

OCS and NASCSP CSBG Annual Report Q&A

Wednesday, March 13
3:00 – 4:00 p.m. Eastern



Agenda

- Q&A
- Reporting Updates
- Resources

MODULE 2

Frequently Asked Questions – Module 2

Question

- Do we report what was actually spent or what was allocated in Section A?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development (<i>includes nutrition</i>)	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (<i>e.g. partnerships that support multiple domains</i>)	
A.2i. Agency Capacity Building (<i>detailed below in Table A.4</i>)	
A.2j. Other (<i>e.g. emergency management/disaster relief</i>)	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

Report what was expended during the reporting period.
This may include carryover funds from the previous reporting period.

Frequently Asked Questions – Module 2

Question

- Should A.2k equal the total CSBG allocation?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

The actual expenditures may not equal the actual allocation for the reporting period. A.2k may include carryover funds from previous year, and should not include funds that are being carried over into the following fiscal year.

Frequently Asked Questions – Module 2

Question:

- Do we only report funds expended on direct program services?
- What about salaries and rental costs?
- What if I have an indirect cost rate?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

Any CSBG funds spent on direct services, salaries, or overhead costs should be reported in the appropriate domain.

Indirect rates should be reported in Agency Capacity Building (A.2i).

Frequently Asked Questions – Module 2

Question:

- Where can I report expenses spent on things like self-sufficiency, nutrition, and emergency services?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

These items should be reported under the appropriate domain.

The domain should be determined based on the primary outcome of the project.

Frequently Asked Questions – Module 2

Question:

- If we spend staff time participating in community events, would those funds be reported as civic engagement and community involvement?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

It depends. Again, the appropriate domain to report this information is based on the primary outcome.

For example:

- A job fair could be reported in Employment if the primary outcome is to obtain jobs;
- A resource fair could be reported in Linkages if the primary outcome is to create linkages between different resources;
- A leadership event could be reported in Civic Engagement if the primary outcome is to involve low-income people in community-based decision making.

Frequently Asked Questions – Module 2

Question:

Is there a reference (or examples) for where it would be best to place activities under the expenditures domains?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

We have some suggestions in the instruction manual. Also, check with your state office or contact us with more specific questions.

Instruction Manuals



CSBG Annual Report Instruction Manuals

The CSBG Annual Report instruction manuals were created with significant input from the CSBG national partners (NASCS, CAP, NCAF, and CAPLAW), the **DATA Taskforce**, OCS, and feedback from NASCS trainings in over 35 states across the country. We thank all these groups for taking the time to provide feedback and edits on the manual to make it better and a more useful tool for the network.

- **Module 2- CSBG Eligible Entity Expenditures, Capacity, and Resources- Version 2**
- **Module 3- Community Level**
 - **Module 3 Attachment: CNPI Examples**
 - **Instructions on Module 3 SmartForms**
- **Module 4- Individual and Family Level- Version 2**

CSBG

Services and Technical Assistance

CSBG Resources

> Data Collection and Reporting

> Annual Report

Module 1

Module 2

Module 3

Module 4

> Instruction Manuals

DATA Task Force

National Report and State Fact Sheets

Advocacy

Frequently Asked Questions – Module 2

Question:

- If we have not tracked according to these specific domains, do we approximate the expenditures?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

[*for more information on what qualifies as Administration, refer to IM37](#)

Frequently Asked Questions – Module 2

Answer:

If your current expenditure systems do not support these categories, re-categorize the expenditures under the domains listed here and maintain documentation for your decision process.

Consult with your state office on a process to re-categorize.

Frequently Asked Questions – Module 2

Question:

- Would money and time spent at annual conferences be reported in linkages or agency capacity building?

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development (<i>includes nutrition</i>)	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (<i>e.g. partnerships that support multiple domains</i>)	
A.2i. Agency Capacity Building (<i>detailed below in Table A.4</i>)	
A.2j. Other (<i>e.g. emergency management/disaster relief</i>)	
A.2k. Total CSBG Expenditures (auto calculated)	\$0

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.

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Frequently Asked Questions – Module 2

Answer:

Again, this depends on the main outcome for attendance at a particular conference.

A resource conference could be Linkages, but a NASCSP, CAP, or CAPLAW conference could be Capacity Building.

Frequently Asked Questions – Module 2

Question:

- Are MOUs required for all partnerships reported in Module 2?

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	
B.5b. Faith Based	
B.5c. Local Government	
B.5d. State Government	
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	
B.5g. Consortiums/Collaborations	
B.5h. School Districts	
B.5i. Institutions of Post-Secondary Education/Training	
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	
B.5l. Statewide Associations or Collaborations	

At a minimum, the state CSBG office and state Community Action Association should be partner organizations

Frequently Asked Questions – Module 2

Answer:

No, MOUs or any specific formal written agreement is not required to report a partnership in Module 2. There are a number of relationship types that can be reported in Module 2.

- Financial agreements
- Formal arrangements, like an MOU
- Informal working relationships that expand service opportunities for individuals/families with low-income
- Alliances that advocate for expanded services or community opportunities for people with low incomes.

MODULE 3

Frequently Asked Questions – Module 3

Question:

What is community level work and what's the difference between a program and an initiative?

Frequently Asked Questions – Module 3

Answer:

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 income live and work. These initiatives are **guided by the Community Needs Assessment** that is completed at least every three years (Organizational Standards 3.1).

Frequently Asked Questions – Module 3

Question:

My initiative also helps people, where do I report them in Module 3? And, how is this different than Module 4?

Frequently Asked Questions – Module 3

Answer:

While Community Level initiatives may impact the lives of CSBG Eligible Entity program participants, reporting Community Level initiatives and indicators in Module 3 is NOT the same as adding up participants served. For instance:

Community Condition/Issue (Community Needs Assessment)	Community-Level Outcome (reported in Module 3)	Individual/Family Outcome (reported in Module 4)
Our community lacks living-wage jobs.	Increase living-wage jobs (positions available) in community.	Increased # of CEE participants who attained living-wage positions.
There is a need for more affordable housing.	More affordable housing units available in community.	Increased # of CEE participants who obtained permanent, affordable housing.
Our school district has low high school graduation rates among students with low incomes	Increased high school graduation rate for students with low incomes.	Increased # of CEE program participants graduating from high school.

Frequently Asked Questions – Module 3

Question:

Can I report outcomes from the same program in both Module 3 and Module 4?

Frequently Asked Questions – Module 3

Answer:

While some complex initiatives may include both individual service delivery and community level change efforts, the exact same data point should not be reported within Module 3 and Module 4.

For example, in a community-level outcome you are reporting on the number of jobs, while in Module 4 you are reporting on the number of people who attained jobs.

Community Condition/Issue (Community Needs Assessment)	Community-Level Outcome (reported in Module 3)	Individual/Family Outcome (reported in Module 4)
Our community lacks living-wage jobs.	Increase living-wage jobs (positions available) in community.	Increased # of CEE participants who attained living-wage positions.

Frequently Asked Questions – Module 3

Question:

For the indicators, can we only report the statistics on our service population or do we have to report a change in statistics in the wider community?

Counts of Change	Counts of Change for Employment Indicators (CNPI 1)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.				#DIV/0!
	CNPI 1b Number of job opportunities maintained in the identified community.				#DIV/0!
	CNPI 1c Number of “living wage ” jobs created in the identified community*.				#DIV/0!
	CNPI 1d Number of “living wage” jobs maintained in the identified community*.				#DIV/0!
	CNPI 1e Number of jobs created in the identified community with a benefit package.				#DIV/0!

Frequently Asked Questions – Module 3

Answer:

Report the change to the entire community.

Counts of Change	Counts of Change for Employment Indicators (CNPI 1)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
	CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.				#DIV/O!
	CNPI 1b Number of job opportunities maintained in the identified community.				#DIV/O!
	CNPI 1c Number of “living wage ” jobs created in the identified community*.				#DIV/O!
	CNPI 1d Number of “living wage” jobs maintained in the identified community*.				#DIV/O!
	CNPI 1e Number of jobs created in the identified community with a benefit package.				#DIV/O!

Frequently Asked Questions – Module 3

Question:

What do we do for Sections B (CNPIs) and C (Strategies), and how are they related to the Community Initiative Status Form in Section A?

Frequently Asked Questions – Module 3

Answer:

Let's talk about the Community Initiative Status Form...

Module 3, Section A: Community Initiative Status Form				Print
Name of CSBG Eligible Entity Reporting:				
State:		DUNS:		
Use the dropdown menu to select the response where appropriate.				
1. Initiative Name				Edit
2. Initiative Year	1			
3. Problem Identification	Narrative (Provide a narrative on the scope of the problem)			
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)			
5. Issue/CSBG Community Domains	<input checked="" type="checkbox"/> Employment <input checked="" type="checkbox"/> Education and Cognitive Development <input checked="" type="checkbox"/> Health and Social/Behavioral Development <input checked="" type="checkbox"/> Housing <input checked="" type="checkbox"/> Infrastructure, and Asset Building <input checked="" type="checkbox"/> Civic Engagement and Community Involvement			
6. Ultimate Expected Outcome	Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form			
7. Identified Community	Neighborhood			
8. Expected Duration	Narrative			
9. Partnership Type	Independent CAA Initiative			

[Module3Instructions](#) [Status Form](#) [Employment](#) [Education](#) [Infrastructure Asset](#) [Housing](#) [Health and Social](#) [Goal 2 Civic Engage](#)

Frequently Asked Questions – Module 3

Question:

How do I report targets in Module 3? For the life of the initiative or for the year?

Frequently Asked Questions – Module 3

Answer:

An initiative should have a target that you want to reach by the end of the initiative.

You may outline interim goals and update the targets within your yearly submissions.

Frequently Asked Questions – Module 3

Question:

My agency maintains a Senior Housing complex that we built 15 years ago. Can I report this in Module 3?

Frequently Asked Questions – Module 3

Answer:

OCS is reviewing this item, but because Module 3 is a new way of reporting, OCS does not support retroactively reporting on previous projects that are still being maintained.

The purpose of Module 3 is to set goals and measure progress on community level **change efforts** for issues that are currently affecting the community based on the current/recent community needs assessment.

Frequently Asked Questions – Module 3

Question:

I created a new afterschool program that feeds low-income children in my community, it serves 83 kids each day.

Do I report 1 program created or 83 times the number of meals for the total meals created?

Frequently Asked Questions – Module 3

Answer:

The 1 program being added to the community
should be reported.

Frequently Asked Questions – Module 3

Question:

Do I have to fill out Module 3?

Frequently Asked Questions – Module 3

Answer:

You should only complete Module 3 if you are doing community level work.

If you are doing community level work, for this first year, you have the option of submitting a partial or complete submission of Module 3.

See [OCS's Dear Colleague Letter](#) and the [Instruction Manual](#) for more information.

MODULE 4

Frequently Asked Questions – Module 4

Question:

How are we counting the number of households for FNPI 5, Housing?

Housing (FNPI 4)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)
FNPI 4a The number of households experiencing homelessness who obtained safe temporary shelter .				#DIV/0!	#DIV/0!
FNPI 4b The number of households who obtained safe and affordable housing .				#DIV/0!	#DIV/0!
FNPI 4c The number of households who maintained safe and affordable housing for 90 days .				#DIV/0!	#DIV/0!
FNPI 4d The number of households who maintained safe and affordable housing for 180 days .				#DIV/0!	#DIV/0!

Frequently Asked Questions – Module 4

Answer

You aren't counting households, but rather you are counting the individuals in each household.

Housing (FNPI 4)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto calculated)
FNPI 4a The number of households experiencing homelessness who obtained safe temporary shelter .				#DIV/0!	#DIV/0!
FNPI 4b The number of households who obtained safe and affordable housing .				#DIV/0!	#DIV/0!
FNPI 4c The number of households who maintained safe and affordable housing for 90 days .				#DIV/0!	#DIV/0!
FNPI 4d The number of households who maintained safe and affordable housing for 180 days .				#DIV/0!	#DIV/0!

Frequently Asked Questions – Module 4

Question

What services or programs can I report in
FNPI 5f-h?

FNPI 5f The number of <u>seniors (65+)</u> who maintained an independent living situation.
FNPI 5g The number of <u>individuals with disabilities</u> who maintained an independent living situation.
FNPI 5h The number of <u>individuals with chronic illness</u> who maintained an independent living situation.

Frequently Asked Questions – Module 4

Answer:

Services should be reported in Section B, outcomes are reported in the FNPIs. Agencies need to have a way to assess whether or not an outcome was obtained.

FNPI 5f The number of <u>seniors (65+)</u> who maintained an independent living situation.
FNPI 5g The number of <u>individuals with disabilities</u> who maintained an independent living situation.
FNPI 5h The number of <u>individuals with chronic illness</u> who maintained an independent living situation.

Frequently Asked Questions – Module 4

Question

How should agencies define living wage?

Frequently Asked Questions – Module 4

Answer

Living Wage:

There is no single national “living wage.” Each state and/or local agency must define what constitutes a “living wage” in its service area. When reporting on indicators related to living wage, Community Action Agencies (CAAs) can provide their own definition, select from national or locally defined models, or work with their state to identify a shared definition. Count and report the number of program participants who are helped to reach or exceed local living wage thresholds. **CAAs must identify the living wage definition used in the General Comments section.**

The Massachusetts Institute of Technology has developed the [MIT Living Wage Calculator](#), a useful tool that estimates the living wage needed to support families using twelve unique family compositions. The MIT calculator’s market-based approach draws upon geographically-specific expenditure data related to a family’s likely minimum food, child care, health insurance, housing, transportation, and other basic necessities (e.g., clothing, personal care items, etc.) costs. The living wage draws on these cost elements and the rough effects of income and payroll taxes to determine the minimum employment earnings necessary to meet a family’s basic needs while also maintaining self-sufficiency.

Frequently Asked Questions – Module 4

Question

For the All Characteristics Report, are we reporting the demographics at the point that they became the agency's clients or at the point that we are submitting the report?

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	<input type="text"/>
b. Female	<input type="text"/>
c. Other	<input type="text"/>
d. Unknown/not reported	<input type="text"/>
e. TOTAL (auto calculated)	<input type="text" value="0"/>

2. Age	Number of Individuals
a. 0-5	<input type="text"/>
b. 6-13	<input type="text"/>
c. 14-17	<input type="text"/>
d. 18-24	<input type="text"/>
e. 25-44	<input type="text"/>
f. 45-54	<input type="text"/>
g. 55-59	<input type="text"/>
h. 60-64	<input type="text"/>
i. 65-74	<input type="text"/>
j. 75+	<input type="text"/>
k. Unknown/not reported	<input type="text"/>
l. TOTAL (auto calculated)	<input type="text" value="0"/>

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	<input type="text"/>
a.2. Not Hispanic, Latino or Spanish Origins	<input type="text"/>
a.3. Unknown/not reported	<input type="text"/>
a.4. TOTAL (auto calculated)	<input type="text" value="0"/>
b. Race	
b.1. American Indian or Alaska Native	<input type="text"/>
b.2. Asian	<input type="text"/>
b.3. Black or African American	<input type="text"/>
b.4. Native Hawaiian and Other Pacific Islander	<input type="text"/>
b.5. White	<input type="text"/>
b.6. Other	<input type="text"/>
b.7. Multi-race (two or more of the above)	<input type="text"/>
b.8. Unknown/not reported	<input type="text"/>
b.9. TOTAL (auto calculated)	<input type="text" value="0"/>

7. Military Status	Number of Individuals
a. Veteran	<input type="text"/>
b. Active Military	<input type="text"/>

Frequently Asked Questions – Module 4

Answer

The demographics should be based on the most accurate demographic at the time of submission.

Frequently Asked Questions – Module 4

Question

For the All Characteristics Report, are we only counting clients who participated in CSBG-funded programs?

Module 4, Section C: All Characteristics Report - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Name of CSBG Eligible Entity Reporting:

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	<input type="text"/>
b. Female	<input type="text"/>
c. Other	<input type="text"/>
d. Unknown/not reported	<input type="text"/>
e. TOTAL (auto calculated)	<input type="text" value="0"/>

2. Age	Number of Individuals
a. 0-5	<input type="text"/>
b. 6-13	<input type="text"/>
c. 14-17	<input type="text"/>
d. 18-24	<input type="text"/>
e. 25-44	<input type="text"/>
f. 45-54	<input type="text"/>
g. 55-59	<input type="text"/>
h. 60-64	<input type="text"/>
i. 65-74	<input type="text"/>
j. 75+	<input type="text"/>
k. Unknown/not reported	<input type="text"/>
l. TOTAL (auto calculated)	<input type="text" value="0"/>

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	<input type="text"/>
a.2. Not Hispanic, Latino or Spanish Origins	<input type="text"/>
a.3. Unknown/not reported	<input type="text"/>
a.4. TOTAL (auto calculated)	<input type="text" value="0"/>
b. Race	
b.1. American Indian or Alaska Native	<input type="text"/>
b.2. Asian	<input type="text"/>
b.3. Black or African American	<input type="text"/>
b.4. Native Hawaiian and Other Pacific Islander	<input type="text"/>
b.5. White	<input type="text"/>
b.6. Other	<input type="text"/>
b.7. Multi-race (two or more of the above)	<input type="text"/>
b.8. Unknown/not reported	<input type="text"/>
b.9. TOTAL (auto calculated)	<input type="text" value="0"/>

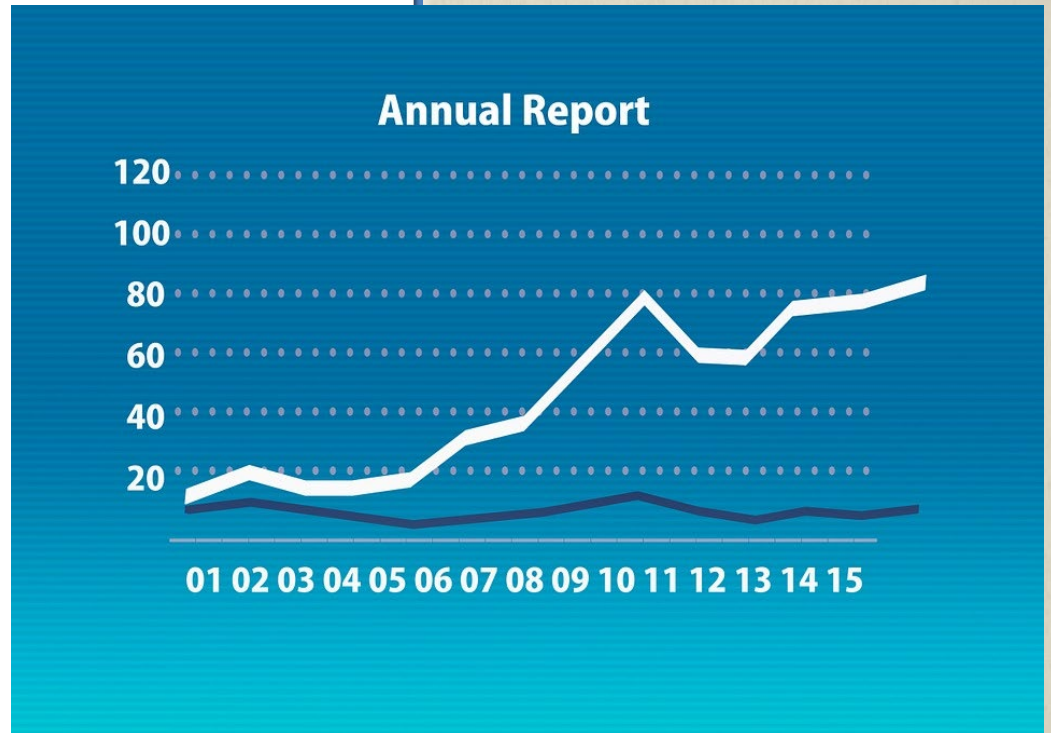
7. Military Status	Number of Individuals
a. Veteran	<input type="text"/>
b. Active Military	<input type="text"/>

Frequently Asked Questions – Module 4

Answer

Please report all clients across all programs.

Reporting Updates



Where are we now?

- All agencies should have Module 2 and 3 SmartForms.
- **We released the updated Module 4 SmartForms to State Offices this Monday.**
- The report is due to OCS by April 30th
 - Agencies will need to submit the report to their state office based on their state deadline.



Tools and Resources



Data Collection and Reporting



CSBG

Services and Technical Assistance

CSBG Resources

▸ Data Collection and Reporting

Annual Report

DATA Task Force

CSBG IS Survey

National Report and State Fact Sheets

Advocacy

NASCS Data keeps its

Resources:

- Updates to the instruction manual
- Module 3 Review Document
- CSBG Annual Report Lexicon
- Data Dictionary for developers/IT staff
- Toolkit for developing an RFP for technology procurement
- SmartForms for Modules 2-4
- XML Schema
- Suggested “Other” NPIs
- New FAQs

Annual Report



The Office of Community Services (OCS) received OMB approval for a new CSBG Annual Report on January 12, 2017. Additional information about the implementation of the CSBG Annual Report is detailed in IM 152 CSBG Annual Report, released by OCS on January 20, 2017. The new CSBG Annual Report will eventually replace the CSBG IS Survey. The new report will be implemented through a phased-in approach over two years. OCS released Action Transmittal 2017-01 on the Submission of Module 1 of the CSBG Annual Report for Fiscal Year (FY) 2016. This Action Transmittal provided a one time extension for submitting Module 1 in OLDC from March 31, 2017 to April 7, 2017. The due date for submission of the CSBG IS to NASCSP was also extended to April 7, 2017.

CSBG Annual Report Implementation: Two Phases

Phase 1

- FY16 & FY17
- Module 1 is completed in OLDC
- Local Agency data is completed in the CSBG IS Survey

Phase 2

- FY 18
- Module 1-4 are completed in OLDC
- No data is reported in the CSBG IS Survey

CSBG

Services and Technical Assistance

CSBG Resources

> Data Collection and Reporting

> Annual Report

Module 1

Module 2

Module 3

Module 4

Instruction Manuals

DATA Task Force

CSBG IS Survey

National Report and State Fact Sheets

Advocacy





Q&A

What questions do you have left about the Annual Report?