



Katy Kujawski, NASCSP
Muska Kamran, NASCSP

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

SmartForm Webinar

Agenda

- Reporting and Submissions
 - Process
 - SmartForms demo
- Tools and Resources

Process - SmartForms

- **States have RECEIVED Module 2 SmartForms.**
- **Module 4 will be re-sent asap.**
- The forms are populated with Eligible Entity Name, DUNS #, and Module 2 data for each agency.
- Eligible Entities will complete and send the excel SmartForms back to their State Office and states will export each form to an XML file. States will then upload the XML files into OLDC by the submission deadline.
- States will attach Module 3 as a SmartForm.

Module 2

A.1 Local Agency Reporting Period:

A.1a. July 1-June 30	<input type="checkbox"/>
A.1b. October 1-September 30	<input checked="" type="checkbox"/>
A.1c. January 1-December 31	<input type="checkbox"/>

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$5,897
A.2b. Education and Cognitive Development	\$15,234
A.2c. Income, Infrastructure, and Asset Building	\$17,085
A.2d. Housing	\$16,603
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$4,789
A.2f. Civic Engagement and Community Involvement	\$5,488
A.2g. Services Supporting Multiple Domains	\$35,924
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$17,733
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$5,303
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	\$124,056

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$51,234
---	----------

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

A.1 Local Agency Reporting Period:

A.1a. July 1-June 30	NEW DATA FIELD
A.1b. October 1-September 30	NEW DATA FIELD
A.1c. January 1-December 31	NEW DATA FIELD

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$33,729
A.2b. Education	\$13,821
A.2c. Income Management	\$19,685
A.2d. Housing	\$11,765
A.2e. Health + Nutrition	NEW DATA FIELD
A.2f. Civic Engagement and Community Involvement	NEW DATA FIELD
A.2g. Services Supporting Multiple Domains	NEW DATA FIELD
A.2h. Linkages	\$8,339
A.2i. Agency Capacity Building (detailed below in Table A.4)	NEW DATA FIELD
A.2j. Emergency Services + Self Sufficiency + Other	NEW DATA FIELD
A.2k. Total CSBG Expenditures (auto calculated)	\$87,338

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$52,897
---	----------

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

Module 3

Module 3, Section A: Community Initiative Status Form

Print

To enter data into text fields on the left-hand side of the screen (Items 3, 4, 10, 13, and 16), select the field (e.g. cell C8) and then click the edit button, below. A text box will pop-up. Enter your narrative data into the pop-up.

Edit

11. Strategy(ies)

EDUCATION AND COGNITIVE DEVELOPMENT STRATEGIES (STR 2)

STR 2i Education and Cognitive Development Policy Changes

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form

OK

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form

Education... Infrastructure...

Education and Cognitive Development (check all NPIS for which CAA has outcomes to report)

- ☐ CNPI 2a Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.
- ☐ CNPI 2b Number of accredited or licensed affordable child care facilities added in the identified community.
- ☒ CNPI 2c Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.
- ☐ CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)
- ☐ CNPI 2e Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)
- ☐ CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)
- ☐ CNPI 2z Other Counts of Change for Education and Cognitive Development Indicators.
- ☒ CNPI 2g Percent increase of children in the identified community who are kindergarten ready.
- ☐ CNPI 2h Percent increase of children in the identified community at (or above) the basic reading level.
- ☐ CNPI 2i Percent increase of children in the identified community at (or above) the basic math level.

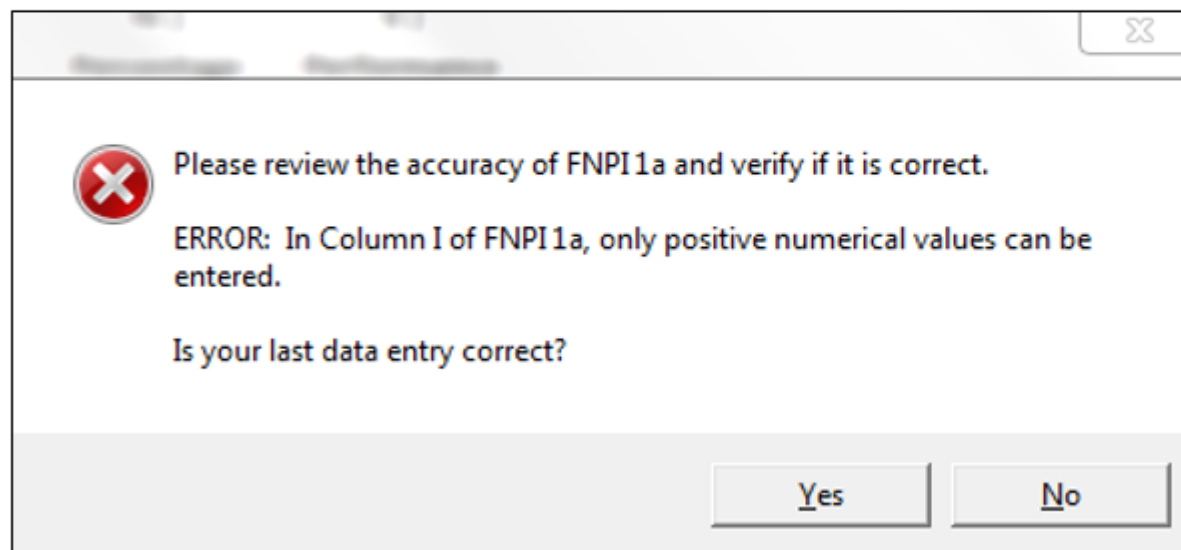
Module 4

Employment (FNPI 1)	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)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	19	24	11	58%	46%	
FNPI 1b The number of unemployed adults who obtained employment <u>(up to a living wage)</u> .	94	69	65	69%	94%	Define living wage in the General Comments
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days <u>(up to a living wage)</u> .	71	80	45	63%	56%	Define living wage in the General Comments
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days	42	56	42	100%	75%	Define living wage in the General Comments
FNPI 1e The number of unemployed adults who obtained employment <u>(with a living wage or higher)</u> .	54	80	54	100%	68%	Define living wage in the General Comments
FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days <u>(with a living wage or higher)</u> .	45	80	31	69%	39%	Define living wage in the General Comments
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days <u>(with a living wage or higher)</u> .		22		#DIV/0!	0%	Row Incomplete

Module 4

Error and Warning Pop-Up Messages - Example

The pop-up message will describe the error and/or warning(s) that were activated. An example of a pop-up message is included below:



Process – Database Transfer

- States who have a statewide database can export the XML from their database for upload into OLDC
 - States who plan to export to XML directly from their database **DO NOT NEED TO USE SMARTFORMS**
 - You will need to complete a review of the data

Modules 2-4 SmartForm Demo

Process – Federal Review



- Starting May 1, 2019 – feedback will be sent to states within 60 days
- **Joint review** will be sent for the CSBG Annual Report from your OCS Program Specialist
 - OCS and NASCSP will coordinate
- More details will be forthcoming as part of the continuous improvement efforts

Resources

- Want to know learn about definitions of terms in the Annual Report?
 - Check out the lexicon

Basic Education

Basic skills adults need, such as reading, writing, math, English language proficiency, and problem solving, to be productive workers and citizens. This can also include the basic education needed as a prerequisite to obtain additional education. For example, in order to be accepted to college and take college level courses, a participant must first complete and pass a basic math course (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Education and Cognitive Development Services (SRV 2)

Basic Needs

When reporting on indicators related to basics needs, CSBG Eligible Entities can provide their own definition or select from national, state, or locally defined models. CSBG Eligible Entities must identify in the General Comments Section the basic needs definition used. In general, basic needs is the ability to have consistent access to food, safe and stable shelter [including utilities] and ensure the safety of participants and their family (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Resources

- Want to know what community level work is and how to report in Module 3?
- Review the Instruction Manuals

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).


For example:

Community Condition/Issue (Community Needs Assessment)	Community-Level Outcome (reported in Module 3)
Our community lacks living-wage jobs.	Increased living-wage jobs (positions available) in the community.
There is a need for more affordable housing in our community.	More affordable housing units are made available in the community.
Our school district has low high school graduation rates among students with low incomes.	Increased high school graduation rate for students with low incomes.

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:

Resources

- Have questions on the state of reporting and SmartForms?
- Check out the AR FAQ

 **N A S C S P** | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

CSBG Annual Report Updates and FAQ

New!

- Missed our recent CSBG Annual Report Webinar? Check out the [Slides | Recording](#).
- OCS Released this [Dear Colleague Letter](#) announcing a deadline extension of the Annual Report. Modules 1, 2, 3 and 4 are now due to OCS by **April 30, 2019**.

FAQ:

Q: How will states and local agencies receive SmartForms?
A: SmartForms will be populated with local agency names and DUNs numbers and will be sent to State Offices. The State Offices will distribute SmartForms to their local agencies.

Q: When will agencies submit their reports to their State Office?
A: Agencies will submit their reports to their State Office based on their state's defined submission timeline.

Q: We don't have a state wide database, but my local agencies have agency-wide databases, will they be able to export data from their database to the SmartForm so they can submit it to the state?
A: Yes, there will be functionality that will allow vendors to export data to SmartForms.

Resources

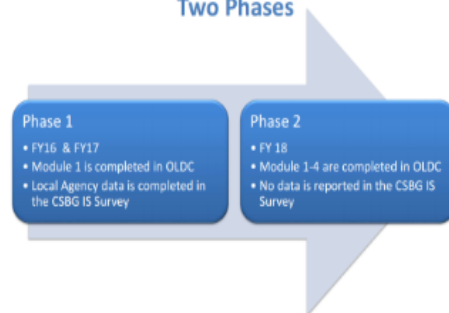
- Other resources:
 - FAQs – Data Analysis, Module 3, General Annual Report Questions
 - Crosswalks
 - Other Indicators
 - Module 3 Review Checklist
 - Recorded Webinars
 - SmartForm Instructions

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



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

U.S. Department of Health & Human Services Administration for Children & Families Office of Community Services

OFFICE OF COMMUNITY SERVICES

An Office of the Administration for Children & Families

Search

☒ Search all of OCS ☐ Search OCS Resources

HOME ABOUT GET HELP FROM OCS **PROGRAMS** GRANTS RESOURCES

ACF Home » Office of Community Services » Programs » Community Services Block Grant (CSBG) PRINT

- CSBG Home
- About
- Policy and Guidance
- Laws and Regulations
- Reports to Congress
- State Assessments
- Contacts



Community Services Block Grant (CSBG)

The Community Services Block Grant (CSBG) provides funds to alleviate the causes and conditions of poverty in communities.

[Read More About the CSBG Program](#)


[Learn About CSBG Federal Staff by Region](#)

[Learn About CSBG State Agency Contacts](#)

 Listen 

Success Story

[VIEW ALL](#)



Impoverished Woman Moves from Subsidized Housing to Master's Degree and Dream Job

Houston, TX

Action Transmittal: 2019-01 Submission of FY2018 Annual Report

- Released
December 20, 2018

Dear Colleague Notice CSBG Annual Report – Module 3 Stage Implementation

- Released April 6,
2018

