

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

2022

WINTER TRAINING CONFERENCE
FEBRUARY 28 – MARCH 3

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Annual Report Update

NASCSP 2022 Annual Conference | Annual Report Update

THIS SESSION WILL
PROVIDE UPDATES ON:

- FY20 data review
- FY21 reporting
- Common questions/trends seen during FY20 reporting

FY20 **PRELIMINARY** DATA TRENDS - EXPENDITURES

REGULAR

1. A.2d – Housing
2. A.2g – Services Supporting Multiple Domains
3. A.2e – Health and Social/Behavioral Development (includes nutrition)

CARES

1. A.3d – Housing
2. A.3j – Other (e.g. emergency management/disaster relief)
3. A.3e – Health and Social/Behavioral Development (includes nutrition)

FY20 **PRELIMINARY** DATA TRENDS - SERVICES

REGULAR

1. SRV 5jj – Food – 715 eligible entities
2. SRV 5ii – Prepared Meals – 426 eligible entities
3. SRV 7c – Referrals – 700 eligible entities

CARES

1. SRV 5jj – Food
2. SRV 5ii – Prepared Meals
3. SRV 7p – Personal Protective Equipment

FY20 DATA REVIEW

- States Receive FY20 Review Memos: **March 15, 2022**
- State Responses Due: **April 29, 2022**
- Final XML Uploads and Submissions: **May 16, 2022**
- FY20 State Fact Sheets*: **June 2022**

*Assuming data is finalized on schedule



FY20 DATA FINALIZATION

- All CARES expenditures, funding, and services must be reported in the regular Annual Report as well.
 - ✓ If any data point in the CARES report exceed its counterpart in the regular report, that suggests that the agency did not include their CARES numbers in the regular report.
 - ✓ If an agency is reporting the same allocation as last year even though they received a CARES allocation in FY20, that suggests they may not have included their CARES allocations in the regular Module 2, Section C.

FY21 REPORTING

FY21 REPORTING

- All States have received their SmartForms.
 - If you have not yet received the forms, please contact Paige Milson at pmilson@nascsp.org.
- Reports are due **March 31, 2022!**
 - OLDC is open for submission.
 - Remember to use Login.gov to access GrantSolutions.
 - Build in time to try uploading your files in case there are issues with uploading!



FY21 DATA SUBMISSION



Check the regular report against the supplemental reports to ensure that everything in the supplemental reports is included in the Regular report.



Encourage agencies to capture as much of the impact of their work as possible. Module 2,A.6 and Module 3 can be powerful tools to do this.



Make sure numbers are aligning in the All Characteristics Report.

MODULE 2

- **Reporting Period**

- Agencies reporting different reporting periods within the same state

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	

MODULE 2

- **Expenditure categories and how to categorize funds**
 - **Services Supporting Multiple Domains**

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

FY21 REPORTING FOR CARES/DISASTER A.2 AND C.2

- A.2 should stay the same (unless you're a small state that received a second allocation of CSBG CARES funding).
 - ❖ If you are a **small state**, you should add your FY21 allocation to your FY20 allocation.
- C.2 will only report carryover and discretion in FY21.
 - ❖ If you are a **small state**, OCS will provide guidance on how to report in C.2.
- Example:
 - A.2 and C.2 in FY20 were \$100,000.
 - Agency expended \$40,000 in FY20.
 - In FY21, Agency reports:
 - \$100,000 in A.2
 - \$60,000 in C.2

A.6. Details on Use of CSBG CARES Funds

Please provide details on use of the CSBG CARES funds. Please only include activities not already included elsewhere in the CSBG Annual Report.

We had a lot of CARES expenditures in “Other.” Module 2, A.6 is a great place to capture any activities that were not included elsewhere in the report.

Name of CSBG Eligible Entity Reporting:		
State:	DUNS:	

A. Total unduplicated number of all **INDIVIDUALS** about whom one or more characteristics were obtained:

B. Total unduplicated number of all **HOUSEHOLDS** about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender Number of Individuals

a. Male	
b. Female	
c. Other	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

2. Age Number of Individuals

a. 0-5	
b. 6-13	
c. 14-17	
d. 18-24	
e. 25-44	
f. 45-54	
g. 55-59	
h. 60-64	
i. 65-74	
j. 75+	
k. Unknown/not reported	
l. TOTAL (auto calculated)	0

3. Education Levels Number of Individuals

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

4. Disconnected Youth Number of Individuals

a. Youth ages 14-24 who are neither working or in school	
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6. Ethnicity/Race Number of Individuals

a. Ethnicity

a.1. Hispanic, Latino or Spanish Origins	
a.2. Not Hispanic, Latino or Spanish Origins	
a.3. Unknown/not reported	
a.4. TOTAL (auto calculated)	0

b. Race

b.1. American Indian or Alaska Native	
b.2. Asian	
b.3. Black or African American	
b.4. Native Hawaiian and Other Pacific Islander	
b.5. White	
b.6. Other	
b.7. Multi-race (two or more of the above)	
b.8. Unknown/not reported	
b.9. TOTAL (auto calculated)	0

7. Military Status Number of Individuals

a. Veteran	
b. Active Military	
c. Never Served in the Military	
d. Unknown/not reported	
e. TOTAL (auto calculated)	0

8. Work Status (Individuals 18+) Number of Individuals

a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant or Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown/not reported	
i. TOTAL (auto calculated)	0

Subtotals should equal total reported in Item A above.

Subtotals for military and work status should equal total reported in Ages 18+, NOT ITEM A.

All Characteristics Report

5. Health

Number of Individuals

a. Disabling Condition

Yes

No

Unknown

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b. Health Insurance*

Yes

No

Unknown

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*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

c.1. Medicaid

c.2. Medicare

c.3. State Children's Health Insurance Program

c.4. State Health Insurance for Adults

c.5. Military Health Care

c.6. Direct-Purchase

c.7. Employment Based

c.8. Unknown/not reported

c.9. TOTAL (auto calculated)

0

Health 5c.9 SHOULD NOT EQUAL Item A.

5c should ONLY be completed for individuals that reported having health insurance in 5b.

All Characteristics Report

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type	Number of Households
a. Single Person	
b. Two Adults NO Children	
c. Single Parent Female	
d. Single Parent Male	
e. Two Parent Household	
f. Non-related Adults with Children	
g. Multigenerational Household	
h. Other	
i. Unknown/not reported	
j. TOTAL (auto calculated)	0

10. Household Size	Number of Households
a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown/not reported	
h. TOTAL (auto calculated)	0

11. Housing	Number of Households
a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown/not reported	
g. TOTAL (auto calculated)	0

12. Level of Household Income (% of HHS Guideline)	Number of Households
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 251% and over	
j. Unknown/not reported	
k. TOTAL (auto calculated)	0

13. Sources of Household Income	Number of Households
a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
j. TOTAL (auto calculated)	0

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source	Number of Households
a. TANF	
b. Supplemental Security Income (SSI)	
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	
h. Retirement Income from Social Security	
i. Pension	
j. Child Support	
k. Alimony or other Spousal Support	
l. Unemployment Insurance	
m. EITC	
n. Other	
o. Unknown/not reported	

15. Non-Cash Benefits	Number of Households
a. SNAP	
b. WIC	
c. LIHEAP	
d. Housing Choice Voucher	
e. Public Housing	
f. Permanent Supportive Housing	
g. HUD-VASH	
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	
k. Unknown/not reported	

D.14 and D.15 Unknown/Reported SHOULD NOT equal Item B.

D.14 and D.15 should ONLY be reported for people who indicated they had Other or Non-Cash Benefit income sources in D.13.

All Characteristics Report

MODULE 4

- **All Characteristics Report**
 - **A lot of questions around Sections E and F**

E. Number of Individuals Not Included in the Totals Above (due to data collection system integration barriers)

a. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

F. Number of Households Not Included in the Totals Above (due to data collection system integration barriers)


a. Please list the unduplicated number of HOUSEHOLDS served in each program*:




Program Name	Number of Households

*The system will add rows to allow reporting on multiple programs.

TOOLS AND RESOURCES

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CSBG

The Community Services Block Grant (CSBG), administered by the states, provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to


> CSBG

Services and Technical Assistance

CSBG Resources

Data Collection and Reporting

Advocacy



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Data Collection and Reporting





CSBG Annual Report



DATA Task Force



NASCSP Data keeps its

CSBG

Services and Technical Assistance

CSBG Resources

▸ Data Collection and Reporting

Annual Report

DATA Task Force

CSBG IS Survey

National Report and State Fact
Sheets

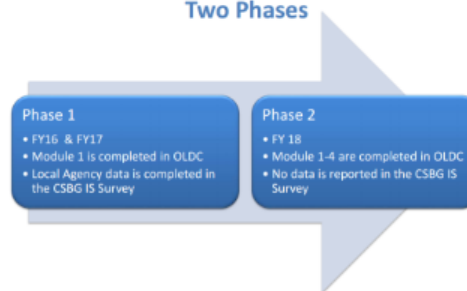
Advocacy

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





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