



# FY24 CSBG Annual Report Webinar Series: Capturing Community Level Transformation (Module 3)

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

---

**November 19, 2024**



# WELCOME



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services



# Webinar Agenda

- Welcome
- Module 3 Introduction
- Phases of Community Level Transformations
- Module 3 Overview
- Demo
- Best Practices
- Resources
- Questions & Closing



# Meet the Presenters



**Lena  
Kotanchyan**

Data Analyst



**Kayla  
Lennon**

Community  
Services Program  
Specialist

# Module 3 Introduction



# Introduction

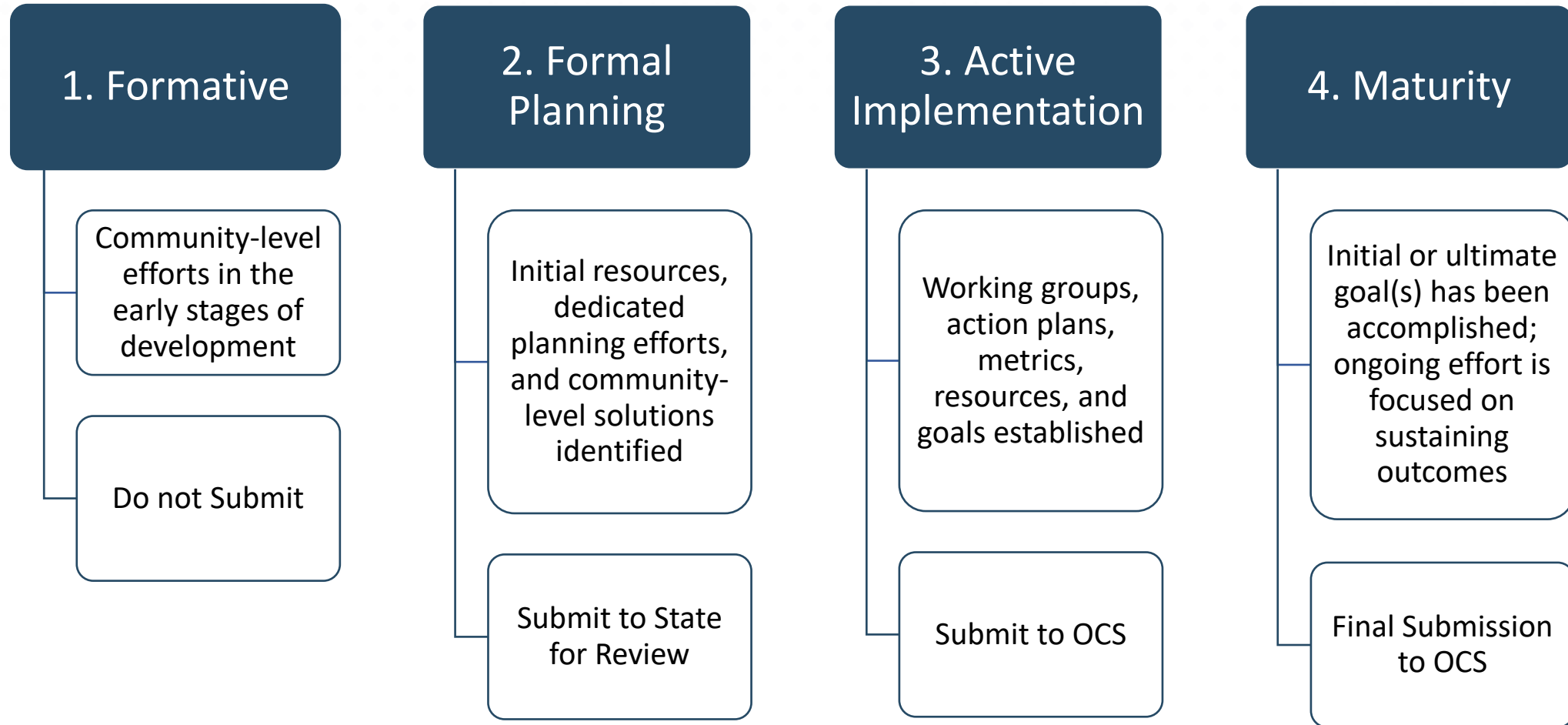
- Community Level Transformation (Module 3) of the CSBG Annual Report includes information on the implementation of strategies and achievement of results for communities with low income.
- Community Level Transformation (Module 3) offers a reporting space for CSBG eligible entities who are tackling complex community level issues. This includes collecting information on agencies' community level transformations and showcasing the connection between transformations and outcomes over time.

# Creating Community Level Transformations

The Community Level Transformation Initiative should:

- Meet a clearly identified community level need:
  - *The need is identified as being systemic in the community, impacting the community at large.*
  - *The need identifies conditions in the community (ex. the south side neighborhood does not have early childhood programs).*
  - *There is a clear expectation of change in the identified community.*
- Results in community change that is observable and measurable.
- Be a direct result of the community level transformation strategies.
- Include community strategies that engage external stakeholders (e.g., customers, community partners or others in the community).

# Phases of Community Level Transformations





# Module 3 Overview

# Module 3 Overview

Section A: Community Initiatives Status Form	Section B: Community Level National Performance Indicators (NPIs)	Section C: Community Strategies List
<ul style="list-style-type: none"><li>• <b>Purpose:</b> To report information about a <i>single</i> community initiative that started, continued, or ended during the current reporting period.</li><li>• <b>How-To:</b> Information reported on the status form is selected from dropdown menu or written as a narrative.</li></ul>	<ul style="list-style-type: none"><li>• <b>Purpose:</b> To collect data for the community level outcomes based on the initiative in Section A.</li><li>• <b>How-To:</b> Data reported is either selected from the indicators outlined or unique indicators that capture the outcomes achieved.</li></ul>	<ul style="list-style-type: none"><li>• <b>Purpose:</b> A list of strategies, arranged by domain and by topic area to inform the submission.</li><li>• <b>How-To:</b> Strategies are selected in Section A, A.11. The list is not all-inclusive; as such, CSBG Eligible Entity can identify their own strategy.</li></ul>

## Section A: A.1. Initiative Name

- Provide a unique and concise name.
- Response type: Short text

## Section A: A.2. Initiative Year

- Provide the number of years the initiative has been operating since moving into the **Active Implementation** phase.
- Response type: Dropdown

2. Initiative Year	1	Edit
	<div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7+</div>	

## Section A: A.3. Problem Identification

- Suggestions for a strong narrative:
  - Clearly articulates a community level need.
  - Includes supporting data.
  - References the agency's community needs assessment (CNA).
- Response type: Narrative

## Section A: A.4. Goal and Agenda

- Suggestions for a strong narrative:
  - Clearly articulates a goal for this transformation.
  - Indicates whether there are interim goals.
  - Describes how this transformation addresses the identified problem (described in A.3.) at the community level.
  - Describes the eligible entity's role within the larger transformation.
- Response type: Narrative



## Section A: A.5. CSBG Community Domain(s)

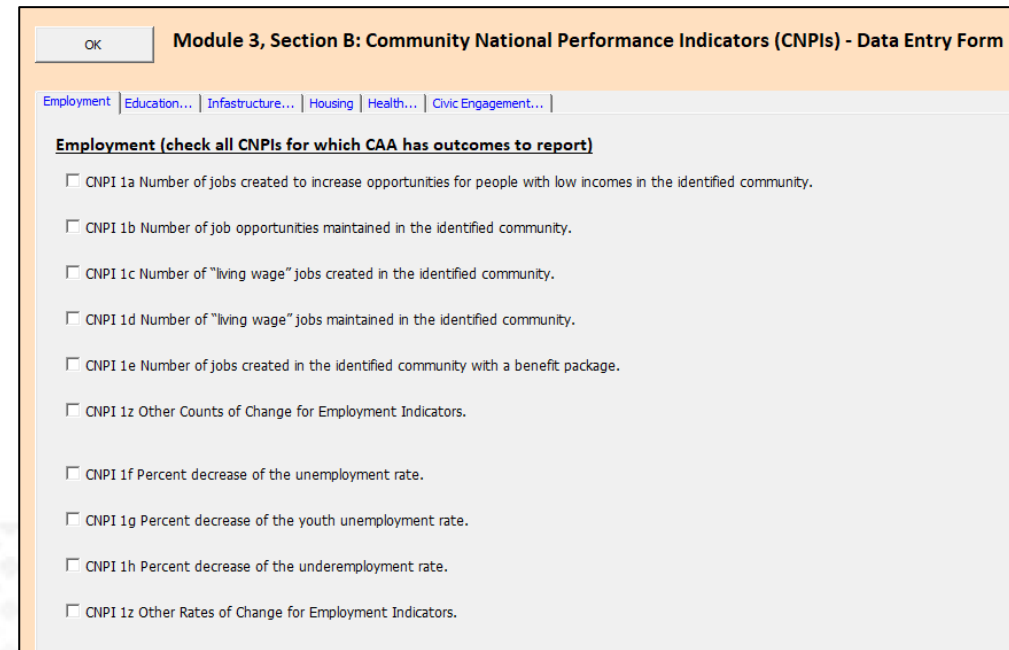
- The domain(s) selected represent the identified need.
- Consider all domains that pertain to your initiative.
- By default, all boxes will be checked - be sure to deselect any domains that do not apply to your initiative.
- Response type: Checkbox

### 5. Issue/CSBG Community Domains

- |                                                |                                                                         |                                                                                |
|------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Employment | <input checked="" type="checkbox"/> Education and Cognitive Development | <input checked="" type="checkbox"/> Health and Social/Behavioral Development   |
| <input checked="" type="checkbox"/> Housing    | <input checked="" type="checkbox"/> Infrastructure, and Asset Building  | <input checked="" type="checkbox"/> Civic Engagement and Community Involvement |

# Section A: A.6. Ultimate Expected Outcomes

- Selected Community Level National Performance Indicators (NPIs):
  - Measure progress towards the goals(s) identified in A.4.
  - Have reasonable targets that have been set for the expected duration of the transformation.
  - Include baseline data for the rates of change indicators (if any).
  - Include **Other** indicators if pre-defined CNPs do not accurately reflect your measured outcome.
- Response type: Checkbox/Narrative



OK Module 3, Section B: Community National Performance Indicators (CNPIs) - Data Entry Form

Employment | Education... | Infrastructure... | Housing | Health... | Civic Engagement...

**Employment (check all CNPIs for which CAA has outcomes to report)**

- ☐ CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.
- ☐ CNPI 1b Number of job opportunities maintained in the identified community.
- ☐ CNPI 1c Number of "living wage" jobs created in the identified community.
- ☐ CNPI 1d Number of "living wage" jobs maintained in the identified community.
- ☐ CNPI 1e Number of jobs created in the identified community with a benefit package.
- ☐ CNPI 1z Other Counts of Change for Employment Indicators.
- ☐ CNPI 1f Percent decrease of the unemployment rate.
- ☐ CNPI 1g Percent decrease of the youth unemployment rate.
- ☐ CNPI 1h Percent decrease of the underemployment rate.
- ☐ CNPI 1z Other Rates of Change for Employment Indicators.

## Section A: A.7. Identified Community

- The identified community should represent the problem described in A.3.
- You can select **Other** and describe the type of community.
- Response type: Dropdown

7. Identified Community	Neighborhood
	<div>Neighborhood</div> <div>City</div> <div>School District</div> <div>Service Area</div> <div>County</div> <div>State</div> <div>Region</div> <div>Other</div>

7. Identified Community	Other		
	<table border="1"><tr><td data-bbox="1057 1316 1256 1370">7. Other</td><td data-bbox="1256 1316 2354 1370"></td></tr></table>	7. Other	
7. Other			

## Section A: A.8. Expected Duration

- Duration should reflect the timeframe needed to achieve the ultimate goal(s) described in A.4.
- Consider if the duration is reasonable and attainable given the outcomes the transformation seeks to achieve.
- Provide a clear duration (e.g. 3-4 years).
- Avoid responses such as “indefinite”, “undecided”, “ongoing”.
- Response type: Narrative

## Section A: A.9. Partnership Type

- Select the level of partnership for which the CSBG Eligible Entity is engaged in the initiative.
- A multi-partner initiative includes the CSBG Eligible Entity and one or more partners.
- Response type: Dropdown

9. Partnership Type	Independent CAA Initiative
	<div>Independent CAA Initiative</div> <div>CAA is the core organizer of multi-partner Initiative</div> <div>CAA is one of multiple active investors and partners</div>

## Section A: A.10. Partners

- List 1-3 key partners involved in the initiative and their role.
- Specifically describe the role of the eligible entity, including any use of CSBG funds.
- Response type: Narrative



# Section A: A.11. Strategy(ies)

- Selected strategies:
  - Help achieve the goals described in A.4. and expected outcomes selected in A.6.
  - Include **Other** strategies if pre-defined options do not accurately capture your employed strategy.
- Response type: Checkbox/Narrative

Housing | Community | Emergency

**Housing Strategies (STR 4)**

☐ STR 4a End Chronic Homelessness Campaign

☒ STR 4b New Affordable Single Unit Housing Creation

☐ STR 4c New Affordable Multi-Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)

☐ STR 4d Tenants' Rights Campaign

☐ STR 4e New Shelters Creation (including day shelters and domestic violence shelters)

☐ STR 4f Housing or Land Trust Creation

☐ STR 4g Building Codes Campaign

☐ STR 4h Housing Policy Changes

☐ STR 4i Housing Legislative Changes

☒ STR 4j Other Housing Strategy: (please specify)

Other:

## Section A: A.12. Progress on Outcomes

- Choose the appropriate option for the progress level of the reported outcomes.
- If **No Outcomes to Report** is selected, provide an explanation in A.13.
- If **Interim Outcomes** or **Final Outcomes** is selected, respond to A.13 and A.14.
- Response type: Dropdown

<b>12. Progress on Outcomes/Indicators</b>	Interim Outcomes
	<div>No Outcomes to Report</div> <div>Interim Outcomes</div> <div>Final Outcomes</div>

## Section A: A.13. Impact of Outcomes

- If **No Outcomes to Report** is selected in A.12, provide a narrative here.
- If **Interim Outcomes** or **Final Outcomes** is selected in A.12., provide additional information on the scope of the impact of these outcomes.
- Response type: Narrative

## Section A: A.14. Outcomes to Report

- If **Interim Outcomes** or **Final Outcomes** is selected in A.12., report outcomes in each domain tab.
- All indicators selected in A.6. will be visible in each domain tab.
- Response type: Numeric

## Section A: A.15. Final Status

- **Initiative Active:** initiative is in progress.
- **Initiative Ended Early:** initiative ended earlier than expected. Provide an explanation in A.16.
- **Initiative Ended as Planned:** initiative ended as planned and is no longer obtaining outcomes.
- **Completed Still Delivering Value:** initiative has ended, but outcomes are still being obtained by the community.
- Response type: Dropdown

# Section A: A.16. Lessons Learned

- Include information about:
  - Interim or final successes
  - Barriers to success
  - Significant findings
  - Challenges and whether you were able to work through them
- Eligible entities are encouraged to provide an annual update of lessons learned.
- Response type: Narrative



## Section B: Community Level National Performance Indicators

- If **Interim Outcomes** or **Final Outcomes** is selected in A.12., report on outcomes in each domain.
- All domains selected in A.5. will be visible at the bottom of the SmartForm.
- All indicators selected in A.6 will be visible within each domain tab and available for data entry.

## Section B: Counts of Change CNPIs

I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
----------------------------------------------	--------------------	-----------------------------	---------------------------------------------------------

### Counts of Change Indicators:

- Identified Community (Column I): auto populates from Section A, A.7.
- Target (Column II): reports the numeric target outcome the initiative intends to achieve.
- Actual Results (Column III): reports the numeric actual outcomes achieved as a result of the initiative.
- Performance Target Accuracy (Column IV): auto-calculates percentage of the target achieved.
  - $\text{Performance Target Accuracy} = \frac{\text{Actual Results}}{\text{Target}}$

## Section B: Counts of Change CNPIs - Example

- CHEF Community Garden Initiative:
  - Neighborhood with 1,000 people are impacted by food insecurity.
  - Community Garden is estimated to feed 200 people a year (Target).
  - After Year 1, 150 people were fed as a result of the initiative, which is 75% of its target population.

Other Counts of Change	Other Counts of Change for Health and Social/Behavioral Indicators (CNPI 5z) - Please specify below.	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	5z.1. Number of individuals who got access to sustainable food source.	Neighborhood	200	150	75%

## Section B: Rates of Change CNPIs

I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
----------------------------------------------	----------------------------------------------------------------------	---------------------	--------------------------------------------------------------------	---------------------------	-----------------------------------------------------------	----------------------------------------------------------

### Rates of Change Indicators:

- Identified Community (Column I): auto populates from Section A, A.7.
- Baseline (Column II): reports starting percentage from which increases or decreases will be measured throughout the initiative.
- Target (Column III): reports the target percentage the initiative intends to achieve.
- Expected % Change from Baseline (Column IV): auto-calculates.
  - $$\text{Expected \% Change from Baseline} = \frac{\text{Target (Column III)} - \text{Baseline (Column II)}}{\text{Baseline (Column II)}}$$

## Section B: Rates of Change CNPIs

I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
----------------------------------------------	----------------------------------------------------------------------	---------------------	--------------------------------------------------------------------	---------------------------	-----------------------------------------------------------	----------------------------------------------------------

### Rates of Change Indicators:

- Expected % Change from Baseline (Column V): reports the actual percentage.
- Actual % Change from Baseline (Column VI): auto-calculates.
  - Actual % Change from Baseline = 
$$\frac{\text{Actual Results (Column V)} - \text{Baseline (Column II)}}{\text{Baseline (Column II)}}$$
- Performance Target Accuracy (Column VII): auto-calculates percent of the target achieved.
  - Performance Target Accuracy = 
$$\frac{\text{Actual Results (Column V)} - \text{Baseline (Column II)}}{\text{Target (Column III)}}$$

## Section B: Rates of Change CNPIs - Example

- Harbor of Hope Shelter Initiative:
  - Small rural county of 10,000 individuals
  - Homelessness rate = 3%, or 300 people (Baseline)
  - Affordable Housing Initiative aims to build 50 housing units; 4 shelter beds per unit to create 200 shelter beds.
  - 200 shelter beds will lead to decrease in homeless rate down to 1% (Target)
  - Year 1 and Year 2: no outcomes to report yet (submit to OCS)
  - Year 3 – no outcomes to report yet because of the severe weather conditions (submit to OCS)
  - Year 4: 15 shelter units are completed which created 60 shelter beds. The homeless population is now estimated 240 people, or 2.4% (Actual Results).

	Rates of Change for Housing Indicators (CNPI 4)	I.) Identified Community (auto-populated)	II.) Baseline existing starting point used for comparisons (%)	III.) Target (%)	IV.) Expected % change from baseline (Target % auto calculated)	V.) Actual Results (%)	VI.) Actual % change from baseline (% auto calculated)	VII.) Performance target accuracy (% auto calculated)
Rates of Change	CNPI 4e Percent decrease in the <u>rate of homelessness</u> in the identified community.	County	3.00%	1.00%	-67%	2.40%	-20%	30%
	CNPI 4f Percent decrease in the <u>foreclosure rate</u> in the identified community.							



# Module 3 Demo

# Best Practices

## Grant Recipients (States and Territories)

- **Initialize** M3 in OLDC only when there are initiatives to submit.
- **Submit** M3 only as an Excel attachment.
- **Review** submissions before uploading to OLDC.

## Subrecipients (Eligible Entities)

- **Use** the Naming Convention for saving files.
- **Select** only domains, strategies, and outcomes that pertain to your initiative
- **Provide** outcomes when Interim or Final Outcomes are selected (A.13.)

# Naming Convention

- Use the following Naming Convention:

FY\_State Abbreviation\_M#\_Eligible Entity Name\_UEI\_Number of Total

- Example:

FY24\_AK\_M3\_Rural\_Alaska\_CAP\_Inc\_QLQHJWR72258\_1of5

# Resources and Reminders

# FY24 CSBG Annual Report Training

## Understanding the CSBG Annual Report for Performance

- **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

# Next Webinar

## **FY 2024 CSBG Annual Report Webinar Series: Collecting Individual and Family Characteristics (Module 4)**

**November 21<sup>st</sup>, 2024, at 2:00PM – 3:30PM/ET**

Intended for CSBG eligible entities completing Module 4 of the CSBG Annual Report to review the reporting of services, performance indicators, and characteristics data of individuals and families served. Intended for CSBG eligible entities completing Module 4 of the CSBG Annual Report to review the reporting of services, performance indicators, and characteristics data of individuals and families served.

Advanced Registration Required: [CSBG Events Calendar](#)

# Technical Assistance

- **Federal Staff**
  - [Program Specialist](#)
  - [Data and Evaluation Specialist](#)
- **FY24 Annual Report Office Hours**
  - March 4, 2025
  - March 6, 2025
- **Targeted Training and Technical Assistance**
  - [Email Data and Evaluation Specialist](#)

# Questions and Answers

- **Will we be able to get the recording of this webinar sent to our email?**
  - Yes, all webinars are posted on the [CSBG Webinars](#) and [CSBG Events Calendar](#) webpages.
- **Any update on ACSI/FY25 NOA?**
  - We are working diligently to release the ACSI Survey. We are finalizing a few things specific to IT to get all the surveys sent out. We are also finalizing the materials related to the FY25 CSBG Quarter 1 allocations per the current continuing resolution. OCS will send Dear Colleague Letters (DCLs) for both releases.





# THANK YOU