



# CSBG Annual Report Listening Session

2018  
WINTER CONFERENCE



National Association for State Community Services Programs | [www.nascsp.org](http://www.nascsp.org)

# Panelists

- ❖ **Doug Wallace, KS**, CSBG Program Manager,  
Housing Resource Corporation
- ❖ **Shelly Woda, WV**, CSBG Program Manager,  
WV Development Office
- ❖ **Katy Kujawski**, Research Director,  
NASCS
- ❖ **Jackie Orr**, CSBG State Assistance Director,  
NASCS



**KANSAS**

# CSBG in Kansas

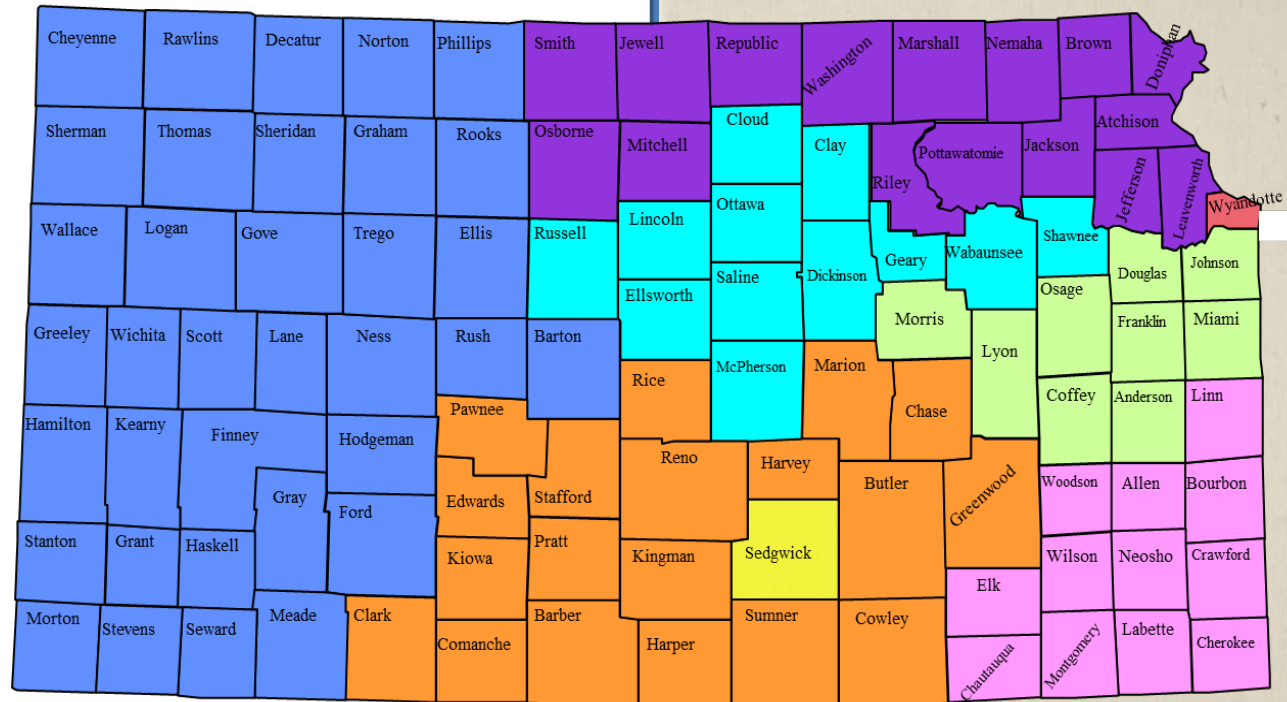
Kansas Housing  
Resources Corporation –  
State CSBG Lead Agency

Kansas Association of  
Community Action  
Programs (KACAP)

7 - Private Community  
Action Agencies

1 - Public Community  
Action Agency

Services provided in all  
105 counties in Kansas



- Wichita Sg. Co. Community Action Partnership
- Southeast KS Community Action Program
- Economic Opportunity Foundation
- East Central KS Economic Opportunity Corp.

- Northeast KS Community Action Program
- Community Action, Inc.
- Mid-KS Community Action Program
- Harvest America Corp.

# CSBG in Kansas

- Kansas Housing Resources Corporation is a subsidiary public corporation of the Kansas Development Finance Authority
- Designated CSBG lead agency for Kansas
- 1.99 FTEs
- FY2017 4th Quarter allocation: \$5.75 million
  - 5% administrative costs
  - Up to 5% for discretionary funding

# Key strategies

- Collaboration with the Kansas Association of Community Action Programs (KACAP)
- KanDo! Task Force (data task force)
- Open communication with the network
- Training / Technical Assistance activities
- NASCSP CSBG Annual Report training

# Collaboration with KACAP

- Monthly meetings between state office and state association
- Worked in collaboration to develop the Kansas T/TA Needs Assessment and the Kansas T/TA State Plan
- Collaborated to develop an approach to support the CEEs with the implementation of the annual report
- Collaborated to develop a survey to assess each agency's readiness for implementation

# KanDo! Task Force

- Data task force comprised of representatives from the state office, KACAP and the eight Kansas community action agencies
- The KanDo! Task Force meets quarterly
- Used as a forum to provide training and T/A to community action agencies



# KanDo! Task Force

- New annual report was a standing agenda item in 2016, 2017 and will continue as a standing agenda item in 2018
- KACAP provided a detailed overview of the annual report
- NASCSP called into one meeting to address specific questions from the network
- Started with larger picture and drilled down to specific questions for each agency to consider

# Open Communication

- Created an environment that allowed CEEs to share concerns or frustrations with the process
- Flexibility
- KHRC contracted with a consultant to lead the Kansas CSBG network through a facilitated discussion focused on monitoring practices and communication

# Support for T/TA Activities

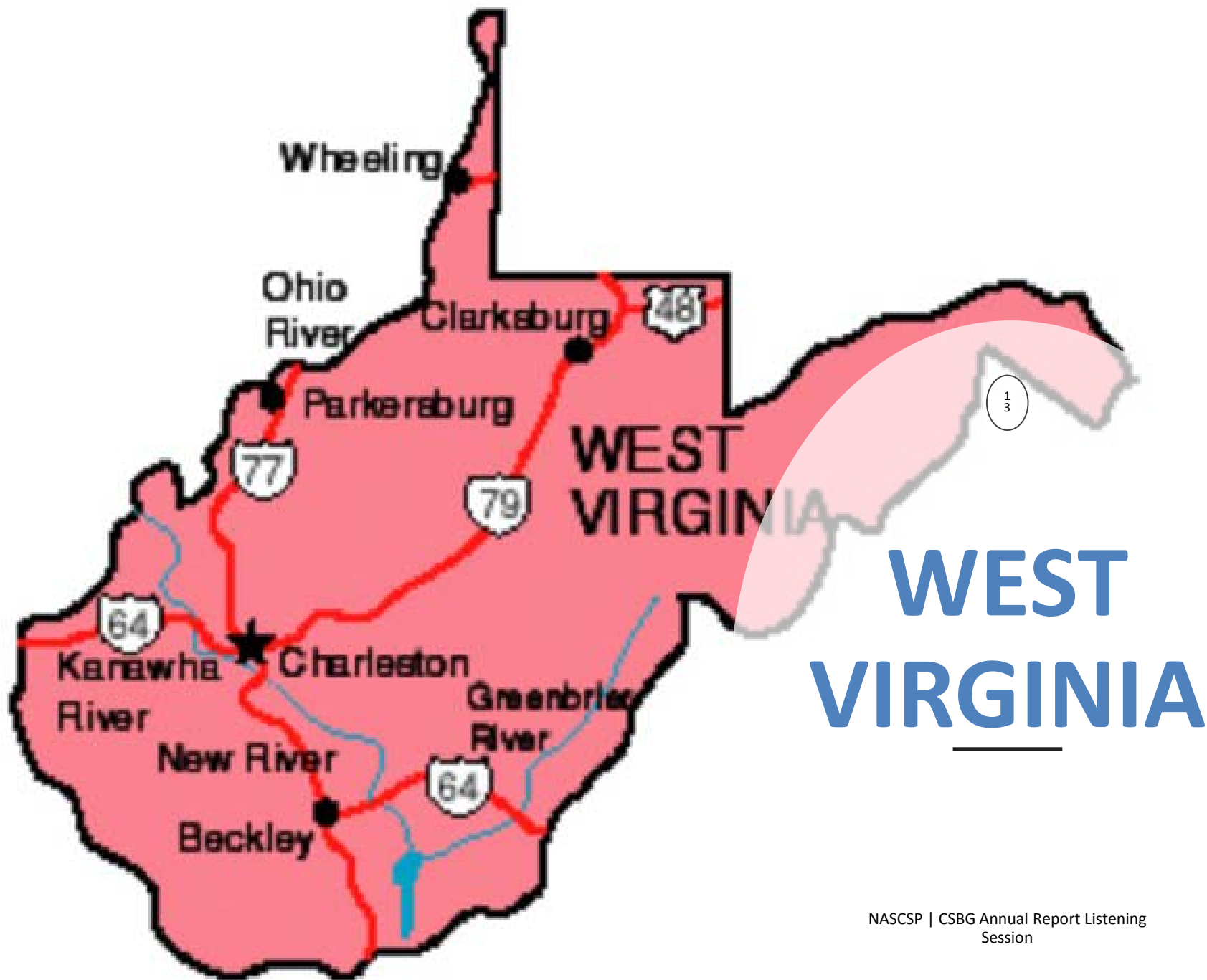
- Discretionary funding is allocated to KACAP for specific T/TA activities to support the network, including the ROMA Implementer Training
- FY2016 discretionary funds allocated to each agency to be used to enhance their data system
- FY2016 discretionary funds allocated to agencies to send a senior staff or board member to CAP Management and Leadership training
- FY2016 Performance Management Summit
- Consultant to help develop statewide Theory of Change for Kansas

# NASCSP Training on the CSBG Annual Report

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- NASCSP provided a two-day intensive training on the CSBG Annual Report.
- Representatives from all eight community action agencies attended.
- Provided an opportunity for agency staff to ask specific questions about the report.





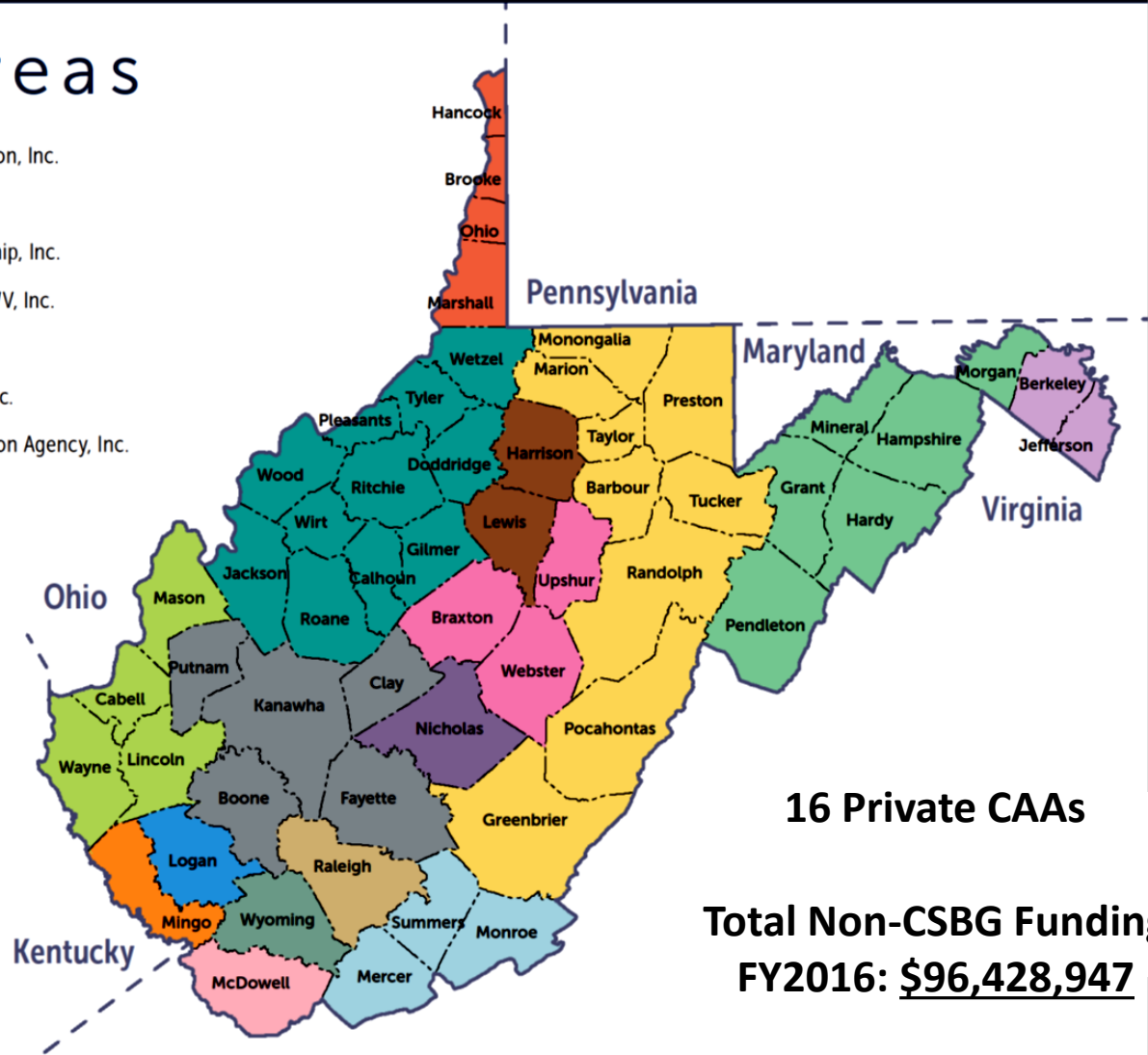
# CSBG in West Virginia

- CSBG is administered by the Community Advancement and Development division of the West Virginia Development Office. The WVDO is 1 of 9 cabinet level departments in the State Government.
- CSBG operates on a calendar year. Began new reporting on January 1, 2018.
- FY2017 Total Allocation: \$7.90 million

# Community Services Block Grant

## service areas

- Central West Virginia Community Action, Inc.
- CHANGE, Inc.
- Coalfield Community Action Partnership, Inc.
- Community Action of South Eastern WV, Inc.
- Community Resources, Inc.
- Council of the Southern Mountains, Inc.
- Eastern West Virginia Community Action Agency, Inc.
- EnAct, Inc.
- Mountain CAP of West Virginia, Inc.
- MountainHeart Community Services, Inc.
- Nicholas Community Action Partnership, Inc.
- North Central West Virginia Community Action Association, Inc.
- PRIDE Community Services, Inc.
- Raleigh County Community Action Association, Inc.
- Southwestern Community Action Council, Inc.
- Telamon Corporation



**16 Private CAAs**

**Total Non-CSBG Funding  
FY2016: \$96,428,947**

# Key strategies

- Collaboration with software vendor for data system modifications
- Open communication with the network
- Design and provide robust Training / Technical Assistance activities to prepare



# Data System Modifications

- 80% of my time was spent on preparing our data system for the New CSBG Annual Report.
- Major Data System Projects
  - Redesign customer case plan structure to incorporate new Services & Indicators from Module 4, Sections A & B
  - Modify Customer Intake for new demographics from Module 4, Section C
  - Develop an entirely new module for management of Community Initiatives from Module 3
  - Develop new electronic ROMA Logic Model
  - Update Reporting structures
  - Create Action Plan templates for common programs
  - Design new CSBG Annual Report

# WV's New Logic Model Design

NCWVCAA-HEAD START  
ROMA Next Gen Logic Model  
Agency: WVCAD

Program: NCWVCAA - 2018 Head Start

Domain: Education and Cognitive Development

Type: Individual/Family Level Initiative

AppPro: NORTH CENTRAL WV CAA-2018

Date Range: 01/01/2018 - 12/31/2018

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Identified Problem, Need, Situation	Individual/Family Services Or Community Strategies  Identify the intended # of clients to be served or the # of units to be offered	Actual Services Or Actual Strategies  Identify the actual # of clients served or the # of units offered	Outcome	Outcome/Indicator  Projected # and % of clients who will achieve each outcome or Projected # and % of units expected to be achieved	Actual Outcomes  Actual # and % of clients who achieve each outcome or Actual # and % of units achieved	Implementation  Who's responsible, Frequency, etc.	Evaluation  Who's responsible, Frequency, Method, Data Source, etc.
Phase: Assessment	Phase: Planning	Phase: Results	Phase: Planning	Phase: Planning	Phase: Results	Phase: Implementation	Phase: Evaluation
Provide cognitive, physical, social and emotional development for pre schoolers entering kindergarten and support for families	593 Individuals will enroll in SRV 2b Head Start	__ of __ or __ % of Individuals enrolled in SRV 2b Head Start	Children (0-5) demonstrated improved emergent literacy skills.  Children (0-5) demonstrated skills for school readiness.  Children and youth demonstrated improved positive approaches toward learning	593 of 593 or 100% of FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.  593 of 593 or 100% of FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.  593 of 593 or 100% of FNPI 2c.1 The number of children in Early Childhood Education (0-5) who demonstrated improved positive approaches toward learning, including improved attention skills.	__ of __ or __ % of FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.  __ of __ or __ % of FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.  __ of __ or __ % of FNPI 2c.1 The number of children in Early Childhood Education (0-5) who demonstrated improved positive approaches toward learning, including improved attention skills.	Head Start Application-Family & Community Engagement Staff  Family Files-Family & Community Engagement/Education Staff  Data Entered into DBAFacPro-Family & Community Engagement/Education Staff	Data Collected at Intake-Family&Community Engagement Staff  Data collected on Quarterly and Annual CSBG Report-DBA Systems Coordinator  Annual PIR Report-Family&Community/Education Staff, Systems Information Coordinator, Children Services Director, Executive Director

Mission: To offer Early Childhood Education opportunities and comprehensive services through collaborative partnerships that support children and families in our communities.

Proxy Outcome:

# Customer Action Plan Templates

Birth to Three Programs
Budget Counseling Programs
Case Management Programs
Child & Adult Care Food Programs (CACFP)
Child Advocacy Programs
Child Development / Daycare Programs
Early Head Start Programs
Emergency Assistance Programs
Emergency Clothing Assistance Programs
Emergency Crisis Intervention Programs (ECIP)
Emergency Rent/Mortgage Assistance Programs
Emergency Utility Assistance Programs
Eviction Prevention Programs
Financial Counseling Programs
First Time Homebuyer Programs
Food Distribution Programs
Food Skills Programs
Foreclosure Prevention Programs
Head Start Programs

Homelessness Prevention & Rehousing Programs
Housing Counseling Programs
Housing Placement Programs
Housing Repair Programs
In-home Care Programs
Information & Referral Programs
LIHEAP Outreach Programs
Loan Programs
Low-income Check-up Audit Programs (LICUAP)
No Heat Emergency Programs (NHEP)
Parenting Support Programs
Prepared Meals Programs
Right from the Start Programs (RFTS)
Supportive Services for Veteran Families Programs (SSVF)
Transportation Programs
Volunteer Income Tax Assistance Programs (VITA)
Weatherization Assistance Programs (WAP)
Youth Development Programs

# Open Communication

- Discussed during quarterly CSBG Executive Director meetings with State Office.
- Distributed all national webinar information to CAAs as Modules rolled out.
- Regular emails to Data System Administrators to prepare for the report.
- Detailed feedback on FY2018 CSBG Applications.

# T/TA Activities

- WVCAP Annual Education Conference (May 2017)
- ROMA Preparedness Workshop (July 2017)
- CSBG Application Training Webinar (Sept 2017)
- FY2018 New Annual Report Training Webinars
  - For Finance Staff (Dec 2017)
  - For Programmatic Staff (Dec 2017)
- Comprehensive state review of each ROMA Logic Model submitted for 2018 (Nov-Dec 2017)

A photograph of a large group of people seated at round tables in a conference room, attending a workshop. The room has a high ceiling with recessed lighting and a wooden door in the background. The text is overlaid on a semi-transparent circular graphic on the left side of the image.

## ROMA Preparedness Workshop

- 2 Days
- All CAAs attended
- Focus of the workshop was to complete actual tasks to prepare for the report in addition to some instruction



A close-up, angled view of a computer keyboard. The keys are light gray with dark gray outlines. The 'Pause' key is centrally located and slightly larger than the surrounding keys. The word 'Pause' is printed in a bold, black, sans-serif font on this key. The perspective is from a low angle, looking down at the keyboard, creating a sense of depth.

**Pause**

# General Comments

- 2018 is transition/developmental year
- States have developed their own tools
- Training is ongoing and builds on what we learned
- NASCSP has a Frequently Asked Questions document on the website for instruction manuals 2 & 4
  - Are clarifications needed?
  - What else needs to be defined?
- Module 3 instructions still in progress
- What is the roll-out plan?





- What has been the process in your state?
- When working with your agencies what's worked well in rolling this out?
- What have your agencies done to prepare and increase their capacity?
- What have you done as state offices to assist?



- What challenges are agencies encountering?
- What challenges are state offices encountering?
- How have you addressed the agencies' challenges or challenges in your state office?

## “Other” Indicators

- What is the process in your state for *accepting* “other” indicators.
- We recommend a process in your state to agree on/accept “other” indicators.
- We ask State Offices to send NASCSP the indicators.
- We will create a mechanism for you to do so.
- They will be shared with the DATA Task Force.

A close-up photograph of a weathered wooden door. The door is made of vertical planks with peeling blue and grey paint. A horizontal wooden plank is mounted across the middle, featuring the words "OPEN THE FUTURE" in raised, light-colored wooden letters. To the right, a dark metal handle is visible, and below it, a metal lock mechanism is partially shown.

OPEN THE FUTURE

# LOOKING AHEAD



# FY 2018 Data Collection

- SmartForms are being created for local agencies to report data to their state office on Modules 2 and 4.
- States will upload SmartForms into OLDC.
- Module 3 data collection is still being considered.
- States and local agencies should use the Excel versions of the Modules located on the NASCSP website to plan for and collect any preliminary data.
- NASCSP will keep the network informed about data collection procedures as they are finalized.

