

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

#### **FY19 SmartForms**

Katy Kujawski, NASCSP Muska Kamran, NASCSP

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- SmartForms
- Tools and Resources

#### **General Information - SmartForms**

- The forms are populated with Eligible Entity
  Name, DUNS #, and previous year Modules 2 & 4
  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 in OLDC.

#### **FY19 Comments**

## Comments will be uploaded as attachments into OLDC.

	Please provide comments on any errors and warnings that exist in the data in the SmartForms that will be submitted to OCS. Thank you for your work on this submission of the CSBG Annual Report!					
State -	Agency	Module v	Section 🔻	Data Point 🔻	Message Description v	Justification 🔻

### FY19 Comments - Changes

- In the FY 19 data review will not be flagging:
  - Targeting that is outside the 80-120% benchmarks.
  - NPIs where all targeted outcomes were obtained.



### Updates to the Forms

- OMB cleared updated forms can be found here:
  - https://www.acf.hhs.gov/ocs/resource/csbg-dear-colleague-2020-10-annual-report-30-day-open-comment-period
- All updates to Module 4 are included in the SmartForms.

## Numbering is now included on OMB forms

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

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

Employment Indicators

Name of CSBG Eligible Entity Reporting:

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)
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.				#DIV/DI	#DIV/0!
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).				#DIV/01	#DIV/0!
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).				#DIV/01	#DIV/01

### Typos have been corrected

a. FNPI Xz.x: remove the word "households" from each "other" indicator; example:

FNPI 1z.1 The number of individuals <del>or households</del>

- FNPI 4: Remove "households" from each FNPI 4 indicator and replace with the word "individuals".
- c. FNPI 4g: Correct "carbon dioxide" with "carbon monoxide".

FNPI 4g The number of households individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide monoxide and/or fire hazards or electrical issues, etc).

d. FNPI 5h: Correct typo by adding an "a" to the indicator.

FNPI 5h The number of <u>individuals with a chronic illness</u> who maintained an independent living situation.

### Changed Participants to Individuals

Employment (FNPI 1)	I.) Number of Individuals 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 1h The number of employed participants in a career-					
advancement related program who entered or				#DIV/0!	#DIV/0!
transitioned into a position that provided increased					
income and/or benefits.					
FNPI 1h.1 Of the above, the number of employed					
participants who Increased income from employment				#DIV/0!	#DIV/0!
through wage or salary amount increase.					
FNPI 1h.2 Of the above, the number of employed					
participants who increased income from employment				#VALUE!	#DIV/0!
through hours worked increase.					
FNPI 1h.3 Of the above, the number of employed					
participants who increased benefits related to				#DIV/0!	#DIV/0!
employment.					

# Moved "Purchase a Home" from Under "Using Savings..."

Income and Asset Building (FNPI 3)	I.) Number of Individuals 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 3a The number of individuals who achieved and maintained capacity to meet basic needs for <b>90 days</b> .				#DIV/0!	#DIV/0!
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.				#DIV/0!	#DIV/0!
FNPI 3c The number of individuals who opened a savings account or IDA.				#DIV/0!	#DIV/0!
FNPI 3d The number of individuals who increased their savings.				#DIV/0!	#DIV/0!
FNPI 3e The number of individuals who used their savings to <u>purchase an asset</u> .				#DIV/0!	#DIV/0!
FNPI 3f The number of individuals who purchased a home.					
FNPI 3e.1 Of the above, the number of individuals- who purchased a home.				#DIV/0!	#DIV/0!
FNPI 3g FNPI 3f The number of individuals who improved their credit scores.				#DIV/0!	#DIV/0!
FNPI 3h FNPI 3g The number of individuals who increased their net worth.				#DIV/0!	#DIV/0!
FNPI 3i FNPI 3h The number of individuals engaged with the Community Action Agency who report improved financial well-being.				#DIV/0!	#DIV/0!

### Changed "Household" to "Individual"

Housing (FNPI 4)	I.) Number of Individuals 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 individuals experiencing homelessness who obtained safe temporary shelter.				#DIV/0!	#DIV/0!
FNPI 4b The number of households individuals who obtained safe and affordable housing.				#DIV/0!	#DIV/0!
FNPI 4c The number of households individuals who maintained safe and affordable housing for 90 days.				#DIV/0!	#DIV/0!
FNPI 4d The number of <del>households</del> individuals who maintained safe and affordable housing for <u>180 days</u> .				#DIV/0!	#DIV/0!
FNPI 4e The number of households individuals who avoided eviction.				#DIV/0!	#DIV/0!
FNPI 4f The number of households individuals who avoided foreclosure.				#DIV/0!	#DIV/0!
FNPI 4g The number of households individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide monoxide and/or fire hazards or electrical issues, etc).				#DIV/0!	#DIV/0!
FNPI 4h The number of households individuals with improved energy efficiency and/or energy burden reduction in their homes.				#DIV/0!	#DIV/0!

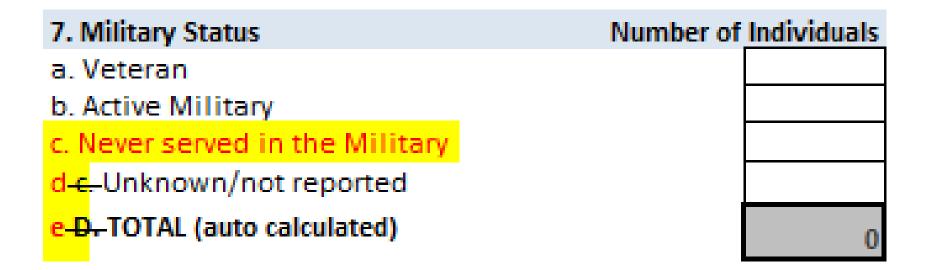
## Outcomes Achieved Across One or More Domains

	I.) Number of	II.) Target (#)	III.) Actual	IV.) Percentage	V.)
	Individuals		Results (#)	Achieving	Performance
Outcomes Achieved Across One or More Domains (FNPI	Participants			Outcome	Target
7)	Served			[III/ I = IV ] (%	Accuracy
	in program(s) (#)			auto calculated)	(III/II = V] (%
					auto calculated)
FNPI 7a The number of individuals who achieved one or					
more outcomes as in the identified by the National				#DIV/01	#DIV/0!
Performance Indicators in one or more domain in various				#DIV/0!	#DIV/U!
domains.					

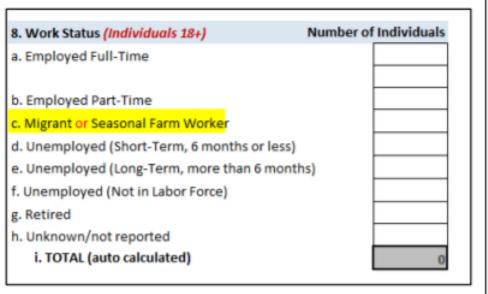
### Change in Education Levels

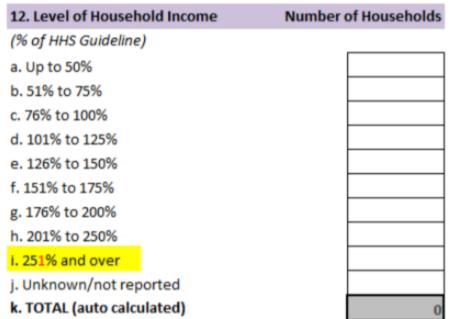
3. Education Levels	Number of Individua		
	[ages 14-24]	[ages 25+]	
a. Grades 0-8			
b. Grades 9-12/Non-Graduate			
c. High School Graduate/ Equivalency Diploma			
d. Equivalency Diploma			
ed. 12 grade + Some Post-Secondary			
f <del>.e.</del> 2 or 4 years College Graduate			
g <del>f.</del> Graduate of other post-secondary school			
h <del>-g.</del> Unknown/not reported			
i-h TOTAL (auto calculated)	0	0	

### Change in Military Status



#### **Corrected Errors**





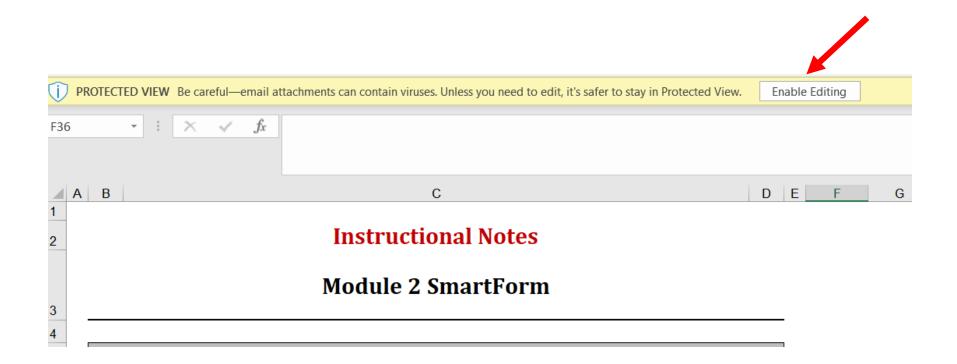
### Clarified Language in All Demographics

E. Number of Individuals Who May or May Not be Included in the Totals	Above (due to data collec	tion system integration barriers)
a. Please list the unduplicated number of INDIVIDUALS served in each progr	Program Name	umber of Individuals
F. Number of Households Who May or May Not be Included in the Total	s Above (due to data collec	ction system integration barriers)
a. Please list the unduplicated number of HOUSEHOLDS served in each prog	Program Name	umber of Households
"The system will add rows to allow reporting on multiple programs		

#### M2 & M4 SmartForms

- M2 and M4 SmartForms have:
  - An Instructions tab
  - An Errors and Warnings tab
  - Previous year's data
  - "Enable Editing" button that must be clicked to enable macros.
    - If you do not see this button when you open the form, call Muska.

### Opening Module 2



#### Module 2 - Enter Data

#### A.1 CSBG Eligible Entity Reporting Period:

A.1a. July 1-June 30	V
A.1b. October 1-September 30	
A.1c. January 1-December 31	

#### A.2 CSBG Expenditures:

CSBG Expenditures Domains	CS	CSBG Funds	
A.2a. Employment			
A.2b. Education and Cognitive Development	\$	2,344	
A.2c. Income, Infrastructure, and Asset Building			
A.2d. Housing	\$	5,500	
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$	150,000	
A.2f. Civic Engagement and Community Involvement			
A.2g. Services Supporting Multiple Domains	\$	80,015	
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$	450,321	
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$	155,000	
A.2j. Other (e.g. emergency management/disaster relief)			
A.2k. Total CSBG Expenditures (auto calculated)	\$	843,180	

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.1 CSBG Eligible Entity Reporting Period:

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

#### 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	\$ 4,498.00
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$ 176,421.00
A.2f. Civic Engagement and Community Involvement	\$ -
A.2g. Services Supporting Multiple Domains	\$ 76,824.00
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$ 521,901.00
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$ -
A.2j. Other (e.g. emergency management/disaster relief)	\$ -
A.2k. Total CSBG Expenditures (auto calculated)	\$ 779,644.00

A.3 Of the CSBG funds reported above, report the total amount used	Ġ	64,432.00
for Administration*.	Ÿ	01,132.00

<sup>\*</sup>for more information on what qualifies as Administration, refer to IM37





\*There should be nothing in red in the final submission.

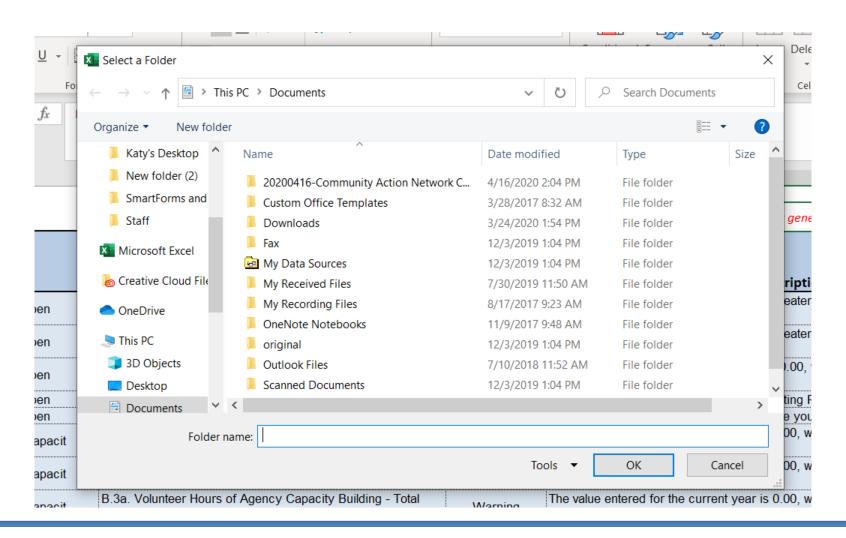
### Review Errors and Warnings

XML Export

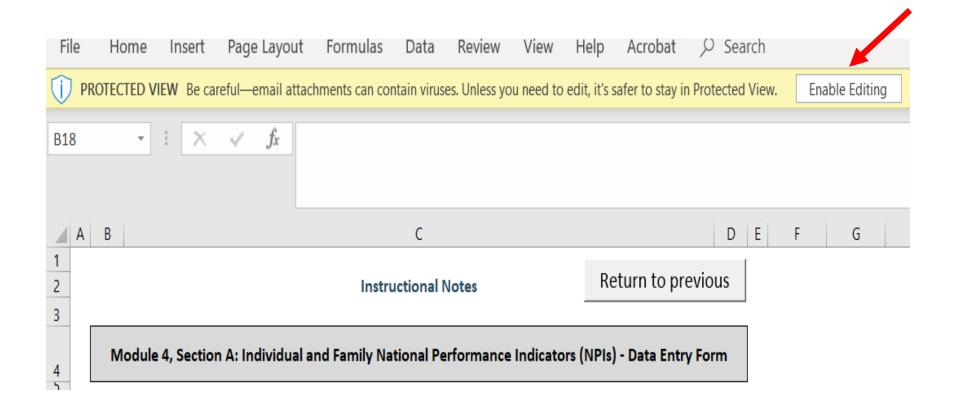
Double click in any row to go to the cell that generated the error or warning.

Tab	Data Field	Severity	Message Description
Section A. Local CSBG Expen	A.2b. CSBG Expenditures Domains - Education and Cognitive Development	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Section A. Local CSBG Expen	A.2i. CSBG Expenditures Domains - Agency Capacity Building	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Section A. Local CSBG Expen	A.3. CSBG Expenditures Domains - Administration	Warning	The value entered for the current year is \$0.00, while last year, the value reported here was greater than \$0.00.
Section A. Local CSBG Expen	A.1 CSBG Eligible Entry Reporting Period	ERROR	Select only one CSBG Eligible Entry Reporting Period
Section A. Local CSBG Expen	A.4 - Details on Agency Capacity Building Funded by CSBG	ERROR	You must select at least one checkbox since you reported funds in A.2i.
Section B. Local Agency Capacit	B.2a. Hours of Agency Capacity Building - Board Members	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.2b. Hours of Agency Capacity Building - Agency Staff	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.3a. Volunteer Hours of Agency Capacity Building - Total Hours	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.3a.1. Volunteer Hours of Agency Capacity Building - Low- Income Hours	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.4c. Staff with Certifications - CCAP	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4e. Staff with Certifications - Family Development	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4g. Number of Staff with Home Energy Professional Certifications	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.

### Module 2 - Export to XML



### Opening Module 4



### Module 4 - Enter Data

#### FY 2019 CSBG Annual Report

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

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

#### **Employment Indicators**

Name of CSBG Eligible Entity Reporting:	Community Action Partnership					
State:	Idaho	DUNS:	021818786			

Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto	V.) Performance Target Accuracy (   /   = V] (%	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	100	85		0%	0%	Row Incomplete
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).						
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	100	150	14	14%	9%	ОК
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).						
ruple of the first transfer	1					

Go to instructions

Table of Contents

Go to Errors and Warnings

### **Errors and Warnings**

#### **Employment Indicators** Name of CSBG Eligible Entity Reporting: Go to Errors a State: DUNS: I.) Number of II.) Target (#) III.) Actual IV.) V.) Percentage Individuals Results (#) Performance Employment (FNPI 1) Served **NPI Entry Status** Achieving Target in program(s) (#) Outcome Accuracy (III/II = V] (% [III/I=IV](%Column III is required. FNPI 1a The number of unemployed youth who obtained 100 200 Row Incomplete 0% 0% employment to gain skills or income.

### **Comparison Tabs**

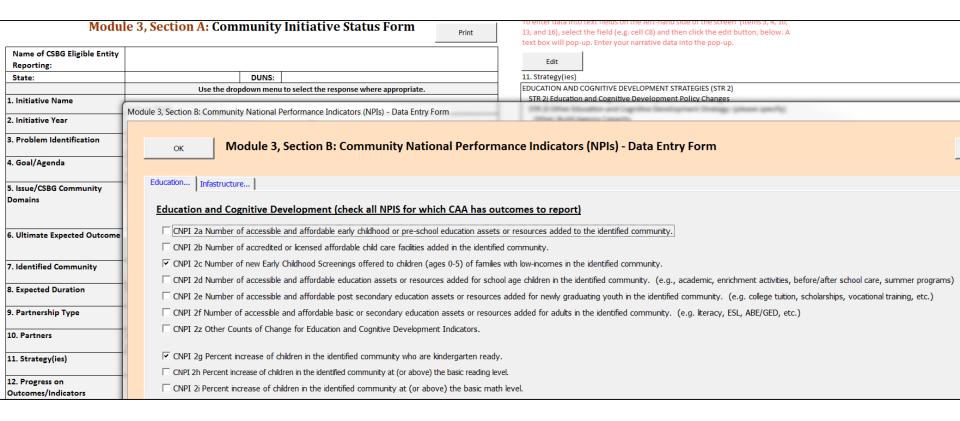
4	В	С	D	E	F G	Н	-1	J	K	l M	N	0
N	ame of (	SBG Elizible Entity Reporting	Community Action	on Partnership						1		
_	Name of CSBG Eligible Entity Reporting: State:			on raidicisinp				DUNS:	021818786			
	Indicators:			FY 2019	% Change	Change from FY18 - FY19		FY 2018	FY 2019	% Change	Change from FY18 - FY19	
	Employment (FNPI 1)		I.) Number of Participants Served in program(s)	I.) Number of Individuals Served in program(s)	I.) Number of Participants Served in program(s)	I.) Number of Individuals Served in program(s)		III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)	
- 1		e number of unemployed <mark>youth</mark> who obtained nt to gain skills or income.	7	100	1329%	93		0				
- 1		e number of unemployed <mark>adults</mark> who obtained nt <u>(up to a living wage)</u> .	130					36				
m	FNPI 1c The number of unemployed <mark>adults</mark> who obtained and maintained employment for at least 90 days (up to a living wage).		0	100		100		0	14		14	
- 1	FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days		0					0				
- 1	FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).		0					0				
m	FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).		0					0				
m	FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).		0					0				
ac	FNPI 1h The number of employed participants in a career- advancement related program who <u>entered or transitioned</u> into a position that provided increased income and/or benefits.		0					0				
	FNPI 1h.1 Of the above, the number of employed participants who Increased income from employment through wage or salary amount increase.		0					0				
		FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through <u>hours worked increase</u> .	0					0				
-		Support Services ALL Characteristics	Year to	ear Compa	risons NPIs	Year to Ye	ar (	Comparisons	SRVs Y	ear to Year A	LL Characte	ristic



### Module 4 - Export to XML

XML Export	Return to pr	revious tab		Double click in a	ny row to go to t	he cell that gene	rated the error or warning.	Table	of Contents
			Module	e 4 Errors a	nd Warning	gs .			
Tab		Data Field	Severity			Mes	sage Description		
Employment NPIs		er of unemployed youth ent to gain skills or inco	: FRRUR	Column III is rec	uired.				
Outstanding E	rrors and Warnings	Employment NPIs	Education NPIs	Income NPIs	Housing NPIs	Health NPIs	CivicEng&Comm NPIs	Outcomes Across	Mult   (+)

### Module 3



- 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

- 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:

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

#### FY19 CSBG Annual Report Submission FAQ

#### **General Questions**

#### Q: When will the Data Dictionary be released?

A: The Data Dictionary was released and posted to the CSBG Vendor Portal April 23, 2020.

#### Q: Where are the CSBG Annual Report Instruction Manuals located?

A: The instruction manual can be found on our website. Links to each Module are found here.

#### **SmartForms**

#### Q: How will states and local agencies receive SmartForms?

A: SmartForms will be populated with local agency names, DUNS numbers, and FY18 data and will be sent to State Offices. The State Offices will distribute SmartForms to their local agencies.

- Other resources:
- FAQs Data Analysis, General Annual Report Questions
- Crosswalks
- List of Other Indicators
- Modules 2 and 4 Review Checklist
- Module 3 Review Checklist
- Recorded Webinars
- SmartForm Instructions



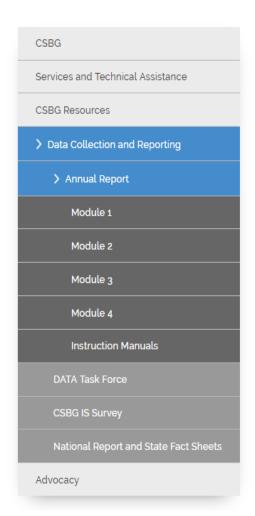


#### **Annual Report**



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.







Listen

#### **Dear Colleague Notice** Annual Report – OMB Approval and Updated

- Released April 29, 2020 **Dear Colleague Notice** Community-Level Transformation (Module 3)
- Released February 21, 2020

Houston, TX

Master's Degree and Dream Job

