

CSBG Annual Report: Module 3

Reducing Common Errors via Pre-Submission Review

The Federal Quality Assurance Review (FQAR) helps ensure that CSBG Annual Report (CAR) data is accurate, consistent, and ready to demonstrate impact. This resource is designed to support your agency's pre-submission review of the Module 3 (M3) Community Level Initiative form and should be used in coordination with the M3 Checklist (separate).

General Guidance


Ensure relevant narrative responses are quantified and use data citations especially for:



- **Problem Identification (A.3.),**
- **Goals/Agenda (A.4.),**
- **Impact of Outcomes (A.13.),**
- **Rates of Change** Indicator Baseline Data and **Counts of Change** Indicator Data




Initiative Year (A.2.)

 **Initiative Year (A.2.)** should always be sequential year after year of the report.




Problem Identification (A.3.)

 Link your **Problem Identification (A.3.)** to your Community Needs Assessment (CNA), including a root cause analysis that supports the initiative. Your **Goals / Agenda (A.4.)** should explicitly describe the proposed solution.





Goals / Agenda (A.4.)


 Clearly state the ultimate goal of the proposed transformation and the solution to the **Problem Identification (A.3.)**. Be explicit about roles and responsibilities, ensuring alignment with the relationship of partners described in **Partnership Type (A.9.)** and **Partners (A.10.)**.

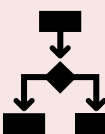


Expected Duration (A.8.)


 **Expected Duration (A.8.)** should be greater than **Initiative Year (A.2.)** unless in the final year of the report, then **Expected Duration (A.8.)** should be equal to **Initiative Year (A.2.)**.


 If **Expected Duration (A.8.)** changes, use the narrative fields in **Goal / Agenda (A.4.)**, **Impact of Outcomes (A.13.)**, and/or **Lessons Learned (A.16.)** to show that change (e.g., *extended 1yr due to delays*).

 **Expected Duration (A.8.)** should be quantitative and avoid ambiguous responses such as "indefinite", "as long as there is funding", "ongoing", or something similar.


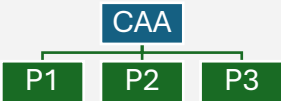
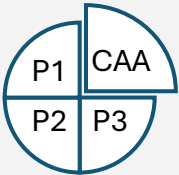


Domain (A.5.), Ultimate Expected Outcome (A.6.), and Strategy (A.11.)







 If you choose a **CSBG Domain (A.5.)** then we expect to see **Ultimate Expected Outcomes (A.6.)** and **Strategies (A.11.)** within that **CSBG Domain (A.5.)**.

 Use the "Other" option, in **Ultimate Expected Outcomes (A.6.)** and **Strategies (A.11.)**, if there are no pre-defined outcomes (A.6.) and/or strategies (A.11.) that fit within the corresponding domain.

Partnership Type (A.9.) must align with the description in Partners (A.10.)

Relationship Diagrams	Partnership Type (A.9.)	CAA's Role Description (A.10.)	Description of Partners' Roles (A.10.)
	Independent CAA Initiative (A.9.)	CAA is the only entity conducting the initiative	Describe the CAA's role in the initiative, what funding or other resources are being used, and identify if CSBG funds are being used. Because this is an independent CAA Initiative, no partners should be described.
	CAA is Core Organizer of Multi-Partner Initiative (A.9.)	CAA is the primary organizer with subordinate partners for the initiative	Describe the CAA's primary role in the initiative, what funding or other resources are being used, and identify if CSBG funds are being used. List the subordinate partners working on the initiative including who the partners are, how they are involved, and what resources they bring to the initiative.
	CAA is One of Multiple Active Investors and Partners (A.9.)	CAA is a co-equal partner with other partners and investors for the initiative	Describe the CAA's role in the initiative, what funding or other resources are being used, and identify if CSBG funds are being used. List the core partners working on the initiative including who the partners are, how they are involved, and what resources they bring to the initiative.

Interconnectivity of Progress on Indicators (A.12.), Impact of Outcomes (A.13.), Outcomes/Indicators (A.14.), Final Status (A.15.), Lessons Learned (A.16.), and Community National Performance Indicators (Section B)

	No Outcomes to Report (A.15.)	Interim Outcomes	Final Outcomes
Initiative Active (A.12.)	In Year 1 of the initiative, there is no expectation of outcomes (A.14. or Section B). If there are no outcomes to report after Year 1, describe why in A.13. and add lessons learned in A.16.	After Year 1, there is an expectation of outcomes (A.14. or Section B), impact of outcomes in A.13., and lessons learned in A.16.	
Initiative Ended Early (A.12.)	Describe why initiative ended early, that there were no outcomes to report in A.13., and what were the lessons learned in A.16.		Report final outcomes (A.14. or Section B). Describe why initiative ended early in A.13. and the lessons learned in A.16.
Initiative Ended as Planned (A.12.)			Report final outcomes (A.14. or Section B). Describe impact of outcomes in A.13. and the lessons learned in A.16.
Initiative Completed, Delivering Value Still (A.12.)			Report final outcomes (A.14. or Section B). Describe impact of outcomes in A.13. and the lessons learned in A.16.

This is a draft resource pending the ACF Office of Community Services' review and approval.

This material is supported by Grant Number 90ET0506-02-01 from the ACF Office of Community Services, Community Services Block Grant within the Administration for Children and Families, a division of the U.S. Department of Health and Human Services. Neither the Administration for Children and Families nor any of its components operate, control, are responsible for, or necessarily endorse this material (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided). The opinions, findings, conclusions, and recommendations expressed are those of the author(s) and do not necessarily reflect the views of the Administration for Children and Families and the ACF Office of Community Services, Community Services Block Grant.