**Modules 2 & 4 Review Checklist**

For the new CSBG Annual Report this **is** **a baseline year**, however, it is our responsibility to ensure what we are reporting is **correct and accurate.** State Offices should assess the **completeness** and **reasonableness** of the data to ensure accuracy. This is a checklist of thing to consider while reviewing the data. We understand that this may not be exhaustive, but it is a place to start. We also understand that we are working on an accelerated timeline for reporting where not all these questions may be able to be answered, as such we’ve organized this document for two phases of review: *basic* and *more in depth*.

**Completeness of data:**

* Did the agency complete the forms (Module 2 & Module 4)?
* Are local CSBG expenditures reported (Module 2, Section A)?
* Is the local agency capacity form completed (Module 2, Section B)?
* Are the local CSBG resources reported (Module 2, Section C)?
* Are any FNPIs reported (Module 4, Section A)?
* Are any services reported (Module 4, Section B)?
* Is the demographics form completed (Module 4, Section C)?

**Reasonableness of the data:**

**Module 2:**

*Section A (Local CSBG Expenditures):*

* Has a reporting period been selected in A.1?
* Any significant changes from the previous year?
* Are all expenditures reported in Section A only in one domain?
* Is there a significant increase or decrease in previous year total (A.2k.)?
* Does A.3 (administration) exceed 20% of total?
* If there is an amount in A.2i (agency capacity building) is A.4 completed?
* In A.4, if other is selected, is A.4.1.oth completed?
* Any outstanding Error and Warning messages that need follow-up with the state?

*Section B (Local Agency Capacity):*

* Any significant changes from the previous year?
* If there is data in B.4g (Home Energy Professionals), is outcome data reported in FNPI 4g.1-4. or 4h (weatherization outcome indicators)?
* Any outstanding Error and Warning messages that need follow-up with the state?

*Section C (Local CSBG Resources):*

* Has C.2 (CSBG allocation), significantly increased or decreased from the previous year?
* Are there significant changes in any one funding source?
* If funds were entered for the “Other" (C.3b.12., C.3l., C.4n.) were proper names provided and where CFDA #’s (for C.3b.12 and C.3l.) included?
* Any outstanding Error and Warning messages that need follow-up with the state?

**Module 4:**

*Section A (FNPIs):*

* + Do the indicators have targets?
  + Are column IV or V percentages within 80%-120%?
  + Are more people reported to have obtained any specific outcome in the FNPIs than total people served in the demographics?
  + If the indicators that are specific to seniors have data, are seniors reported in the Demographics? What about for youth reported in youth indicators?
* How are the services numbers related to the indicators?
  + - Are the numbers reported in services somewhat similar to what might be showing in # served in the Employment NPIs?
      * If they are way off, it could warrant a question to the agency.
  + If data is in an “Other” Indicator, is an indicator listed?
  + Is Column III larger than Column I for a given row?

*Employment:*

* Are FNPI 1h.1 – 1h.3 subsets of FNPI 1h?
* Is there a definition of living wage?

*Income:*

* Is FNPI 3e.1 a subset of FNPI 3e?

*Civic Engagement:*

* Is FNPI 6a.1 – 6a.3 a subset of FNPI 6a?

*Outcomes across multiple Domains:*

* Is this an unduplicated count?

*Section B (services):*

* Does any one service exceed the unduplicated count of people served?
* If there are services reported in a domain, are there outcomes reported in Section A (FNPIs) in the same domain?

*Section C (All Characteristics Report):*

* + Does the reported number served make sense from:
    - Previous years data?
      * Check FY 17 totals. Compare back to your FY16 CSBG IS data if you’d like.
    - The demographics of the area served?
      * Check Census for service area. Are more people being reported than the total people who live in the service area?
      * Check poverty rates.
  + Other Consideration on previous years’ data:
    - Did the population of people over 70 greatly change or children under 5 or male or female or any specific race change? Why? What do you know about the agency and community that will help make sense of the data for the state and the local agency?
    - Was there an increase or decrease in any one funding source that could account for fluctuations in data?