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NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Tracking Use of CSBG \$

National ROMA COE Update Webinar

September 2014

Overview

- Key questions: **What does the CSBG funding support? What does the CSBG dollar buy?**
- PMTF Survey by Urban Institute
- Current Section E Reporting
- Suggestions from the Section E ROMA COE Committee
- Suggestions from Section E Learning Community Cluster
- Proposed updates to reporting



NASCS

Performance Management Task Force (PMTF) Survey

Administered by the Urban Institute

January 2013

PMTF Survey: Capacity Building



How does CSBG contribute to achieving the CAA mission as a comprehensive service organization?

LEVERAGING

INFRASTRUCTURE

- Planning and coordination
- Contribution to improved services: supports maintenance of existing infrastructure; supports training, salaries, and underfunded admin services
- Technology/Data Collection/Reporting

PMTF Survey: Experimentation, Innovation, Support Services



- Plan and launch new initiatives
 - Allows for integrated complex responses to complex situations
 - Research and incubation of new programs
 - Seed funding

- Case Management Services

PMTF Survey: Current Tools/Activities to Assess CSBG \$



What information do local agencies currently use to assess the use and effectiveness of the CSBG dollars?

- Outcomes reporting through ROMA
- ROMA National Performance Indicators
- Return on Investment (ROI) – ROI illustrates whether the full cost of a program achieves a satisfactory amount of outcomes

PMTF Survey: Current Tools/Activities to Assess CSBG \$

- Dashboard reporting which includes fiscal reports, program reports and strategic planning reports as well as tracking of the performance of National CSBG Goals and Outcomes
- Feedback from program participants (including surveys), community partners, other funders, and investors/stakeholders
- Audit, Fiscal, Annual, and Head Start reports, as well as reports presented to city and county governments

PMTF Survey: Current Tools/Activities to Assess CSBG \$



- Needs Assessment Surveys
- Logic Model Manager
- Homeless Management Information Systems (HMIS) – HMIS is used to determine household demographic, education level, service type, income, income type and housing status at the time of enrollment, exit and follow-up status
- “Listening” data (i.e. focus groups, social media, public testimony)



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Current Reporting on Use of CSBG \$

CSBG IS Section E

Administered by NASCSP

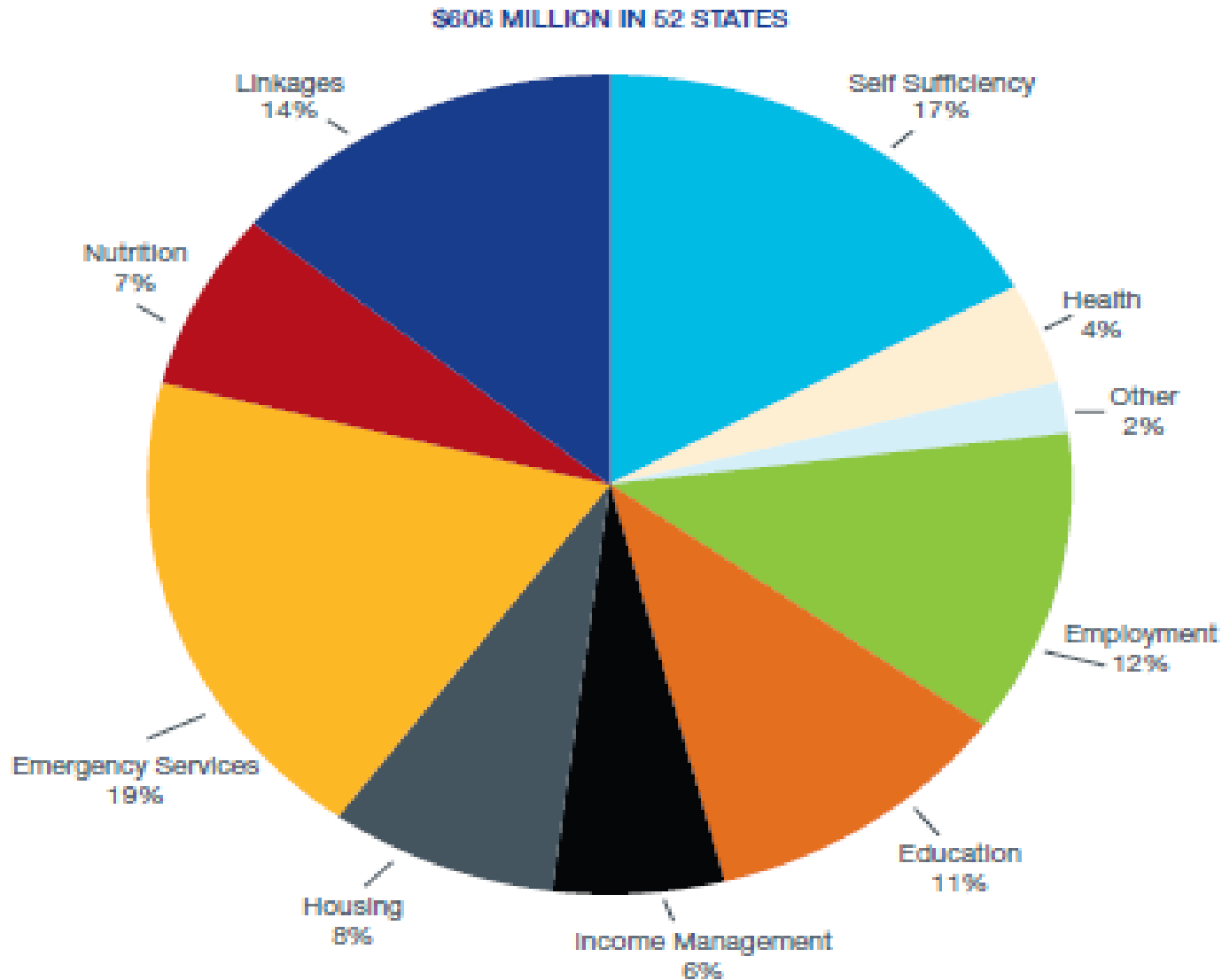
Section E Reporting: Background



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- The premise of the classification of CSBG services upon which the CSBG/IS has been based is that all projects funded with CSBG funds fit into one of the categories mentioned in the CSBG Act.
- As some states have developed initiatives that do not fit neatly in these categories but are designed to eliminate a cause of poverty, two more categories (Self-Sufficiency and Health) have been developed for the CSBG/IS and a third (Other) may be used to report significant initiatives in your state which do not fit the nine categories offered.

FIGURE 12: CAA USES OF CSBG FUNDS



Section E: CSBG Expenditures by Service Category



Agency Reporting:

Table 1: Total amount of CSBG funds expended in FY 2009 by Service Category

Service Category	A.) CSBG Funds	B.) CSBG ARRA Funds
1. Employment		
2. Education		
3. Income Management		
4. Housing		
5. Emergency Services		
6. Nutrition		
7. Linkages		
8 Self Sufficiency		
9. Health		
10. Other		
Totals	\$0	\$0





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Proposed Updates to Reporting

Refining Section E Categories

- To further define the Section E categories, adding a category for "**disaster**" which would include direct services and disaster preparedness activities with the community?
- To further define "**Emergency Services**" acknowledge that many services (such as food box or voucher) are provided to families that come back month after month – add "**and Stabilization**" or rename to "Stabilization Services"

Refining Section E Categories

□ **The intent of “Linkages”**

- Creating and maintaining partnerships and coalitions in the community
- Engaging in community planning
- Coordination of services at the community level
- Information and Referral services to individuals and families
- Some administrative/upper management activities

From NASCSP CSBG IS Instructions



Several types of support services theoretically can be provided for each of the nine CSBG categories. For example, **transportation** can be a support service to a project in the education and nutrition categories, and **information-and-referral** can be a support service in the employment and housing categories.

Comprehensive transportation and information and referral projects that serve several of the primary categories should be included in the **Linkages Service category *only if they operate as a separate administrative or program unit. If they are support activities, put them in with the primary project or program supported.***

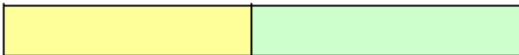
Refining Section E Categories

□ Community Activities in “Linkages”

- Grants to support participation in planning and/or coordinating services for low-income groups should be included in the Linkages service category.
- Also included in this part of Section E are statewide brokerage/advocacy projects, statewide study grants, or funding for statewide forums, conferences, or coalitions.

Refining Section E Categories

- Admin is currently a subset of the rest of Section E reporting

Of the CSBG funds reported above  *** were for administration.

Please consult the instructions regarding what constitutes "administration" (Pg. 20)



Table 2: Of the funding listed in Table 1: Funds for Services by Demographic Category, FY 2009

Demographic Category	A.) CSBG Funds	B.) CSBG ARRA Funds
1. Youth (Individuals aged 12 to 18)		
2. Seniors (Individuals aged 55 and up)		

Refining Section E Categories

- ❑ **Admin or Agency Capacity?**
- ❑ **PLEASE NOTE:** It is important to remember that all indirect expenses are not “administration,” especially if they are paying for the salaries of persons engaged in making linkages that mobilize funds or coordinate programs.
- ❑ CSBG is unique among federal programs in part because **“linkages”** is a service CSBG funds, not an administrative item.
- ❑ Similarly, when CSBG provides administrative funding for **programs of other community organizations** because there is a **partnership** with the sub grantee's own programs, these expenses may well be either Linkages projects or classified as the type of program being operated with the funds.

Guidance from IM 37

As IM 37 indicates, not all indirect expenses are “administrative,” especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs.

Refining Section E Categories

Suggestion: Add categories related to the agency capacity building activities identified by the three areas of the Organizational Standards

Refining Section E Categories

- Things in **agency capacity** building expenses:
- Cost of doing needs assessment
 - Cost of doing strategic planning
 - Support of tripartate board
 - Support of community engagement and input
 - Development of partnerships and coalitions
 - Development of community level strategies

Refining Section E Categories

- Where is "**case management**" (meaning a "generic" case management rather than case management specifically for one of the service categories, such as HUD Housing programs) reported?
 - Two main places: Under ***Linkages*** and also under ***Self Sufficiency***
 - If we are trying to benchmark our networks "bundled services" we need to clarify where these kinds are services are being reported.
- **Self Sufficiency to Case Management**



CSBG IS Proposed Revisions Pilot

October 1 – December 31, 2013

Pilot Service Categories



Revised Service Categories:

1. Employment
2. Education
3. Income Management
4. Housing
5. Emergency Services
6. Nutrition
7. Linkages/**Partnerships**
8. Self-Sufficiency/**Case Management**
9. Health
10. **Disaster Assistance**
11. **Organizational Capacity – Maximum Feasible Participation**
12. **Organizational Capacity – Vision and Direction**
13. **Organizational Capacity – Operations and Accountability**

Pilot Findings

- Removal of “Other” category - okay
- Org capacity – too hard to divide out



COE Committee & Learning Cluster Recommendations

It's all Self Sufficiency

- The service categories are all sub sets of the overall national Community Action goals that identify movement toward self sufficiency for individuals and families and increased community vitality to provide environment for self sufficiency.
- Stabilization is considered movement toward self sufficiency.

Suggested Revisions

- Add the term "disaster relief" to the list of Service Categories
- Add the term "stability" to the Service Category currently called Emergency Services so it would read Emergency and Stabilization Services
- Eliminate "Other"
- Move Administration from below the table to be included in Table 1 along with the current Service Categories.
- Add Organizational Capacity (**just one new item**)
- Change Self Sufficiency to Case Management/Family Development. Include individual info/referral here
- Define Linkages as community level interactions
- Remove request for \$ associated with age categories

Section E: CSBG Expenditures by Service Category

Agency Reporting:

Table 1: Total amount of CSBG funds expended in FY 20xx by Service Category

Service Category	CSBG Funds	
1. Employment		
2. Education		
3. Income Management		
4. Housing		
5. Nutrition		
6. Health		
7. Casemanagement/Family Development		involves multiple service c formerly Self Sufficiency
8. Emergency and Stabilization Services		
9. Disaster Services		
10. Linkages		community level linkages, Individual linkages repored
11. Organizational Capacity		
12. Administration		as defined in IM 37 can be administration of ar
Totals	\$0	

Table 2: Identification of CSBG Funds that were used in the categories identified above for community outcomes.

Of the funding listed in Table 1, the funds used for community level work	CSBG Funds
Funds associated with community outcomes reported in NPI Goals 2, 3 or 4	

How are CSBG \$ Assigned?

- Many different ways of tracking the CSBG \$ to a service category
- Standardize the way this is done
- Make connection to NPIs

How are CSBG \$ Assigned?

- Add a question before the data collection table on Section E to identify how CSBG\$ are being reported. Provide these choices:
 - Actual tracking of dollars to expenses by category
 - Assignment to categories by percent, based on overall agency budget also identified by categories
 - Assignment to categories by percent, based on participants (number and service received)
 - Assignment based on other system

Connecting CSBG \$ to Outcomes



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- Do we add to the Guide/IS directions, suggestions about making connection between service categories and NPIs?
- Base on existing models already being used ?
- Some changes to the NPIs to include a question about use of CSBG dollars?

Next Steps

- Propose to OCS
- If found acceptable ...
 - Include additional reporting guidance for each service category and additional examples to clarify the descriptions
 - Update guidance to reflect new categories and provide additional reporting guidance/examples
 - Organizational Capacity and Administration
 - Case Management/Family Development
 - Linkages
 - Community Level work
 - Distribute/provide training

Visit www.ROMA1.org for
more resources and information.

