**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*.

The SmartForm will catch any increase or decrease from the previous year, if the administration percentage is too high, or if an NPI is incomplete, etc. These will then be listed in the Errors and Warnings tab in the SmartForm. Agencies should provide a comment to explain every item listed on that tab.

**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?
	+ Is the reporting period for the agency different from the reporting period selected by the other agencies in the state?
* 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 Module 4 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?
	+ Could any of these funds be reported in a category above instead of other?
* Any outstanding Error and Warning messages that need follow-up with the state?

**Module 4:**

*Section A (FNPIs):*

* + Do the indicators have targets?
	+ How are the indicators related to the demographics?
		- Are more people reported to have obtained any specific outcome in the FNPIs than total people served in the All Characteristics Report?
		- Is the exact same number of people reported for a given FNPI as the total number of people served in the All Characteristics Report?
		- Is there vastly smaller number of total outcomes reported in the FNPI’s than the number of people reported in the All Characteristics Report?
			* Is there a very small number of NPIs reported in general?
		- If the indicators that are specific to seniors have data, are seniors reported in the Demographics? What about for youth reported in youth indicators? Or for people with disabilities?
* How are the services related to the indicators?
* If there are NPIs reported for a domain, are there services reported for that domain?
	+ - Are the numbers reported in services somewhat similar to what might be showing in # of participants served in the NPIs?
			* If they are significantly different, it could warrant a question to the agency.
			* If they are exactly the same, it should be mentioned.
	+ 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?

*Civic Engagement:*

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

*Outcomes across multiple Domains:*

* Is this an unduplicated count?
* Is the number greater than the total of all outcomes?
* Is the number lesser than the highest reported FNPI?

*Section B (services):*

* Does any one service exceed the unduplicated count of people served? Do not make a comment if the service is listed below:
	+ **SRV 1l**-Job referrals; **SRV 1p**-Interactions with employers; **SRV 1q**-Employment Supplies; **SRV 2k**-School Supplies; **SRV 2l**-Before-and after-school activities; **SRV 4m**-Temporary Housing Placement; **SRV 5m**-Contracepties; **SRV 5o**-STI/HIV Screenings; **SRV 5w**-Crisis response/call-in responses; **SRV 5gg**-Community gardening activities; **SRV 5jj**-Food distribution; **SRV 5nn**-Kits/boxes; **SRV 5oo**-Hygiene facility utilizations; **SRV 7c**-Referrals; **SRV 7d**-Transportation; and **SRV 7n**-Emergency clothing assistance.
* If there are services reported in a domain, are there outcomes reported in Section A (FNPIs) in the same domain?
	+ This is okay for food and VITA.
* Is there vastly smaller number reported in the services than the number of people reported in the All Characteristics Report?

*Section C (All Characteristics Report):*

* + Does the reported number served make sense from:
		- Previous year’s data?
		- 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?

**Cross Module:**

Relationship between funding and outcomes/services/people:

* + Funds are reported for a given program but there are no Outcomes or Services reported associated with that program. Examples: Head Start, LIHEAP, Weatherization, WIOA, etc.
	+ There is a disproportionate amount of funding reported for the number of people served.