

Instructional Notes

Module 2 - CSBG Eligible Entity Expenditures, Capacity, and Resources

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Section A: CSBG Expenditures by CSBG Eligible Entity Data Entry Form meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period (identified below) based on categories referenced in the CSBG Act.

CSBG funding expended during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains. Further instructions will be provided, but please keep the following in mind, per domain:

Services Supporting Multiple Domains: Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

Linkages: Many of the activities that were associated with Linkages are now captured in Domain 9: Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

Agency Capacity Building: Expenditures for Agency Capacity Building are detailed in Table B on this form.

Reporting on Administration: Administrative costs for CSBG reporting are defined by the Office of Community Services as "equivalent to typical indirect costs or overhead." As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

Module 2, Section B: CSBG Eligible Entity Capacity Building - Data Entry Form

Section B: CSBG Eligible Entity Capacity Building Data Entry Form provides detail on agency capacity building funded by CSBG and other funding sources.

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Section C: Allocated Resources per CSBG Eligible Entity data entry form provides data on resources allocated to, administered through, and generated by the CSBG Eligible Entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act.

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity Reporting: _____

A.1. CSBG Eligible Entity Reporting Period	"X"
A.1a. July 1 - June 30	
A.1b. October 1 - September 30	
A.1c. January 1 - December 31	

A.2. 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.	
--	--

A.4. Details on Agency Capacity Building Activities Funded by CSBG:
<p>1. Please identify which activities were funded by CSBG under Agency Capacity in Table A.2. Please check all that apply.</p> <p> <input type="checkbox"/> Community Needs Assessment <input type="checkbox"/> Data Management & Reporting <input type="checkbox"/> Other* <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Training & Technical Assistance </p> <p><i>*Below please specify Other Activities funded by CSBG under Agency Capacity:</i></p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>

Module 2, Section B: CSBG Eligible Entity Capacity Building - Data Entry Form

Name of CSBG Eligible Entity: _____

B.1. CSBG Eligible Entity Reporting Period	"X"
B.1a. July 1 - June 30	<i>auto-populated from Module 2, Section A</i>
B.1b. October 1 - September 30	
B.1c. January 1 - December 31	

B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	
B.2b. Hours of Agency Staff in capacity building activities	

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	

B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	Number
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	
B.4c. Number of Certified Community Action Professionals (CCAP)	
B.4d. Number of Staff with a child development certification	
B.4e. Number of Staff with a family development certification	
B.4f. Number of Pathways Reviewers	
B.4g. Number of Staff with Home Energy Professional Certifications	
B.4g.1. Number of Energy Auditors	
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	
B.4g.4. Number of Quality Control Inspectors (QCI)	
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (<i>Please specify others below</i>):	

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	

Module 2, Section C: Allocated Resources per CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity: _____

C.1. CSBG Eligible Entity Reporting Period		"X"
C.1a. July 1 - June 30	<i>auto-populated from Module 2, Section A</i>	
C.1b. October 1 - September 30		
C.1c. January 1 - December 31		
C.2. Amount of FY 20XX CSBG allocated to reporting entity		[]
C.3. Federal Resources Allocated (Other than CSBG)		
C.3a. Weatherization (DOE) (include oil overcharge \$\$)		C.3a. []
C.3b. Health and Human Services (HHS)		
C.3b.1. LIHEAP - Fuel Assistance (include oil overcharge \$\$)		C.3b.1. []
C.3b.2. LIHEAP - Weatherization (include oil overcharge \$\$)		C.3b.2. []
C.3b.3. Head Start		C.3b.3. []
C.3b.4. Early Head Start		C.3b.4. []
C.3b.5. Older Americans Act		C.3b.5. []
C.3b.6. Social Services Block Grant (SSBG)		C.3b.6. []
C.3b.7. Medicare/Medicaid		C.3b.7. []
C.3b.8. Assets for Independence (AFI)		C.3b.8. []
C.3b.9. Temporary Assistance for Needy Families (TANF)		C.3b.9. []
C.3b.10. Child Care Development Block Grant (CCDBG)		C.3b.10. []
C.3b.11. Community Economic Development (CED)		C.3b.11. []
C.3b.12. Other HHS Resources		
C.3b.12.i. []	CFDA #: []	C.3b.12.i. []
C.3b.12.ii. []	CFDA #: []	C.3b.12.ii. []
C.3b.12.iii. []	CFDA #: []	C.3b.12.iii. []
C.3b.12.iv. []	CFDA #: []	C.3b.12.iv. []
C.3b.13. Total Other HHS Resources (autocalculated)		C.3b.13. \$ -
C.3c. Department of Agriculture (USDA)		
C.3c.1. Special Supplemental Nutrition for Women, Infants, and Children (WIC)		C.3c.1. []
C.3c.2. All USDA Non-Food programs (e.g. rural development)		C.3c.2. []
C.3c.3. All other USDA Food programs		C.3c.3. []
C.3d. Department of Housing and Urban Development (HUD)		
C.3d.1. Community Development Block Grant (CDBG) - Federal, State, and Local		C.3d.1. []
C.3d.2. Section 8		C.3d.2. []
C.3d.3. Section 202		C.3d.3. []
C.3d.4. Home Tenant-Based Rental Assistance (HOME TBRA)		C.3d.4. []
C.3d.5. HOPE for Homeowners Program (H4H)		C.3d.5. []
C.3d.6. Emergency Solutions Grant (ESG)		C.3d.6. []
C.3d.7. Continuum of Care (CoC)		C.3d.7. []
C.3d.8. All other HUD programs, including homeless programs		C.3d.8. []
C.3e. Department of Labor (DOL)		
C.3e.1. Workforce Innovation and Opportunity Act (WIOA) *previously WIA		C.3e.1. []
C.3e.2. Other DOL Employment and Training programs		C.3e.2. []
C.3e.3. All other DOL programs		C.3e.3. []
C.3f. Corporation for National and Community Service (CNCS) programs		C.3f. []
C.3g. Federal Emergency Management Agency (FEMA)		C.3g. []
C.3h. Department of Transportation		C.3h. []
C.3i. Department of Education		C.3i. []
C.3j. Department of Justice		C.3j. []
C.3k. Department of Treasury		C.3k. []
C.3l. Other Federal Resources		
C.3l.i. []	CFDA #: []	C.3l.i. []
C.3l.ii. []	CFDA #: []	C.3l.ii. []
C.3l.iii. []	CFDA #: []	C.3l.iii. []
C.3l.iv. []	CFDA #: []	C.3l.iv. []
C.3m. Total Other Federal Resources (autocalculated)		C.3m. \$ -
C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)		C.3.n. \$ -

C.4. State Resources Allocated

C.4a.	State appropriated funds used for the same purpose as Federal CSBG funds	C.4a.	
C.4b.	State Housing and Homeless programs (include housing tax credits)	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.	
C.4e.	State Energy programs	C.4e.	
C.4f.	State Health programs	C.4f.	
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	
C.4i.	State Senior programs	C.4i.	
C.4j.	State Transportation programs	C.4j.	
C.4k.	State Education programs	C.4k.	
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	
C.4n.	Other State Resources		
C.4n.i.		C.4n.i.	
C.4n.ii.		C.4n.ii.	
C.4n.iii.		C.4n.iii.	
C.4n.iv.		C.4n.iv.	
C.4o. Total Other State Resources (autocalculated)		C.4o.	\$ -

C.4p. Total: State Resources Allocated (autocalculated)	C.4p.	\$ -
C.4q. If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.	C.4q.	

C.5. Local Resources Allocated

C.5a.	Amount of unrestricted funds appropriated by local government	C.5a.	
C.5b.	Amount of restricted funds appropriated by local government	C.5b.	
C.5c.	Value of Contract Services	C.5c.	
C.5d.	Value of in-kind goods/services received from local government	C.5d.	
C.5e. Total: Local Resources Allocated (autocalculated)		C.5e.	\$ -
C.5f. If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.	C.5f.		

C.6. Private Sector Resources Allocated

C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.	
C.6b.	Other donated funds	C.6b.	
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.	
C.6d.	Value of in-kind services received from businesses	C.6d.	
C.6e.	Payments by clients for services	C.6e.	
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.	
C.6g. Total: Private Sector Resources Allocated (autocalculated)		C.6g.	\$ -
C.6h. If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.	C.6h.		

C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local & Private) (autocalculated)	C.7.	\$ -
C.8. Total Resources in CSBG Eligible Entity (including CSBG) (autocalculated)	C.8.	\$ -

Note : * All totals are autocalculated