

# Planned Revisions to the CSBG Annual Report

The following document is an outline of planned revisions for the CSBG Annual Report. These revisions are proposed in the 2019 Office of Management and Budget (OMB) Clearance Process. The OMB Clearance Process allows the public to provide comments to agencies about fillable forms, such as the CSBG Annual Report.

The OMB Clearance opened October 2, 2019, and will remain open for comments for 60 days – December 1, 2019. OCS requests that you submit any comments as soon as possible. The official *Federal Register Notice* announcing the comment period can be found [here](#).

## **Module 1 Revisions**

The State Administration Module was revised to align with the OMB-approved CSBG State Plan (OMB No. 0970-0382). Additional revisions were made for better clarity (for example, to show that OCS is requesting an update to language previously submitted in the CSBG State Plan). Lastly, revisions were made based on the available technology, as these reports are submitted through inForm, previously known as the On-Line Data Collection (OLDC)).

## **Module 2 – 4 Revisions**

Module 2 – 4 revisions are technical including adding numbering, correcting grammar, and correcting typos. Please note: Because services and activities for FY 2019 are already underway or have been completed, no substantive changes have been made to the data elements. While there were general technical revisions throughout these three Modules (see page four), no specific revisions were made to Module 2 or Module 3. A future OMB Clearance will include more substantive revisions for Modules 2 – 4.

## State Administration (Module 1) Suggested Revisions

### Section A

- A.1c – Revised to correlate with the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- A.1d – Revised to match the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)

### Section B

- B.1 – Revised for clarity

### Section C

- C.1 – Revised to correlate and match with the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
  - C.2 removed
  - C.3 now is C.2

### Section D

- D.1 – Revised for clarity and to match the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
  - Options were updated to match the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- D.1a – Revised for clarity
- D.2 – Revised for technology
- D.2b – Revised for technology
- D.3 – Revised for clarity and technology
  - Language about QIPs has been removed
- D.3a – Language about QIPS removed

### Section E

Overall Section E was revised so that it will match the Federal Financial Report that the states submit on an annual basis. OCS feels that this will help states when completing this section

- E.2 – Revised for clarity and to correlate with the Federal Financial Report
- E.4 – Revised for clarity and to correlate with the Federal Financial Report
- E.7 – Revised for clarity and to correlate with the Federal Financial Report
- E.9 – Revised for clarity and to correlate with the Federal Financial Report
- E.10 – New question; added for overall correlation with the Federal Financial Report

### Section F

- F.1 – Instructions revised for clarity; table revised for technology

### Section G

- G.2 – Revised for clarity; option to attach documents removed
- G.3a – Revised for clarity
- G.3b – Revised for clarity
- G.5 – Revised for clarity
- G.6 – Revised for clarity

**Section H**

- H.1. – Revised to match the table in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- H.4 – Revised to focus on QIPs
- H.5 – New question asking for updates on TAPs
- H.6 – Revised for technology (this revision will allow a state to skip this question and H.7 if there were no single audits within the state).

## General Technical Changes: Modules 2 – 4

- Included numbering in forms submitted in the Clearance Package

**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.**

**Employment Indicators**

Name of CSBG Eligible Entity Reporting:

Employment (FNPI 1)	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)]
<b>FNPI 1a</b> The number of unemployed <b>youth</b> who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
<b>FNPI 1b</b> The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).				#DIV/0!	#DIV/0!
<b>FNPI 1c</b> The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>up to a living wage</b> ).				#DIV/0!	#DIV/0!

- Corrected typos
  - FNPI Xz.x: remove the word “households” from each “other” indicator; example:

FNPI 1z.1 The number of individuals ~~or households~~

- FNPI 4: Remove “households” from each FNPI 4 indicator and replace with the word “individuals”.
- FNPI 4g: Correct “carbon dioxide” with “carbon monoxide”.

FNPI 4g The number of ~~households~~ individuals who **experienced improved health and safety** due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon ~~dioxide~~ **monoxide** and/or fire hazards or electrical issues, etc).

- FNPI 5h: Correct typo by adding an “a” to the indicator.

FNPI 5h The number of **individuals with a chronic illness** who maintained an independent living situation.

## Module 4 Individual and Family Revisions

- Update each tab throughout Module 4 to include a header for easier identification.

<b>Module 4, Section C: All Characteristics Report - Data Entry Form</b>	
<b>Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.</b>	
<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>

- Align language throughout Module 4.
  - Change Participants to Individuals.

<b>Employment Indicators</b>					
Name of CSBG Eligible Entity Reporting:					
Employment (FNPI 1)	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)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).				#DIV/0!	#DIV/0!
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> ).				#DIV/0!	#DIV/0!
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> ).				#DIV/0!	#DIV/0!
FNPI 1e The number of unemployed <b>adults</b> who obtained employment ( <b>with a living wage or higher</b> ).				#DIV/0!	#DIV/0!
FNPI 1f The number of unemployed <b>adults</b> who obtained					

- Revise language to FNPI 4 to better understand the impact that housing outcomes have on individuals and families.
  - a. Replaced “household” with “individual” for indicators in FNPI 4.

**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.**  
**Housing Indicators**

<b>Name of CSBG Eligible Entity Reporting:</b>					
<b>State:</b>		<b>DUNS:</b>			
Housing (FNPI 4)	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)
FNPI 4a The number of <del>households</del> individuals experiencing homelessness who obtained <u>safe temporary shelter</u> .				#DIV/0!	#DIV/0!

- Updated language in Outcomes Across Multiple Domains to align with the understanding of the indicator. The indicator should read “...who achieved one or more outcomes in the identified NPIs in one or more 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 Across Multiple Domains**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

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)
FNPI 7a The number of individuals who achieved one or more outcomes as <u>in the</u> identified by the National Performance Indicators <u>in one or more domains</u> in various domains.				#DIV/0!	#DIV/0!

- Updated language in Education Levels on the All Characteristics.

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

- Added “N/A – Not Applicable” to the All Characteristics Report, #7.

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. N/A - Not Applicable	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

- Added “or” to Migrant Seasonal Farm Worker in Work Status.

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

- Update income brackets.

12. Level of Household Income	Number of Households
<i>(% of HHS Guideline)</i>	
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

- Update language in Section E&F of the All Characteristics Report to read “Number of Individuals who may or may not be included in the totals above”.

<b>E. Number of Individuals who may or may Not be Included in the Totals Above</b> <i>(due to data collection system integration barriers)</i>							
a. Please list the unduplicated number of INDIVIDUALS served in each program*:	<table border="1"> <thead> <tr> <th>Program Name</th> <th>Number of Individuals</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Program Name	Number of Individuals				
Program Name	Number of Individuals						
<b>F. Number of Households who may or may Not be Included in the Totals Above</b> <i>(due to data collection system integration barriers)</i>							
a. Please list the unduplicated number of HOUSEHOLDS served in each program*:	<table border="1"> <thead> <tr> <th>Program Name</th> <th>Number of Households</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Program Name	Number of Households				
Program Name	Number of Households						
<i>*The system will add rows to allow reporting on multiple programs.</i>							