

Panelists

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Community Action,
Executive Director

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Department of Housing
and Community Affairs,
Project Manager, Training

How States are Using Data

This session will highlight how state offices incorporate the use of data into their processes from developing state plans and coordinating T/TA Plans to reviewing and analyzing NPI data from Community Action Agencies.

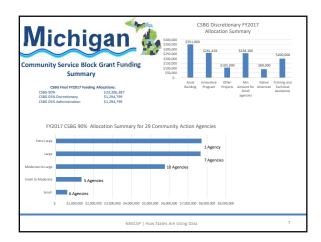
How States are Using Data

Discover how to use data to make informed decisions to improve:

- the efficiency and effectiveness of CSBG operations in your state, and
- the outcomes achieved for people/communities of low-income

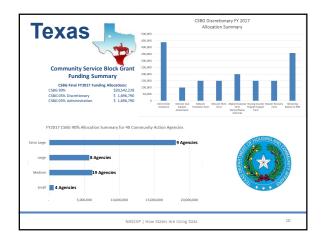












Michigan Outcomes Texas Outcomes Michigan Community Action Agencies Texas Community Action Agencies provided services to 168,377 low-income individuals. provided services to 510,577 low-income individuals. •66,810 Gained Employment •132,120 Gained Employment •49,275 Increased Financial Assets or Financial Skills •25,827 Increased Financial Assets or Financial Skills •126,006 Stabilized Families •140,397 Stabilized Families •49,458 Community Opportunities or Resources Improved or Expanded •6,872 Community Opportunities or Resources Improved or Expanded •1,321 Transitioned Out of Poverty (State Goal) In Texas, Co NASCSP | How States Are Using Data

What is the driving force for using Data to make decisions?

- Budget constraints
- High poverty-levels
- Changing demographics
- Income inequality
- ...demand that we use data to assess and increase CSBG outcomes.

ttps://www.acf.hhs.gov/sites/default/files/ocs/csbg state and federal accountability measures im draft.pdf

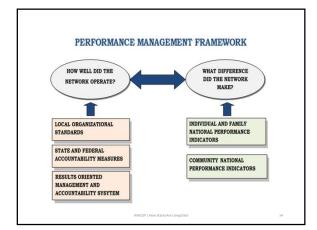
How can we use Data to measure the success of Community Action and CSBG?

We must identify the questions we seek to answer from our data, such as:

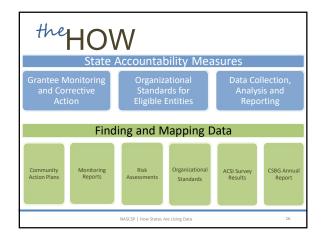
- How well does the Network operate?
 - ✓ Are Organizational Standards being met?
 - ✓ Was the Training and Technical Assistance implemented at the local agencies?
 - ✓ Did the State Plan improve Network Performance?
- What difference does the Network make for families and communities of low-income?
- What is having the biggest impact in the Network?

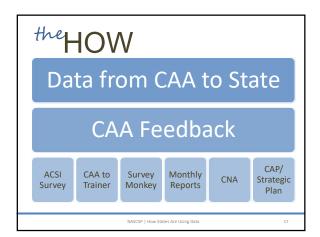
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USING DATA HOW WELL DOES THE STATE NETWORK OPERATE? NASCSP | How States Are Using Data 15





State Accountability Measures Supported with Data

State Accountability Measures:

- captures performance data
- indicate how efficiently and effectively the State Plan was implemented
- what **impact** the State's efforts have on local performance
- Data Collection Mechanisms:
 - ASCI Survey
 - Model State Plan (Distribution of Funds, Monitoring, T&TA)
 - CSBG Annual Report

ttps://www.acf.hhs.gov/sites/default/files/ocs/csbg_state_and_federal_accountability_measures_im_draft.pdf

State Accountability Measures Supported with Data

States collect accountability data

State plans include planned performance in critical activity areas

- development of the State plan
- use of funds
- grant monitoring
- training and technical assistance

Annual Report includes actual performance

States incorporate feedback on their performance

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The ACSI and State Accountability Measures

- ☐ Seven of the State Accountability Measures specify use of ACSI survey data and other feedback, as appropriate, to adjust the State Plan to improve performance.
- ☐ State Accountability Measures 1Sb, 2Sb, 3Sb, 3Sd, 4Sb, 7Sb and 8S are measures of eligible entity satisfaction with the state's performance of critical elements of the State Plan.

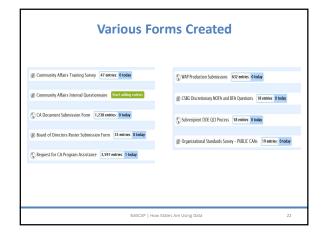
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TTA Management Tool

- Wufoo software:
 - $-\,$ Q&As
 - TTA requests
- Excel Export:
 - Sort data by program, topic, or by individual Subrecipient
 - Data determines network trainings, individual TTAs, FAQs, Best Practices, Webinars, or guides needed.
- Create forms for tracking requirements

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Grantee Monitoring and Corrective Action

CSBG Act Section 678B Monitoring

To determine whether eligible entities meet the **performance goals**, administrative standards, financial management requirements, and other requirements of a State, the State shall conduct a full onsite review at least once every 3 years. In addition, follow-up reviews, including prompt return visits must be conducted.

DATA in the Monitoring Process

- Risk Assessment DATA → Generates a Risk Based Monitoring Approach for each eligible entity
- Risk Assessment DATA → Generates Training and Technical Assistance Opportunities
- Risk Assessment DATA → Informs the State on the quality of performance goals and the impact of those goals

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Grantee Monitoring and Corrective Action

Data in the Monitoring Process

- Risk Based Programmatic Monitoring DATA > Informs the State on data collection, tracking, and reporting at the agency which is used to validate data and ensure data integrity.
- Risk Based Programmatic Monitoring DATA > Informs the State on the agencies capacity to meet performance goals by reviewing "Community Action Plans" (CAP) with "Actual" Results.
- Risk Based Programmatic Monitoring DATA → Provides the State with the basis for requiring training and/or technical assistance plans. In addition, quarterly reviews of the issues listed in the monitoring reports and risk assessments will provide States with a list of topics for training.

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Monitoring Data

- Pre-conference
- •Monitoring:
 - -Desk Review
 - •T&TA indicated
 - -Site Visit
 - •Report
- •T&TA plan
 - -Initial email TA to report findings
 - -Debrief to determine appropriate level training

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Organizational Standards

How we use data about met and unmet standards to:

- Provide OCS with an update
 - CSBG State Plan will list the planned Organization Standards Goals
 - CSBG Annual Report will list the actual Organizational Standards goal obtainment
- Determine training topics for conferences, workshops, individual TTAs, and resources; or
- Identify agencies that may need Intensive Assessment.

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Organizational Standards

- Data Collection and Storage
 - Agencies upload files in the Statewide System by Organizational Standard's number
 - State Staff uses the Statewide System to evaluate documents for compliance
 - State Staff uses a custom database program to track met and unmet standards

 - Database includes guidance for review
 Database will automatically generate a monitoring report
 Database will automatically generate the results of the Statewide monitoring for the CSBG Annual Report
 - Database will be used as field notes for monitoring

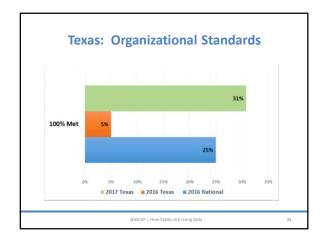
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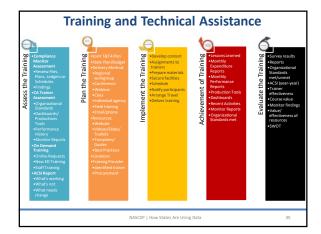
Organizational Standards

		ata Analy	sis and Re	porting			
CSBG Annual Report:	DJ. Drawnissional Standards						
CODO Announteport.	Ed. Organisational Standards	Performance					
Float Year	PRODE	,					
State CSBS Plan Target (exter)	90						
Number of Entities Assessed:							
Number that met 100% of standards							
Percent of all meeting 100% of OS:	89.60						
Progress Indicator		1005	105 - 105	m:m	25.75	ned .	
rispess minuter	Sumber of Entitles	20.	1	2	20.700	2	
	Actual Persons	25.66%	Less	6326	0.00%	100 30%	
1.5.	1				D.S. TAP and QP		
Calegory	Sumber of Entities	Metal Mandrek	resest		Number of CRAs on TRP		
Concurrer Input, and Involvement			2005				
Community Engagement	29	21	330%		Agencies	County of Kalanasos Commu	HityAction Bureau
Community Assessment			100%			Worklenaw County Office of C	ammunity and Economic Develop
Organizational Leadership			97%			Muskegon-Dorana Community	Addison Partnership, Inc.
Book Scommer			175				
Strategic Flanning	29	31	906		Number of CRAs on QP		
Human Recourses Management		28	176				
Financial Operations and Oversight		28	175				
Data and Analysis			200%				

	Organizational Standards Data Analysis and Reporting										
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Organisation	Compressional involvement	ion month lapparen	Community Jaconson	Organizational Leadership	Inetimenan	Strategic Famolog	Human Sensores Management	Financial Operations and Oversight	Date and Analysis	of the LEPrivate Liaminsh	Persons of Mes Stans
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WAP	CSBG					
Assessments/Weatherization Work	Boards					
Client Denials & Referrals	Boards					
	 Board Meeting Minutes Guidance (PDF) – 3.16.17 					
Combustion Appliance Zone (CAZ) Testing Fraud, Waste and Abuse	 Board Meeting Minutes Sample Form (DOCX) = 3.16.17 Should CAA Executive Director Serve as Board Member? = CAPLAW FAQ (PDF) 					
Fan Flow Box	March 2014					
Knob & Tube Wiring						
Manual 3	Cost Allocation Plan					
Mobile Home WAP Scope	Below is a sample Cost Allocation Plan that may be applicable to any agency. This is a					
Pre-construction Walk-through's	sample for guidance only and not necessarily TDHCA-approved cost allocation plan.					
Principles of CFM Reduction	 Sample Cost Allocation Plan (PDF) (DOC) – 10.21.15 					
Recommended Tools	Client Files					
SEER and EER Determination	Cheff Files					
Sidewall Density	CSBG Client File Checklist (PDF) = 8 26.16					
Space Heaters (DOE Notice 08-4)	Other CSBG Topics					
Ventilation Guide	Other CODO TOPICS					
Weatherization Process Flowchart	 Addressing Statutory Administrative Cost Limits, Indirect Costs, Negotiations with a 					
Whole House Assessments	State and Enforcement – CAPLAW FAQ (PDF) – March 2015					

2/24/2018 **OUR MISSION**

American Customer Satisfaction Index

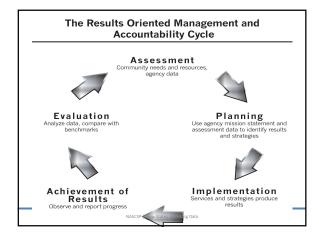
- Improved communication
 - Bi-weekly e-Newsletters from State Association
 - Roundtables
 - Workgroups

 - Ouarterly Network Calls
 State office staff Q&A at State Association board meetings
 Summaries of changes to plans, rules, etc.
- Improved monitoring tools and consistency
- Effected change to training delivery methods

TEXAS SCO	ORES		
Drivers	2015 Score	2017 Score	2017 Impact
Development of CSBG State Plan	31	53	0.3
Distribution of Funds	57	68	0.6
Use of Discretionary Funds	42	77	0.2
Training & Technical Assistance	46	75	0.8
Monitoring & Corrective Action	35	64	0.9
Linkages	42	60	0.7
Communication	45	66	1.6
Customer Satisfaction Index Scores	44	67	N/A
Confidence in Lead Agency	47	72	4.8
Trust in CSBG State Lead Agency	49	72	4.7

USING DATA	
WHAT DIFFERENCE DID THE STATE NETWORK MAKE?	
NASCSP How States Are Using Data	39

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ROMA Next Generation Where We Want to Be

- OCS, States and CAAs use data on people, services, and outcomes for decision making and improving impact across the Network.
- OCS, States and CAAs use performance data to achieve greater stability and economic security for families and communities.

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ROMA Next Generation

"Community Action achieved these Results (Outcomes)
(Analysis-NPIs)

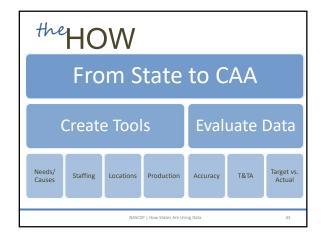
for this many individuals, families and communities of lowincome (Baseline & All Client Demographics)

by delivering/implementing these Services/Strategies
(Analysis - Services)

using these Resources"

(CSBG Expenditures/Resources Administered and Generated by the CSBG Network Reports)

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State Data Analysis/Evaluation

Is the data received from the local agencies accurate? Reliable? (Unduplicated counts of individuals served?)

Did the CAAs conduct the needed analyses to understand what is working and what changes to make to increase their impact?

How many people were served across the State? What were the characteristics of the people served? How does this compare with what we know about the individuals and communities of low-income in this state? What trends are evident?

What types of services were provided? How many of these types of services were provided across the state? How many agencies are engaged in partnerships or Collective Impact initiatives?

What Individual/Family Outcomes (NPIs) were met by each of the local agencies across the state? What outcomes were not met?
Taken together, what outcomes (NPIs) were achieved across the state? What community changes were achieved?

What service delivery models appear most effective? What local agency best practices should be replicated in other parts of the state?

What local agencies should receive enhanced training and technical assistance? What actions might the State take to enhance performance and increase impact across the state?

Telling the Story of CA in the State: In this State, Community Action achieved these Results (Outcomes) for this many individuals/families /communities (Output) with low-income by delivering these services and implementing these strategies (Outputs), at this Cost."

Data Collection, Analysis and Reporting

5Sa. CSBG Annual Report Feedback within 60 days of report submission

Data Analysis

Step 1: Identify questions to help you define your scope

- What is having the biggest impact in the Network?
- How well did the Network Perform? - What difference did it make?
- What is the CSBG cost per outcome?
- What is the CSBG cost per client?
- Is the report data accurate?
- What training and technical assistance can be recommended to improve performance?



Data Collection, Analysis and Reporting

Step 2: Identify your Data Source, Data Points, and Formulas

Data Points from the CSBG Annual Report from FY2017

Data Component - Eligible Entities Names

Number of Outcomes
 People Served

CSBG Allocation

% of Total CSBG Allocation
 % of People Served

% of Outcomes

· Cost per Client

CSBG Annual Report CSBG Annual Report

% of Clients helped w/ CSBG allocation
 % of Total CSBG Allocation divided by % of People Served
 % of Outcomes w/CSBG allocation
 Cost per Outcome
 Cost per Outcome
 CSBG Allocation divided by % of Outcomes

CSBG Allocation divided by People Served

Location of Data or Formula

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Agencies	Outcomes	People	Volunteer	CSBG	% in Poverty	Cost per	
		Served	Hours	Allocation		Outcome	
-			~	ul.			
1	202,748	814	5,646	\$187,431	62.00%	© 0.92	X 230.:
2	4,188	1,264	1,470	\$189,000	68.70%	\$ 45.13	\$ 149.
3	3,682	1168	36,170	\$193,004	57.10%	\$ 52.42	\$ 165.
4	7,800	5,789	36,170	\$193,004	57.10%	\$ 24.74	\$ 33.
5	26,163	2,785	25,473	\$200,028	67.60%	\$ 7.65	\$ 71.
6	8,857	3922	130,389	\$229,800	68.70%	\$ 25.95	\$ 58.
7	24,181	13,269	17,006	\$236,229	66.80%	\$ 9.77	\$ 17.
8	7,177	1,214	26,329	\$292,788	75.00%	\$ 40.80	\$ 241.
9	9,483	394	26,689	\$344,672	65.60%	\$ 36.35	\$ 874.
10	13,525	8,657	97,795	\$473,487	62.80%	\$ 35.01	\$ 54.
11	7,432	2,814	1,575	\$558,949	63.30%	\$ 75.21	\$ 198.
12	18,856	710	17,952	\$589,129	72.90%	\$ 31.24	\$ 829.
13	22,547	22,773	56,819	\$643,717	48.40%	\$ 28.55	\$ 28.
14	17,748	6,730	82,465	\$647,838	66.60%	\$ 36.50	\$ 96.
15	3,679	2703	3,070	\$693,884	63.00%	\$ 188.61	\$ 256.
16	16,250	2,151	779	\$695,472	74.60%	\$ 42.80	\$ 323.
17	5,366	2,934	14,646	\$733,570	64.90%	\$ 136.71	\$ 250.
18	12,547	3,070	168,314	\$739,372	72.10%	\$ 58.93	\$ 240.
19	17,868	2,955	80,440	\$747,371	56.00%	\$ 41.83	\$ 252.
20	55,820	1481	336,537	\$782,701	65.00%	\$ 14.02	\$ 528.
21	9,508	15,567	47,255	\$821,839	65.90%	\$ 86.44	\$ 52.
22	2,820	1,486	1,133	\$854,327	75.20%	\$ 302.95	\$ 574.
23	10,834	4,431	251,385	\$1,085,989	64.70%	\$ 100.24	\$ 245.
24	24,900	13729	176,473	\$1,158,025	60.30%	\$ 46.51	\$ 84.
25	307,055	10,235	174,677	\$1,183,249	82.30%	\$ 3.85	\$ 115.
26	42,777	1,862	85,620	\$1,218,707	78.00%	\$ 28.49	\$ 654.
27	21,311	10,490	15,366	\$1,610,050	57.60%	\$ 75.55	\$ 153
28	9,871	5,881	36,586	\$2,324,817	65.00%	\$ 235.52	\$ 395.
29	360,490	17,099	34,447	\$8,905,191	70.60%	\$ 24.70	\$ 520.
Total	1,275,483	168,377	1,988,676	\$28,763,352	66.13%	\$ 22.55	\$ 170.8

Data Collection, Analysis and Reporting

Step 3: Review Data

Why did the smallest CSBG Allocated Agency, Agency 1, have more outcomes than 89% of the other agencies (2 out of 29 had more outcomes reported)?

Small Agency Outcomes Large Agency 25 Outcomes Ex-Large Agency 29 Outcomes Remaining 26 agencies average number of Outcomes

= 307,055 = 360,490

= 15.584 (202.748-15.584-187.164)

= 202,748

Agency 5 reports 26,163 outcomes for 2,785 people served. Approximate 9.39 (26,163/2,785) outcomes were reported per client. The remaining small agencies on average report 2.2 outcomes per client.

Why does Agency 22 and Agency 24 have such a high CSBG cost per outcome and a high CSBG cost per client served? Why does Agency 1 have a low cost per outcome and a low cost per client?

Agency 1 \$ 0.92

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Data Collection, Analysis and Reporting

Step 3: Review Data

- How do you know what to look for in your data set?
- Sort data from lowest to highest by CSBG Allocation or other fields for a closer review of the information
 Locate high values and low values in each column
 Locate high or low ratios
 Clacate high or low ratios
 Calculate other ratios from two different columns and compare with the total ratios
 Calculate other ratios from two different columns and compare with the total ratios
 Calculate other ratios from two different columns and compare with the total ratios
 Calculate other ratios from two different columns and compare with the total ratios
- From the items identified above: Does the data make sense for that agency? (review the agency's programs, budget, and clients served)
- Can the data be organized more effectively?

 - Create categories from the data by grouping information
 Group data by the agency's CS8G Allocation Amount into small, medium, large, and ex-large agencies
 For each group calculate totals for each column and calculate the average for each column (outliers may be removed)
- Did the data surprise you?
 - Describe your thoughts. This information can be used in a feedback letter to the agencies. It can be framed into questions to the agency or it can provide the basis for a training and technical assistance plan.

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Data Collection, Analysis and Reporting

Step 4: Modify data set by groups, summarize data, and review

CSBG Annual Report -	Agency Type :	Summary Rep	ort			Г		
Agencies Type	Outcomes	People Served	Volunteer Hours	CSBG Allocation	\$Non- federal leveraged by \$1 CSBG		Cost Per Outcome	Cost per Client
Small Agencies								
Total	307,804	39,276	403,137	2,539,443	\$ -		\$ 8.25	\$ 64.66
Average	30,780	3,928	40,314	253,944	\$ 11.10	l	\$ 27.87	\$ 189.73
Avg (no outlier)	11,673	38,462	44,166	261,335	\$ 9.14	L		
Medium Agencies								
Total	190,441	65,374	810,985	8,508,169	\$ 74.41	Г	\$ 44.68	\$ 130.15
Average	15,870	5,448	67,582	709,014	\$ 6.20	I	\$ 86.98	\$ 302.74
Large Agencies								
Total	416,748	46,628	740,107	8,580,837	\$ 30.65	Г	\$ 20.59	\$ 184.03
Average	69,458	7,771	123,351	1,430,140	\$ 5.11	L	\$ 81.69	\$ 274.73
Ex-Large Agency								
Total	360,490	17,099	34,447	8,905,191	\$ 0.70	Ι	\$ 24.70	\$ 520.80

Data Collection, Analysis and Reporting

Step 5: Review data groups with summary of the subsets

	Outcomes	People Served		Volunteer Hours	CJDG AIIOCECIOII	\$Non-federal leveraged by \$1 CSBG	% in Poverty	% of Total CSBG Allocation	Cost per Outcomes	Cost per client
1	202,74	8	814	5,646	\$187,431	\$28.75	62.00%	0.65%	\$ 0.92	\$ 230.26
2	4,18	8	1,264	1,470	\$189,000	\$3.57	68.70%	0.66%	\$ 45.13	\$ 149.53
3	7,80	0	5,789	36,170	\$193,004	\$7.35	57.10%	0.67%	\$ 24.74	\$ 33.34
4	3,68	2	1168	36,170	\$193,004	\$7.35	57.10%	0.67%	\$ 52.42	\$ 165.24
5	26,16	3	2,785	25,473	\$200,028	\$9.56	67.60%	0.70%	\$ 7.65	\$ 71.82
6	8,85	7	3,922	130,389	\$229,800	\$21.53	68.70%	0.80%	\$ 25.95	\$ 58.59
7	24,18	1 1	3,269	17,006	\$236,229	\$7.20	66.80%	0.82%	\$ 9.77	\$ 17.80
8	7,17	7	1,214	26,329	\$292,788	\$10.87	75.00%	1.02%	\$ 40.80	\$ 241.18
9	9,48	3	394	26,689	\$344,672	\$3.00	65.60%	1.20%	\$ 36.35	\$ 874.80
10	13,52	5	8,657	97,795	\$473,487	\$11.79	62.80%	1.65%	\$ 35.01	\$ 54.69
Total	307,80	4 3	9,276	403,137	2,539,443			8.83%	\$ 8.25	\$ 64.66

Cost per Client

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Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback a letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and letter. Step 6: Compare individual agency data with information from the correct subgroup and create feedback and lette

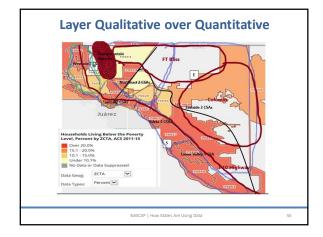
USING DATA WHAT NEEDS CAN BE IDENTIFIED? WHAT RESULTS DO WE WANT TO ACHIEVE? NASCSP | How States Are Using Data 53

COMMUNITY COMMONS

- Quantitative data to identify conditions of poverty
- Zip code maps that prompt key areas to obtain qualitative data that drill down the causes of poverty
- Poverty population analysis for production/staffing/service center locations

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2/24/2018 **OUR MISSION**



Community Commons Assessment

- What needs are reflected for each domain?
- What assumptions can be made from the data?
- How do various data points interconnect?
- What level of need is it?

Hurricane Harvey





County	Households in poverty	Percent of Service Area	LIHEAP Allocation	DOE Allocation	LIHEAP units per Co	DOE units per Co
Bowie	6,299	7.48%	\$49,029.27	\$12,679.22	9.74	1.78
Camp	779	0.92%	\$6,063.47	\$1,568.04	1.20	0.22
Cass	2,190	2.60%	\$17,046.21	\$4,408.24	3.39	0.62
Collin	21,998	26.12%	\$171,224.92	\$44,279.63	34.01	6.23
Cooke	1,860	2.21%	\$14,477.61	\$3,743.98	2.88	0.53
Delta	425	0.50%	\$3,308.05	\$855.48	0.66	0.12
Denton	21,738	25.81%	\$169,201.17	\$43,756.28	33.61	6.16
Fannin	1,976	2.35%	\$15,380.51	\$3,977.48	3.06	0.56
Franklin	673	0.80%	\$5,238.40	\$1,354.68	1.04	0.19
Grayson	7,412	8.80%	\$57,692.48	\$14,919.57	11.46	2.10
Hopkins	2,318	2.75%	\$18,042.52	\$4,665.89	3.58	0.66
Hunt	5,812	6.90%	\$45,238.62	\$11,698.94	8.99	1.65
Lamar	3,641	4.32%	\$28,340.30	\$7,328.95	5.63	1.03
Marion	1,014	1.20%	\$7,892.63	\$2,041.07	1.57	0.29
Morris	859	1.02%	\$6,686.16	\$1,729.08	1.33	0.24
Rains	511	0.61%	\$3,977.45	\$1,028.59	0.79	0.14
Red River	1,057	1.25%	\$8,227.33	\$2,127.63	1.63	0.30
Rockwall	1,714	2.03%	\$13,341.19	\$3,450.10	2.65	0.49
Titus	1,952	2.32%	\$15,193.70	\$3,929.17	3.02	0.55

Data and Capacity to Transition

Utility Assistance:

- In 2013, XCAA served 11 counties with a total budget of \$3,504,656
- In 2017, XCAA serves 20 counties with a current budget of \$5,836,787
- This is almost double the counties and a 67% increase in funding



