 1b On-the-Job and other Work Experience	0
SRV 1c Youth Summer Work Placements	0
SRV 1d Apprenticeship/Internship	2
SRV 1e Self-Employment Skills Training	1
SRV 1f Job Readiness Training	0
<b>Career Counseling (SRV 1g-h)</b>	
SRV 1g Workshops	0
SRV 1h Coaching	0
<b>Job Search (SRV 1i-n)</b>	
SRV 1i Coaching	0
SRV 1j Resume Development	0
SRV 1k Interview Skills Training	0
SRV 1l Job Referrals	0
SRV 1m Job Placements	0
SRV 1n Pre-employment physicals, background checks, etc.	3
<b>Post Employment Supports (SRV 1o-p)</b>	
SRV 1o Coaching	0
SRV 1p Interactions with employers	0
<b>Employment Supplies (SRV 1q)</b>	
SRV 1q Employment Supplies	10

# Module 4 Considerations: Age-specific Indicators

**Note:** some of these indicators are specific to children 0-5, compare the number served and obtaining outcome to the services and demographics.

Education and Cognitive Development (FNPI 2)	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)	NPI Entry Status
FNPI 2a The number of <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.	0	50	5000	#DIV/0!	10000%	Row Incomplete
FNPI 2b The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.	0	50	4783	#DIV/0!	9566%	Row Incomplete
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	50	4394	#DIV/0!	8788%	
FNPI 2c.1 Early Childhood Education (ages 0-5)	0	50	4394	#DIV/0!	8788%	Row Incomplete
FNPI 2c.2 1st grade-8th grade	0	0	0	#DIV/0!	#DIV/0!	
FNPI 2c.3 9th grade-12th grade	0	0	0	#DIV/0!	#DIV/0!	

# Module 4 Considerations: Indicators and Services

**Note:** the FNPIs showed 5,000 children 0-5 in Head Start indicators, but we aren't seeing Head Start services and very few children 0-5 in the demographics.

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
<b>Child/Young Adult Education Programs (SRV 2a-j)</b>	
SRV 2a Early Head Start	0
SRV 2b Head Start	0
SRV 2c Other Early-Childhood (0-5 yr. old) Education	0
SRV 2d K-12 Education	0
SRV 2e K-12 Support Services	0
SRV 2f Financial Literacy Education	0
SRV 2g Literacy/English Language Education	0
SRV 2h College-Readiness Preparation/Support	0
SRV 2i Other Post Secondary Preparation	0
SRV 2j Other Post Secondary Support	0

2. Age	Number of Individuals
a. 0-5	597
b. 6-13	847
c. 14-17	625
d. 18-24	640
e. 25-44	1603
f. 45-54	824
g. 55-59	910
h. 60-64	446
i. 65-74	273
j. 75+	124
k. Unknown/not reported	0
<b>l. TOTAL (auto calculated)</b>	<b>6889</b>

# Module 4 Considerations: Outcomes Across Multiple Domains

## Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form Goal 1: Individuals and Families with low incomes are stable and achieve economic security. Outcomes Achieved Across One or More Domains

Name of CSBG Eligible Entity Reporting:						
State:		DUNS:				
<b>Outcomes Across Multiple Domains (FNPI 7)</b>		<b>I.) Number of Individuals Served in program(s) (#)</b>	<b>II.) Target (#)</b>	<b>III.) Actual Results (#)</b>	<b>IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)</b>	<b>V.) Performance Target Accuracy (III/II = V) (% auto calculated)</b>
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.					#DIV/0!	#DIV/0!



# Module 4 Considerations: Calculating Outcomes Across Multiple Domains

**Note:** The unduplicated count of individuals should at least be as high as the highest number reported for an NPI.

Education and Cognitive Development (FNPI 2)	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)	NPI Entry Status
FNPI 2a The number of <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.	972	518	972	100%	188%	
FNPI 2b The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.	1375	1025	1229	89%	120%	
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).	972	518	972	100%	188%	
FNPI 2c.1 Early Childhood Education (ages 0-5)	972	518	972	100%	188%	

Outcomes Across Multiple Domains (FNPI 7)	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)	NPI Entry Status
FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	345	90	342	99%	380%	

# Module 4 Considerations: Totals

## Note:

- All totals should add up to the Item A or Item B.
- Military Status and Work Status should only add up to individuals age 18+

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

11,195

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

5164

### C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals	
a. Male		4258
b. Female		6113
c. Other		822
d. Unknown/not reported		0
e. TOTAL (auto calculated)		11,193

#### Section C.1 Status

**ERROR: TOTAL COUNT SHOULD NOT BE LESS THAN THE TOTAL UNDUPLICATED NUMBER OF ALL INDIVIDUALS (ITEM A)**

2. Age	Number of Individuals	
a. 0-5		3496
b. 6-13		1783
c. 14-17		734
d. 18-24		666
e. 25-44		2105
f. 45-54		381
g. 55-59		185
h. 60-64		148
i. 65-74		284
j. 75+		168
k. Unknown/not reported		1245
l. TOTAL (auto calculated)		11195

#### Section C.2 Status

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8	4208	1071

6. Ethnicity/Race	Number of Individuals	
a. Ethnicity		
a.1. Hispanic, Latino or Spanish Origins		3930
a.2. Not Hispanic, Latino or Spanish Origins		4147
a.3. Unknown/not reported		3118
a.4. TOTAL (auto calculated)		11195

#### Section C.6a Status

b. Race		
b.1. American Indian or Alaska Native		5
b.2. Asian		14
b.3. Black or African American		3198
b.4. Native Hawaiian and Other Pacific Islander		5
b.5. White		6122
b.6. Other		643
b.7. Multi-race (two or more of the above)		191
b.8. Unknown/not reported		1017
b.9. TOTAL (auto calculated)		11195

#### Section C.6b Status

7. Military Status	Number of Individuals	
a. Veteran		26
b. Active Military		1
c. Unknown/not reported		11168
d. TOTAL (auto calculated)		11195

# Unduplicated Count



# Unduplicated Count Definition

## Unduplicated Count

An actual count of individuals, families, households, or otherwise identified units whereby each individual, family, household or other unit is only counted one time. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, not seven services. In order to obtain unduplicated counts of individuals, an agency will need to have a system to distinguish each individual.

*Related Modules:* Module 3, Module 4

*Also See:* Outcomes Across Multiple Domains

Version 1: 1/10/19

CSBG Annual Report Lexicon

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# Unduplicated Count: Services

## Note:

- The Services should be an unduplicated count of people.

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
<b>Health Services, Screening and Assessments (SRV 5a-j)</b>	
<b>Nutrition and Food/Meals (SRV 5ff-jj)</b>	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	
SRV 5gg Community Gardening Activities	45
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
SRV 5ii Prepared Meals	100987
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	

# CARES and Disaster: Module 4, Services

## Note:

- The Services reported in CARES and Disaster Supplemental Reports should **not** exceed the regular report.

Nutrition and Food/Meals (SRV 5ff-jj) <b>REGULAR</b>	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	
SRV 5gg Community Gardening Activities	45
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
SRV 5ii Prepared Meals	100987
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	

Nutrition and Food/Meals (SRV 5ff-jj) <b>CARES</b>	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	
SRV 5gg Community Gardening Activities	32
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
SRV 5ii Prepared Meals	65009
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	4559

# CARES and Disaster: Module 4, Services & People Served

## Note:

- The Services reported in CARES and Disaster Supplemental should also not exceed the total people served in the regular report.

### Module 4, Section C: All Characteristics Report - Data Entry Form **REGULAR**

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:			
State:		DUNS:	

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

30,988

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

2,904

for participation, etc.)	
SRV 5ii Prepared Meals	100987
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	

Nutrition and Food/Meals (SRV 5ff-jj) <b>CARES</b>	
SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	
SRV 5gg Community Gardening Activities	32
SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	
SRV 5ii Prepared Meals	65009
SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	4559

# TOOLS AND RESOURCES





# CSBG Annual Report Resources

- Annual Report Lexicon
- Module 2 - 4 checklists



<https://nascsp.org/csbg/csbg-data-collection-and-reporting/csbg-annual-report/>

# Contacts



*In partnership with the*  
**National Association for State  
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**Please send all TA questions to  
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# QUESTIONS

# Community-Level Transformations (Module 3)

## Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
<b>Community-Level Transformations</b> (Module 3)	Eligible entities will report as normal with new fields to identify CSBG funding source(s).	<b>No separate form</b> A dropdown added to the existing form to identify CSBG CARES Supplemental as a funding source.	<b>No separate form</b> A dropdown added to the existing form identify CSBG Disaster Supplemental as a funding source.

**Reference:** [CSBG-DCL-2021-04](#), *CARES and Disaster Supplemental Reporting Strategy*

**Resources:**

[CSBG Dear Colleague 2020-14](#), *Community-Level Transformation (Module 3) Guidance*  
[Module 3 Instruction Manual](#)

# FY 2021 CSBG Annual Reporting Webinar Series

Date	Webinar	Subject
February 16, 3:00p – 4:00pm	FY2021 CSBG Annual Report SmartForms Refresher <i>OPEN TO CSBG ELIGIBLE ENTITIES</i>	The National Association for State Community Services Program (NASCSPP) will provide a refresher on using the SmartForms
February 17, 3:30pm – 4:30pm	FY2021 CSBG Annual Report OLDC Refresher	The Office of Community Services (OCS), Division of Community Assistance (DCA) will provide a refresher on submitting in OLDC





**THANK YOU**

