



# MODULE 3: COMMUNITY INITIATIVE STATUS FORM REVIEW DOCUMENT

December 2018

Introduction:

Module 3 is the Community Level module of the new CSBG Annual Report and includes information on the implementation of strategies and results achieved for communities of low income. Module 3 creates the reporting space for CSBG Eligible Entities who are tackling complex community-level issues. This includes collecting information on agencies' community-level initiatives and showcasing the connection between initiatives and outcomes over time. Most CSBG Eligible Entities will have completed Module 3 in fiscal year 2018. State CSBG Lead Agencies will have reviewed, evaluated, and analyzed the module and entered the information into the Online Data Collection System (OLDC), the central web-based reporting tool that the Office of Community Services (OCS) uses for CSBG data collection.

The Community Initiative Status Form (CIS) is the entry form for Community Action Agencies (CAAs) reporting community level in Module 3 of the CSBG Annual Report. The CIS is new to the reporting process and can assist the network in telling the story of our community level work. This document was developed to assist CSBG State Offices in reviewing the CIS and thus all Module 3 reporting. This resource will be a living document that is updated over time to ensure it is an effective tool for reviewing the CIS, and a companion document will be developed to guide local agencies through the different components of this review form. State Offices can use this review form to walk through the CIS and assess if sufficient information is presented to let the reader understand the initiative and its objectives. This review tool can also help a State Office consider if a submitted CIS is really about an initiative that is focused on meeting a community level need and creating a community level change.

A community-level initiative is any project, program, coalition, group, committed entities, or other group or activity that has a clearly defined purpose or goal to create measurable community-level change in a specific community (e.g. neighborhood, school district, service area). Community-level initiatives are about changing the conditions and environment (e.g., assets, infrastructure, capital) where households with low incomes live and work. These initiatives are guided by the Community Needs Assessment that is completed at least every three years (Organizational Standard 3.1).

<b><u>Definition of Community-Level Work</u></b>
<b>Does the Initiative:</b>
1. Meet a clearly identified community need?  <i>Note - Characteristics of a Community level need include that the need is identified as being systemic in the community, impacting the community at large, the need identifies conditions in the community (ex. the south side neighborhood does not have early childhood programs) and that there is a clear expectation of change in the identified community.</i>
2. Result in community change that is observable and measurable? <b>AND</b> Is that change a direct result of the initiative?
3. Include community strategies that engage external stakeholders? (e.g., customers, community partners or others in the community)

For additional tools, resources and information on Module 3, visit the [NASCSP website](#).

	Use the dropdown menu to select the response where appropriate.	Questions to Consider During Review	Responses/inquiries
<b>1. Initiative Name</b>			
<b>2. Initiative Year</b>	1-7+ years	<input type="checkbox"/> This a new initiative. <input type="checkbox"/> If not new in the current year, the number of years it has been operating is identified.	
<b>3. Problem Identification</b>  Responses here should address the first definition of Community Level work:  <input checked="" type="checkbox"/> The initiative meets a clearly identified community level need.	Narrative (Provide a narrative on the scope of the problem)	<b>Check if this narrative:</b>  <input type="checkbox"/> Clearly articulates a community level need. <input type="checkbox"/> Includes supporting data. <ul style="list-style-type: none"> <li>○ Are data sources cited?</li> <li>○ Is baseline data provided?</li> <li>○ Is data representative of the Identified Community (line 7)?</li> </ul> <input type="checkbox"/> References the agency’s community needs assessment (CNA). <ul style="list-style-type: none"> <li>○ Does the quote from the CNA clearly identify the need at the community level?</li> <li>○ Does the narrative also specify what data supported the needs assessment finding?</li> </ul>	
<b>4. Goal/Agenda</b>  Responses should address the second and third definitions of Community Level work:  <input checked="" type="checkbox"/> The initiative results in community change that is observable and measurable AND that change is a direct result of the initiative.	Narrative (Provide a narrative on the goal/agenda)	<b>Check if this narrative:</b>  <input type="checkbox"/> Clearly articulates a goal statement/ultimate goal for this initiative. (i.e. - “The ultimate goal of this initiative is to ____.”) <input type="checkbox"/> Indicates whether there are interim goals. (i.e. - “During this fiscal year/next few years, the initiative will work to achieve ____.”) <ul style="list-style-type: none"> <li>○ Are any interim goals reflected in the CNPIs reported (line 14)?</li> </ul> <input type="checkbox"/> Describes how the initiative addresses the problem (line 3) at the community level -- the community change will result. (i.e. – if need was	

<p>✓ The initiative includes community strategies that engage external stakeholders? (e.g., customers, community partners or others in the community)</p>		<p>for more affordable housing in the community, goal is to increase number of affordable units vs. assisting more families in searching for housing.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describes the CAA’s specific role within the larger initiative.</li> <li><input type="checkbox"/> Describes the role each key partner plays within the initiative. <ul style="list-style-type: none"> <li>○ Can the description of their roles be found on line 10?</li> </ul> </li> </ul>	
<p><b>5. Issue/CSBG Community Domains</b></p>	<p>Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The domain(s) selected represent the identified need. <ul style="list-style-type: none"> <li>○ Should another or an additional domain have been selected? Note: more than one domain may be selected.</li> </ul> </li> </ul>	
<p><b>6. Ultimate Expected Outcome</b></p>	<p>Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)</p>	<p><b>Check if the CNPIs selected:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Measures progress towards the goal(s) identified in line 4. If not: <ul style="list-style-type: none"> <li>○ Are there additional indicators that could/should be selected?</li> </ul> </li> <li><input type="checkbox"/> Has reasonable targets set considering the expected duration of the initiative (line 8) and other information.</li> <li><input type="checkbox"/> Includes any rates of change indicators. If so: <ul style="list-style-type: none"> <li>○ Does baseline data entered for each ROC indicator correlate to baseline data described in line 3?</li> </ul> </li> <li><input type="checkbox"/> Includes “other” indicators. If yes: <ul style="list-style-type: none"> <li>○ Do any pre-defined CNPIs accurately reflect what the “other” indicator measures and could be used instead?</li> </ul> </li> </ul>	

<b>7. Identified Community</b>	Neighborhood, City, School District, County, Service Area, State, Region, or Other	<input type="checkbox"/> The identified community represent the information provided in line 3. <input type="checkbox"/> If Other is selected, the description make sense based on the narratives provided on lines 3 and 4.	
<b>8. Expected Duration</b>	Narrative (Provide the range in years, e.g. 1-3 years)	<p><b>Check if this narrative:</b></p> <input type="checkbox"/> Reflects the timeframe (in years) needed to achieve the ultimate goal described on line 4. <ul style="list-style-type: none"> <li>○ Is the duration reasonable given the outcomes the initiative hopes to achieve?</li> </ul> <p><i><b>Note:</b> If “indefinite”, “ongoing”, or similar responses are provided, review lines 3 and 4 responses against guidance provided. Because observable/measurable community change should ultimately be expected from an initiative, it is important that a specific timeframe is included.</i></p>	
<b>9. Partnership Type</b>	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners	<input type="checkbox"/> Based on the information provided for the initiative, this is answered appropriately.	
<b>10. Partners</b>  Responses should address the third definition of Community Level work:  <input checked="" type="checkbox"/> The initiative includes community strategies that <u>engage external stakeholders?</u>	Narrative (Provide a narrative on the key 1-3 partners)	<p><b>Check if this narrative:</b></p> <input type="checkbox"/> Lists the key partners involved in this initiative. <ul style="list-style-type: none"> <li>○ Are the partners representative of the work described on line 4?</li> </ul> <input type="checkbox"/> Describes the role each key partner plays within the initiative. If not: <ul style="list-style-type: none"> <li>○ Can the description of their roles be found on line 4?</li> </ul>	

<p><b>11. Strategy(ies)</b></p> <p>Responses should address the third definition of Community Level work:</p> <ul style="list-style-type: none"> <li>✓ The initiative <u>includes community strategies</u> that engage external stakeholders?</li> </ul>	<p>Select from the Community Level Strategies listed in Section C</p>	<p><b>Check if the strategies selected:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will help achieve the goals indicated in line 4/CNPIs selected on line 14. <ul style="list-style-type: none"> <li>○ Are there additional strategies that could/should be selected?</li> </ul> </li> <li><input type="checkbox"/> Include any “other” strategies. <p>If yes:</p> <ul style="list-style-type: none"> <li>○ Do any pre-defined strategies accurately reflect what the “other” captures and could be used instead?</li> </ul> </li> </ul>	
<p><b>12. Progress on Outcomes/Indicators</b></p>	<p>No Outcomes to Report, Interim Outcomes, Final Outcomes</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If “no outcomes to report” was selected, inquire as to why the CAA was unable to report outcomes at the time.</li> <li><input type="checkbox"/> If Interim Outcomes or Final Outcomes was selected, review lines 13-16 for further guidance.</li> </ul>	
<p><b>13. Impact of Outcomes</b></p>	<p>Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The information provided corresponds to the information provided in line 4 which references the goal of the initiative.</li> <li><input type="checkbox"/> If individuals or families are discussed, the references are appropriate to the initiative and provide context to the community initiative.</li> </ul>	
<p><b>14. Outcomes/Indicators to Report</b></p>	<p>Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The actual outcomes reasonably compare to the target set by the CAA.</li> </ul>	
<p><b>15. Final Status</b></p>	<p>Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This is correctly completed.</li> </ul>	
<p><b>16. Lessons Learned</b></p>	<p>Narrative</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Information included about whether the initiative was successful, or that there were</li> </ul>	

		barriers to success, and/or any challenges encountered during the reporting period.	
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