NASCSP | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

CSBG Division Training Services

NASCSP's CSBG Division offers standard and customized training and technical assistance in the following areas: CSBG Basics; Communications; Data Collection, Performance Management, and Performance Measurement; CAA Roles and Responsibilities; State Roles and Responsibilities.

Please note all of our trainings can be adapted to meet your state, association, or agency needs

COMMUNITY SERVICES BLOCK GRANT (CSBG) BASICS

An Overview of Community Action: Past, Present, and Future
This training first provides participants with an overview of the War on Poverty and Community Action. It then walks participants through the CSBG statute which outlines the CSBG Assurances and community needs assessment, reporting, and monitoring requirements. Finally, the training provides an overview of current political and programmatic forces shaping CSBG's future.

The CSBG Statute
This training walks participants, section by section, through the current CSBG Statute while highlighting key Community Action principles and goals.

Conducting a Comprehensive Community Needs Assessment
A community needs assessment is not only required by the CSBG statute, but is also the most critical process in helping a CAA create a successful strategic plan. Using NASCSP's "Community Action Guide to Comprehensive Community Needs Assessments," this training provides an overview of the five major steps in creating a comprehensive needs assessment. Additionally, templates and resources to implement and use in the community needs assessment process are provided.

CSBG Board Governance: Balancing Accountability and Maximum Feasible Participation
Community Action Agencies (CAAs) are unique in many ways, one of which is their tri-partite board structure. This training provides an overview of the basic structure, functions, responsibilities, and operations of a CAA board. Special attention is given to the board's Results Oriented Management and Accountability (ROMA) role. Tips and templates for board bylaws and conflict of interest policies are also provided.

COMMUNICATIONS

Communication Matters
Stories can bring a CAA's work, challenges, and successes to life. Using the NASCSP Storytelling Manual and Social Media Guide, this training explores how success stories can be used as essential communication tools for helping the public, your partners, and your potential funders understand your outcomes. During the first part of this training participants will learn about the five strategic steps, proven framing techniques, and best practice models to assist CAAs promote their results through effective storytelling. The second part of this training will teach participants to use social media and online communication to effectively leverage their data and stories for maximum impact.

Annual Report Training and Development
This training reviews key components and data sources for strong annual reports. Using your cleaned demographic and outcome data, *NASCSP can also create a state or agency report to assist you in touting your great work.*

DATA COLLECTION, PERFORMANCE MANAGEMENT, AND PERFORMANCE MEASUREMENT

Mastering the CSBG IS Survey
The CSBG IS data collection and reporting training provides an overview of the IS forms, Instructions and Lexicon. This training also includes a review of common reporting errors and solutions, and personalized next steps for improving agency or statewide data collection and reporting efforts.

Enhancing Performance Management and Measurement: ROMA and the NPIs
This training examines the history of the Network's Results Oriented Management and Accountability (ROMA) system and how it guides the NPIs. Next, NPI data collection and reporting are discussed in detail. The session will also include solutions to common reporting errors and personalized next steps for improving agency or statewide NPI data collection and reporting efforts.

Doing What Works: Performance Targeting
The performance targeting training goes beyond the basics of collecting and reporting data to explore tools, tactics, and strategies that help agencies improve their targeting skills. Special attention is given to the effective implementation of logic models and other advanced organizational planning and management techniques.

Getting Ready for the *Next Generation* of ROMA
The ROMA COE, convened by NASCSP, is working to develop the "Next Generation" of ROMA principles, practices and resources. The COE will accomplish this by assisting the CSBG Network in clearly understanding how it is engaged in producing change for families and communities, and what that change will be. This training walks through two tools - Theory of Change and CSBG IS revisions - that have the potential to enhance how the Network articulates and measures the changes it achieves in the lives of families and communities.

Understanding and Implementing the Theory of Change Process
Participants will gain an understanding of what a Theory of Change (TOC) is and how the CSBG Network can use the Theory of Change process to begin to answer questions about the impact of its work. Special attention will be given to how the TOC process fits within the ROMA Cycle.

COMMUNITY ACTION AGENCY ROLES AND RESPONSIBLITIES

CSBG Board Governance: Balancing Accountability and Maximum Feasible Participation
See "CSBG Basics" section above.

ROMA-Focused Strategic Planning

Strategic planning determines where an organization is going over a multi-year period, how it's going to get there and how it'll know if it arrives. The focus of a strategic plan is the entire organization, while the focus of a business plan is usually on a particular product, service or program. There are a variety of perspectives, models and approaches used in strategic planning. This training uses ROMA and the TOC process as a frame for the strategic planning process.

Creating a Practical Community Action Plan

A Community Action Plan should be a CAA's roadmap for success. This training will not only review the process for creating a Community Action Plan, but also provide tips on making the Community Action Plan a living document used by all staff. ROMA and the TOC process will be used as a cornerstone for this training.

Planning for the Future: Succession Planning

A succession plan clearly sets out the factors to be taken into account and the process to be followed in relation to retaining or replacing key personnel. Participants will learn how to create a succession plan for personnel at all levels. Best practices and templates will be shared.

Risk Assessment for Community Action

Risk management is the ongoing process of identifying and prioritizing risks; developing a written action plan for each significant risk; sharing the plan with staff and providing training if necessary; and, monitoring and updating the plan where necessary. This session reviews risk management principles and key areas, such as board governance and grants management, for assessing risk. ***NASCSP can also conduct a risk assessment for your agency.***

STATE ROLES AND RESPONSIBILITIES

Creating a CSBG Policies and Procedures Manual

The Federal Office of Community Services (OCS) Information Memorandum 102 notes that every state should have a CSBG Policies and Procedures Manual. Don't be caught out of compliance. ***NASCSP can assist your state in creating a manual or updating your manual to ensure it covers key OCS focus areas.***

The State Plan and State Accountability Measures

This training walks participants through the process of creating a CSBG State Plan that incorporates the State Accountability Measures. Best practices for state plan development will be shared. Reporting using OCS's new online system will also be reviewed. ***NASCSP can review your current plan and provide suggestions for improvement.***

Funding Formula Updates and Revisions

Looking to update your state's funding formula? ***NASCSP can help you decipher historic formulas and develop proposals for funding updates based on current Census data.***

Ensuring Strong Agencies: Mergers
This training walks participants through the opportunities and challenges of nonprofit mergers. Best practices for mergers will be shared. *NASCSP can also provide one-one-one assistance to State CSBG Offices working assist agency mergers.*

A Systems Approach to Monitoring
Recognizing that program-by-program monitoring does not give a complete picture of a CAA, this training explains how to set up effective systems for monitoring that go beyond assessing individual programs. Notably, special attention is dedicated to monitoring a CSBG eligible entity's implementation of ROMA. This includes the use of information technology, how to use a CAAs' results as part of the monitoring process and how to create ROMA focused monitoring tools. Training attendees will have an opportunity to discuss their current monitoring systems and how to strengthen or create new systems for their State.

ROMA-Focused Monitoring
Learn how to monitor agency implementation of ROMA, including the use of information technology. Learn how to use CAA results as part of the monitoring process and how to create ROMA-focused monitoring tools. Take with you tips and tools on providing clear feedback to eligible entities regarding their use of ROMA.

Monitoring Tool Review
Looking to update your tool based on the, NASCSP Monitoring Standards, latest best practices and guidance from OCS? *NASCSP can assist with a review and recommendations based on your state's size, geography and staff capacity.*

Organizational Standards: Assessing State and Local Capacity
Hear how your peers are working to prepare for the implementation of agency standards. Review tools for preparing to implement agency-level organizational standards and assess capacity for implementing both agency standards at the state and local levels.

Preparing for a Federal OCS Monitoring Review
Whether you're scheduled for an OCS monitoring visit or just want to ensure you're prepared for one, NASCSP can help. *NASCSP is available to review your states processes, performance management, and performance measurement to assure you're compliant.*

Complying with OMB Circulars
During this session, participants will review key aspects of all relevant OMB Circulars as they relate to nonprofit compliance and state monitoring. They will also review the relationship between the Circulars and Federal OCS IMs. Cost allocation principles and methods will be provided. Cost allocation examples will be shared to demonstrate practical application of the principles and methods.

Agency De-designation and Termination
While every effort should be made to ensure CAAs stay viable, there are instances in which states must de-designate or terminate agencies. *NASCSP can provide one-one-one assistance to State CSBG Offices going through an agency de-designation and/or termination process.*

Analyzing Fiscal Data

Learn to identify key indicators of agency fiscal health and how to examine agency board reports. Learn to examine agency budgets, financial statements, and the IRS Form 990. Walk through financial analysis exercises to enhance financial monitoring. Review tips and tools for providing clear feedback to agencies.

Internal Controls: An Auditor's Perspective

Participants will learn to read and examine the components of the independent auditor's report. They will also learn to utilize information from the Federal Audit Clearinghouse. Special attention will be given to how an auditor analyzes internal controls throughout the audit process. Participants will review internal control best practices, including tips for ensuring the integrity of programs that do not meet the threshold for audits. The importance of internal controls in an organization for assets, liabilities, revenue, and expense accounts will also be discussed. Finally, participants will review tips and tools for providing clear feedback to agencies.

Preventing Waste, Fraud, and Abuse

This session will review the most common reasons for fraud as well as the six most common areas of waste, fraud, and abuse. Tips and tools on how to detect waste, fraud, and abuse will be shared.

Contact NASCSP today to inquire about scheduling and pricing!

NASCSP is also available to provide national updates. For additional information, complete the online "Training Request Form" under the "About NASCSP" section of our website www.nascsp.org or email Cindy Homol at chomol@nascsp.org.

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