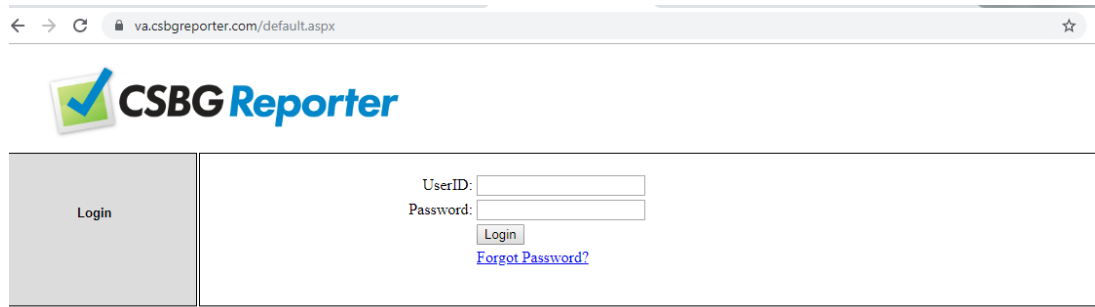


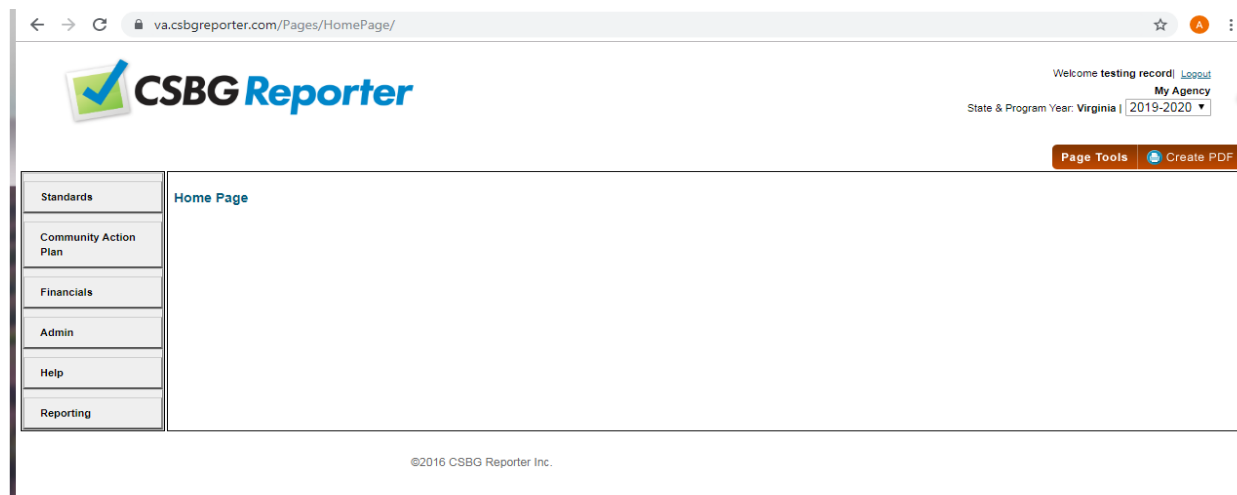
CSBGReporter User Guide

va.csbgreporter.com

Login Screen – Usernames and passwords can be generated by a current user at your agency or by contacting csbg@dss.virginia.gov



Home screen – once you log in this is the default home screen



Note: the system will default to the program year you were in when you last logged out. Prior to moving forward ensure you are in the correct program year.

Organizational Standards

When you click on CSBG Standards the organizational standards section of the database will open.

When clicking here
this page opens.

Within each tab the
list of standards
within that section
will populate .

For each standard there is a
list of documents that could
be uploaded to show your
agency is in compliance.

There are 9 tabs within this
page, each tab contains the
standards within that section.

The screenshot displays the CSBG Reporter web application interface. The browser address bar shows the URL va.csbgreporter.com/Pages/CSBG_Standards/. The page features a sidebar on the left with navigation links: Standards, CSBG Standards, Reporting, Community Action Plan, Financials, Admin, Help, and Reporting. The main content area is titled "File Upload" and contains a tabbed interface with 9 tabs labeled Standard1 through Standard9. The "Standard1" tab is active, showing a list of documents for upload. The documents are organized into a table with columns: Documentation, File(s), Remove, Replace, Page/Citation, and File Date. The first document is "Activity participation lists" with a file named "CSBGReporter_logo.png" and a date of "4/19/2018 10:47:45 AM". Below the table, there is a section for "Agency Comments" and "Latest Staff Comments".

Documentation	File(s)	Remove	Replace	Page/Citation	File Date
Activity participation lists	CSBGReporter_logo.png	Archive	Replace This File		4/19/2018 10:47:45 AM
Advisory group documents	Assign File(s)				
Board minutes	Assign File(s)				
Board pre-meeting materials/packet	Assign File(s)				
Volunteer lists and documents	Assign File(s)				
Advisory group minutes	Assign File(s)				
Other	Assign File(s)				

Once you determine what documentation is needed you will upload that documentation by clicking on file upload, once clicking on that header a dropdown box will appear and allow you to select a file.

File upload section.
When you click
select file your
computers file
browser section will
open.

Standards

Community Action Plan

Financials

Admin

Help

Reporting

File Upload

All uploaded files

soTimesheetSubcategoryReport.txt	4/3/2018 6:21:08 PM	Remove
Expenses.PNG	4/16/2018 12:45:37 AM	Remove
CSBGReporter_logo.png	4/19/2018 11:28:07 AM	Remove
Declan.log	5/4/2018 1:13:39 PM	Remove
BudgetModification.PNG	4/16/2018 12:45:37 AM	Remove
testUpload1.txt	4/30/2018 7:41:42 PM	Remove
testUpload1.txt	4/10/2019 12:23:39 AM	Remove
testUpload1.txt	4/10/2019 12:28:44 AM	Remove
testUpload1.txt	4/10/2019 12:28:45 AM	Remove
testUpload1.txt	4/10/2019 12:38:17 AM	Remove
CSBGReporter_logo.png	4/19/2018 10:47:45 AM	Remove
CSBGHeader.PNG	4/16/2018 12:45:37 AM	Remove

Drop files here

Select File

Please select file(s) to upload.

Standard1 Standard2 Standard3 Standard4 Standard5 Standard6 Standard7 Standard8 Standard9

Standard 1.1

Standard 1.2

Standard 1.3

Key

Saved

Submitted

Needs Work

The organization demonstrates low-income individuals' participation in its activities.

Documentation

Files

Show Archived Files

File(s)	Remove	Replace	Page/ Citation	File Date
CSBGReporter_logo.png	Archive	Replace This File		4/19/2018 10:47:45 AM
Assign File(s)				

Select the file you wish to upload and click open.

Open

Desktop

Organize New folder

Libraries

Computer

Adapt Session1

COV Account Center

esupport

Local Disk (C:)

Hanks, Abigail (VDSS)

Network

Adapt Session2

Dolphin LicenseEase

Google Chrome

File name:

All Files (*.*)

Open Cancel

va.csbgreporter.com/Pages/CSBG_Standards/

Welcome testing record! Logout

My Agency

State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

File Upload

Drop files here

Select File

1 file(s) in queue.

Agency Checklist.xlsx (application/vnd.openxmlformats-

Remove

Upload

All uploaded files

soTimesheetSubcategoryReport.txt 4/3/2018 6:21:08 PM Remove

Expenses.PNG 4/16/2018 12:45:37 AM Remove

CSBGReporter_logo.png 4/19/2018 11:28:07 AM Remove

Declan.jpg 5/4/2018 1:13:39 PM Remove

BudgetModification.PNG 4/16/2018 12:45:37 AM Remove

testUpload1.txt 4/30/2018 7:41:42 PM Remove

testUpload1.txt 4/10/2019 12:23:39 AM Remove

testUpload1.txt 4/10/2019 12:28:44 AM Remove

testUpload1.txt 4/10/2019 12:28:45 AM Remove

testUpload1.txt 4/10/2019 12:38:17 AM Remove

CSBGReporter_logo.png 4/19/2018 10:47:45 AM Remove

CSBGHeader.PNG 4/16/2018 12:45:37 AM Remove

Standard1 Standard2 Standard3 Standard4 Standard5 Standard6 Standard7 Standard8 Standard9

Standard 1.1

Standard 1.2

Standard 1.3

Key

Saved

Submitted

The organization demonstrates low-income individuals' participation in its activities.

Documentation

Files Show Archived Files

File(s) Remove Replace Page/Citation File Date

CSBGReporter_logo.png Archive Replace This File 4/19/2018 10:47:45 AM

Assign File(s)

Once a file is selected and you have clicked open the file will show up in the upload section. You have the option to click upload or you can remove it at this point if needed.

va.csbgreporter.com/Pages/CSBG_Standards/

CSBG Reporter

Welcome testing record! [Logout](#)
My Agency
State & Program Year: Virginia | 2019-2020

Page Tools [Create PDF](#)

Standards

- CSBG Standards
- Reporting
- Community Action Plan
- Financials
- Admin
- Help
- Reporting

File Upload

Drop files here

Select File Please select file(s) to upload.

All uploaded files

File Name	Date	Action
soTimesheetSubcategoryReport.txt	4/3/2018 6:21:08 PM	Remove
Expenses.PNG	4/16/2018 12:45:37 AM	Remove
CSBGReporter_logo.png	4/19/2018 11:28:07 AM	Remove
Declan.jpg	5/4/2018 1:13:39 PM	Remove
BudgetModification.PNG	4/16/2018 12:45:37 AM	Remove
testUpload1.txt	4/30/2018 7:41:42 PM	Remove
testUpload1.txt	4/10/2019 12:23:39 AM	Remove
testUpload1.txt	4/10/2019 12:28:44 AM	Remove
testUpload1.txt	4/10/2019 12:28:45 AM	Remove
testUpload1.txt	4/10/2019 12:38:17 AM	Remove
CSBGReporter_logo.png	4/19/2018 10:47:45 AM	Remove
CSBGHeader.PNG	4/16/2018 12:45:37 AM	Remove
Agency Checklist.xlsx	4/10/2019 11:33:58 AM	Remove

Standard1 Standard2 Standard3 Standard4 Standard5 Standard6 Standard7 Standard8 Standard9

Standard 1.1

Standard 1.2

Standard 1.3

Key

Saved

Submitted

The organization demonstrates low-income individuals' participation in its activities.

Documentation

Activity participation lists

Files ☐ Show Archived Files

File(s)	Remove	Replace	Page/Citation	File Date
CSBGReporter_logo.png	Archive	Replace This File		4/19/2018 10:47:45 AM

[Assign File\(s\)](#)

Once a file is successfully uploaded it will show up in the uploaded files list.

Once the documents needed are uploaded, you can go back to the standard and assign files.

va.csbgreporter.com/Pages/CSBG_Standards/

Page Tools Create PDF

Standards

Community Action Plan

Financials

Admin

Help

Reporting

File Upload

Standard1 Standard2 Standard3 Standard4 Standard5 Standard6 Standard7 Standard8 Standard9

Standard 1.1

Standard 1.2

Standard 1.3

Key

Saved

Submitted

Needs Work

Approved

The organization demonstrates low-income individuals' participation in its activities.

Documentation

Files Show Archived Files

	File(s)	Remove	Replace	Page/Citation	File Date
Activity participation lists	CSBGReporter_logo.png	Archive	Replace This File		4/19/2018 10:47:45 AM
Advisory group documents	Assign File(s)				
Board minutes	Assign File(s)				
Board pre-meeting materials/packet	Assign File(s)				
Volunteer lists and documents	Assign File(s)				
Advisory group minutes	Assign File(s)				
Other	Assign File(s)				

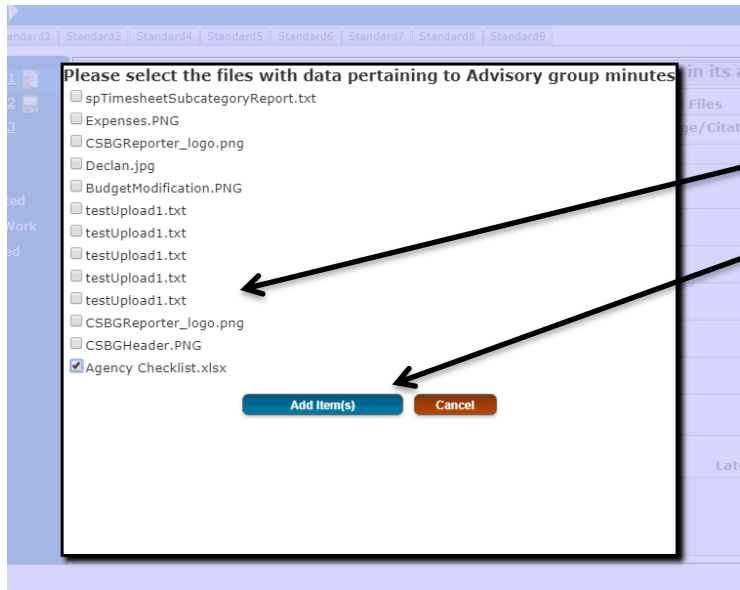
This standard was last assessed on: April 2018

Agency Comments [Show History](#)

Latest Staff Comments

Save Save and Go To Next Standard Submit for review Submit and Go To Next Standard

Click on assign files



After clicking on assign files a list of all uploaded documents will appear, put a check mark next to the document you want to assign to the standard and click on add items.

va.csbgreporter.com/Pages/CSBG_Standards/

Standard1 Standard2 Standard3 Standard4 Standard5 Standard6 Standard7 Standard8 Standard9

Community Action Plan

Financials

Admin

Help

Reporting

Standard 1.1

Standard 1.2

Standard 1.3

Key

Saved

Submitted

Needs Work

Approved

The organization demonstrates low-income individuals' participation in its activities.

Documentation

Files ☐ Show Archived Files

	File(s)	Remove	Replace	Page/Citation	File Date
Activity participation lists	CSBGReporter_logo.png	Archive	Replace This File		4/19/2018 10:47:45 AM
	Assign File(s)				
Advisory group documents	Assign File(s)				
Board minutes	Assign File(s)				
Board pre-meeting materials/packet	Assign File(s)				
Volunteer lists and documents	Assign File(s)				
Advisory group minutes	Agency Checklist.xlsx	Archive	Replace This File		11/8/2019 11:33:58 AM
	Assign File(s)				
Other	Assign File(s)				

This standard was last assessed on: April 2018

Agency Comments [Show History](#)

Latest Staff Comments

Save Save and Go To Next Standard Submit for review Submit and Go To Next Standard

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Once the file is assigned and you have all documentation needed you can either click save to come back or click submit for review which will allow the CSBG staff to review and assess the standard.

For standards that have a prescribed timeline, due annually, every 2, 3, or 5 years, there is an extra box at the bottom of the page for you to enter the date that this standard was completed.

The screenshot shows a web application for CSBG reporting. The left sidebar contains navigation links: Standards, Community Action Plan, Financials, Admin, Help, and Reporting. The main content area is titled 'File Upload' and shows 'Standard 7.1' selected. The standard's description is: 'The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.' Below this is a 'Documentation' table with columns for 'File(s)', 'Remove', 'Replace', 'Page/Citation', and 'File Date'. The table lists several documents, including 'Board minutes', 'Board pre-meeting materials/packet', 'Personnel policies', 'Statement/invoice from an attorney reflecting the review', and 'Other'. At the bottom of the form, there is a text input field with the placeholder text 'Please enter the date that this standard was completed'. Below this field are four buttons: 'Save', 'Save and Go To Next Standard', 'Submit for review', and 'Submit and Go To Next Standard'.

Documentation	File(s)	Remove	Replace	Page/Citation	File Date
Board minutes	Assign File(s)				
Board pre-meeting materials/packet	Assign File(s)				
Personnel policies	spTimesheetSubcategoryReport.txt CSBGReporter_logo.png Assign File(s)	Archive	Replace This File	asdf	4/3/2018 6:21:08 PM
Statement/invoice from an attorney reflecting the review	Assign File(s)			5	4/19/2018 11:28:07 AM
Other	Assign File(s)				

Please enter the date that this standard was completed

[Save](#) [Save and Go To Next Standard](#) [Submit for review](#) [Submit and Go To Next Standard](#)

In this box you will add the date the standard was completed as noted in the documentation. It is not necessarily the date the document was uploaded it is the date that is on the documentation. This date will be verified by the CSBG Staff.

These steps are completed for all 58 standards.

Organizational Standards Reports - Agencies can pull status reports of the organizational standards to show when standards are due next. Under the standards tap click reporting, and the report page will populate. You will be able to choose a report from the dropdown box. There are several reports, such as a documentation report which shows you what has been uploaded for each standard. There is also a report that shows you all standards and when they were last approved and when they are due in the future.

Click reporting under organizational standards.

CSBG Reporter

The screenshot shows the CSBG Reporter web application. On the left is a vertical sidebar menu with the following items: Standards★, CSBG Standards★, Reporting (highlighted in blue), TA Plans, Community Action Plan, Financials, Board Information, Admin, Help, Reporting, and Supplemental. An arrow points from the 'Reporting' menu item to a callout box. The main content area has a header 'Choose Report: Choose a Report' with a dropdown arrow. Below this is a 'Filter Reports:' section with 'Status: All' and 'Agency: Select an Agency' dropdowns, and a 'View Report' button. An arrow points from the 'Choose Report' dropdown to a callout box. Another arrow points from the 'Status: All' dropdown to a callout box. Below the filters is a green bar labeled 'Your Report Results'. At the bottom of the main area is a small thumbnail image of a report table. A copyright notice '©2020 CSBG Reporter Inc.' is at the bottom center.

Choose Report: Choose a Report

Filter Reports:

Status: All

Agency: Select an Agency

View Report

Your Report Results

You can view all standards, unmet only, or met only standards for the reports.

Click on the choose a report dropdown to choose a report you wish to view.

You can view all standards, unmet only, or met only standards for the reports.

This report below shows you the standards status and due date. You can view this report in CSBG Reporter, and you can also download the report as a PDF, excel document, or word document.



Click on the floppy disk to download the file.

Standards★
CSBG Standards★
Reporting
TA Plans
Community Action Plan
Financials
Board Information
Admin
Help
Reporting
Supplemental

Choose Report: Standards Status And Due Date
Filter Reports:
Status: All
Agency: [Redacted]
View Report
Your Report Results
1 of 1 Find | Next

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

Title	Submission Status	Status	App	on
Standard 1.1	State Reviewed	Met	June	2022
Standard 1.2	State Reviewed	Met	April 2019	April 2022
Standard 1.3	State Reviewed	Met	June 2019	June 2022
Standard 2.1	State Reviewed	Met	March 2017	Ongoing
Standard 2.2	Not Started			
Standard 2.3	State Reviewed	Met	June 2019	June 2022
Standard 2.4	State Reviewed	Met	June 2019	June 2022
Standard 3.1	State Reviewed	Met	April 2019	April 2022
Standard 3.2	State Reviewed	Met	April 2019	April 2022
Standard 3.3	State	Met	April 2019	April 2022

Budget Modifications – Budget modifications can be done throughout the year when what you budgeted at the beginning of the year has changed.

va.csbgreporter.com/Pages/BudgetModification/

CSBG Reporter

Welcome testing record! [Logout](#)
My Agency
State & Program Year: Virginia | 2019-2020

Page Tools [Create PDF](#)

Current Year Budget **Budget Modification** **Amount Changed** **Percent Changed**

CategoryName	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals
Salaries & Wages	\$147,245.00	\$0.00	\$147,245.00	\$147,245.00	\$0.00	\$147,245.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Fringe Benefits	\$10.00	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Professional Services	\$10.00	\$0.00	\$10.00	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Space Costs & Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Consumable Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Equipment Lease/Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Other Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Totals	\$147,265.00	\$0.00	\$147,265.00	\$147,265.00	\$0.00	\$147,265.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%

My Comments [Show History](#) Staff Comments

[Save](#) [Submit for review](#)

©2016 CSBG Reporter Inc.

Once the budget modification is complete submit for review. It will be reviewed and approved by the CSBG Staff.

The current year budget will auto populate in this column.

You will enter the new amounts in the budget modification columns.

The amount changed and percent change columns will automatically populate.

Expenses – Most agencies submit monthly invoices, although some submit quarterly.

The screenshot shows the CSBG Reporter web application interface. The browser address bar displays `va.csbgreporter.com/Pages/BudgetExpenses/`. The page header includes the CSBG Reporter logo, a user greeting "Welcome testing record!", a "Logout" link, and a "My Agency" dropdown menu set to "Virginia | 2019-2020". A sidebar on the left contains navigation links: Standards, Community Action Plan, Financials, Budget, Budget Modifications, Expenses (highlighted with a warning icon), Admin, Help, and Reporting. The main content area features a "Select a period" dropdown menu. A callout box with an arrow pointing to this menu contains the text: "You will click select a period, which will populate a drop down menu of each month (or quarter)". At the bottom of the page, the copyright notice "©2016 CSBG Reporter Inc." is visible.

This screenshot shows the same CSBG Reporter interface as the previous one, but with the "Select a period" dropdown menu open. The dropdown list displays the following options: "Select a period", "Expenses for July 2019", "Expenses for August 2019", "Expenses for September 2019", "Expenses for October 2019", "Expenses for November 2019", "Expenses for December 2019", "Expenses for January 2020", "Expenses for February 2020", "Expenses for March 2020", "Expenses for April 2020", "Expenses for May 2020", and "Expenses for June 2020". The "Expenses for July 2019" option is currently selected and highlighted in blue.

Once a month is selected your invoice form will populate.

va.csbgreporter.com/Pages/BudgetExpenses/

Welcome testing record! [Logout](#)
My Agency
State & Program Year: Virginia | 2019-2020

Page Tools [Create PDF](#)

Expenses for July 2019

CategoryName	Current Year Budget			Current Expenses			YTD Expenses			Remaining		
	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals
Salaries & Wages	\$147,245.00	\$0.00	\$147,245.00			\$0.00			\$0.00	\$147,245.00	\$0.00	\$147,245.00
Fringe Benefits	\$10.00	\$0.00	\$10.00			\$0.00			\$0.00	\$10.00	\$0.00	\$10.00
Professional Services	\$10.00	\$0.00	\$10.00			\$0.00			\$0.00	\$10.00	\$0.00	\$10.00
Travel	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Space Costs & Rent	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Consumable Supplies	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Equipment Lease/Purchase	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Other Costs	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$147,265.00	\$0.00	\$147,265.00			\$0.00			\$0.00	\$147,265.00	\$0.00	\$147,265.00

TANF Non-Assistance Form

Yellow Background = Over Budget by less than 10% Red Background = Over Budget by 10% or more

My Comments [Show History](#)

Staff Comments

[Save](#) [Submit for review](#)

The amount remaining will automatically calculate as the Federal CSBG expenses and TANF expenses are entered.

The current year budget will automatically populate.

You will enter the federal CSBG expenses for that month in the Federal CSBG column.

To enter your TANF expenses Click on the TANF Non Assistance Form:

Fill out the form and save.

TANF NON-ASSISTANCE EXPENDITURES		TANF INVOICE DOCUMENTATION	
Category	Amount	Category	Amount
Work Related Activities/Expenditures		Salaries & Wages	
1. Education and Training		Fringe Benefits	
2. Other Work Activities/Expenditures		Professional Services	
Child Care		Travel	
Transportation		Space Costs & Rent	
Individual Development Account (IDA)		Consumable Supplies	
Non-Recurrent Short Term Benefit		Equipment Lease/Purchase	
Other (Explain Below)		Indirect Costs	
		Other Costs	
Totals	\$0.00	Totals	\$0.00

Explanation of "Other" Expenditures

Project/Program Name: Expenditure Amount: Add New Save

Other Description: Other Amount: Add New

Save

Once that form is filled out and saved, the TANF amount will pull over to the expenses form.

Current Year Budget				Current Expenses			YTD Expenses			Remaining		
CategoryName	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals	Federal CSBG	TANF	Totals
Salaries & Wages	\$294,480.00	\$100,000.00	\$394,480.00		\$10,000.00	\$10,000.00		\$10,000.00	\$10,000.00	\$294,480.00	\$90,000.00	\$384,480.00
Fringe Benefits	\$10.00	\$50,000.00	\$50,010.00			\$0.00			\$0.00	\$10.00	\$50,000.00	\$50,010.00
Professional Services	\$10.00	\$0.00	\$10.00			\$0.00			\$0.00	\$10.00	\$0.00	\$10.00
Travel	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Space Costs & Rent	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Consumable Supplies	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Equipment Lease/Purchase	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Other Costs	\$0.00	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$294,500.00	\$150,000.00	\$444,500.00		\$10,000.00	\$10,000.00		\$10,000.00	\$10,000.00	\$294,500.00	\$140,000.00	\$434,500.00

Yellow Background = Over Budget by less than 10% Red Background = Over Budget by 10% or more

My Comments [Show History](#) Staff Comments

Save

Once the invoice is complete hit submit for review and it will be processed by the CSBG Staff.

Admin

To add new users to your account you will click on Director Information under Admin.

The screenshot shows the CSBG Reporter Admin interface. On the left is a sidebar with navigation links: Standards, Community Action Plan, Financials, Admin, Director Information, Messages, and Help. The 'Add a New Director Record' button is highlighted. The main content area displays a table of existing users with columns for Name, Email, and an Update button. The table contains the following data:

Name	Email	Update
Geoff's New Account 814	geofflaskey87@gmail.com	Update
Geoff Laskey, Director	geoff@csbgreporter.com	Update
testing record		Update
test test		Update
catherine settanni		Update
New Record New Record		Update

You can also add a new person by clicking on Add a new Director. The same form will populate for you to add information for a new user.

You can update current users by clicking update next to the user.

The screenshot shows the CSBG Reporter Admin interface with the user edit form. The sidebar on the left has the 'Reporting' link highlighted. The form is titled 'Title and Name' and includes fields for title, firstName, and lastName. Below this is the 'Address' section with fields for address, address2, city, zip, phone, phoneExt, fax, cell, and email. The 'Login Information' section has fields for login and password. The 'Notifications' section has a checkbox for 'This person will receive notifications for any notification type checked below'. At the bottom are 'Save' and 'Cancel' buttons.

You are able to edit the user information as well as edit usernames and passwords.

Reporting – Progress

Each quarter you will have the ability to enter the data for that quarter. Once you enter the information for that quarter hit submit and it will lock it for staff to review. You will fill out this form for all 4 quarters.

Quarterly Progress reports are found on this progress page.

This is an example of a quarter that was approved:

This is an example of a quarter that was submitted:

This is an example of a quarter that is open for you to enter data:

Community Action Plan
Financials
Board Information
Admin
Help
Reporting
Progress
ROMA Implementer Progress
4th Quarter Report
Supplemental

Initiative Name
Quarter 1
Quarter 2
Quarter 3
YTD Actual
Target
Percent Difference
My Comments
State
Staff
Comments

FNPI1 Employment - FNPI 1b
17
9
0
26
154
16.88%
View/Edit

FNPI1 Employment - FNPI 1c
0
0
0
0
168
0.00%
View/Edit

Save

Aspire-Learning Rocks!

Initiative Name
Quarter 1
Quarter 2
Quarter 3
YTD Actual
Target
Percent Difference
My Comments
State
Staff
Comments

FNPI2 Education and Cognitive Development
72
27
0
99
0
View/Edit

FNPI2 Education and Cognitive Development - FNPI 2c
0
0
0
0
36
0.00%
View/Edit

FNPI 2c.1 Early Childhood Education (ages 0-5)
0
0
0
0

FNPI 2c.2 1st grade-8th grade
0
0
0
0

FNPI 2c.3 9th grade-12th grade
0
0
0
0

Save

Ayuda Legal Services

Initiative Name
Quarter 1
Quarter 2
Quarter 3
YTD Actual
Target
Percent Difference
My Comments
State
Staff
Comments

7
6
0
13
40
32.50%
View/Edit

Save

Client Service -B2I

Initiative Name
Quarter 1
Quarter 2
Quarter 3
YTD Actual
Target
Percent Difference
My Comments
State
Staff
Comments

Save

Dental clinic

Initiative Name
Quarter 1
Quarter 2
Quarter 3
YTD Actual
Target
Percent Difference
My Comments
State
Staff
Comments

FNPI5 Health and Social/Behavioral - FNPI 5z.1
28
32
0
60
100
60.00%
View/Edit

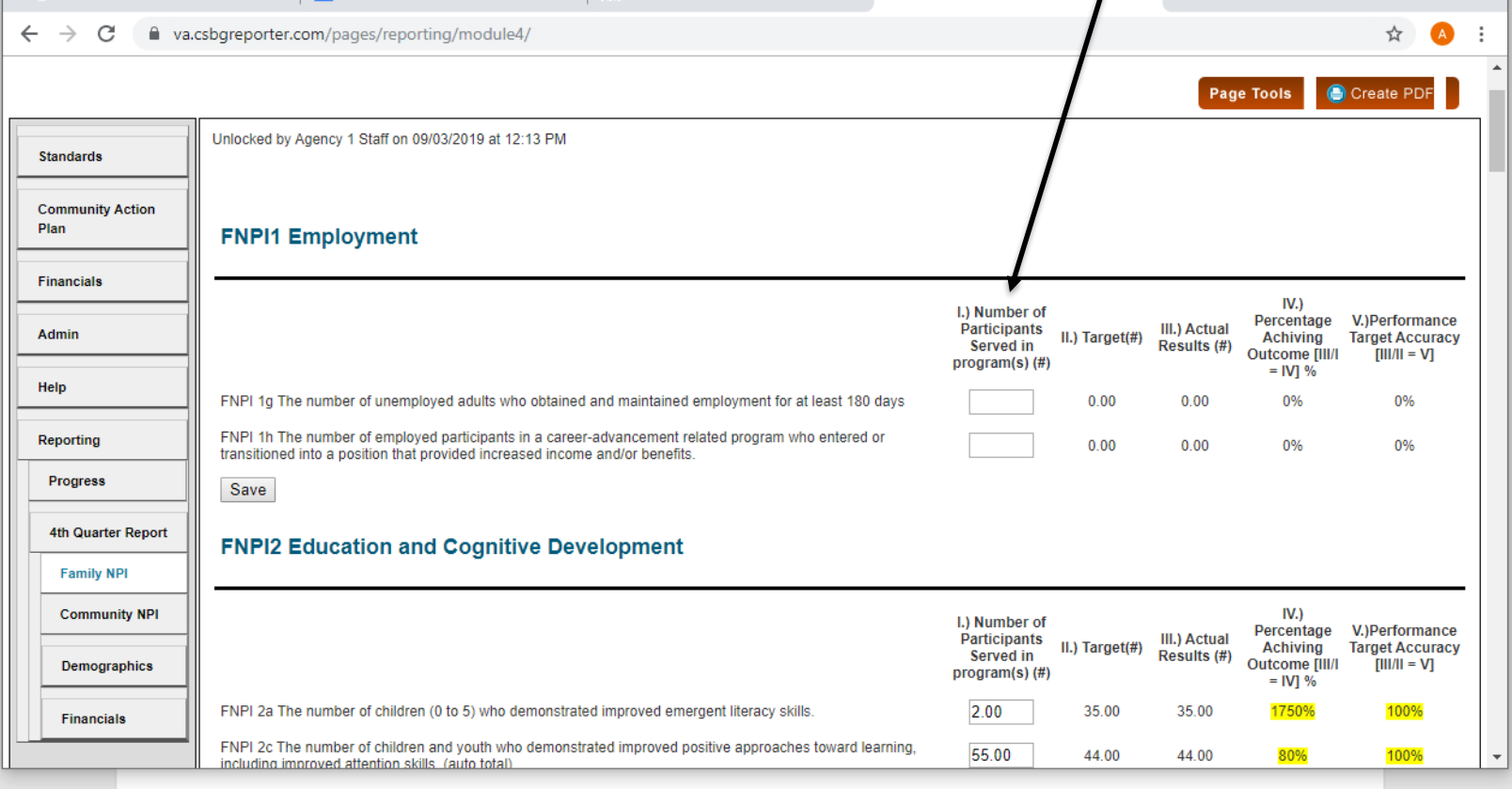
Save

Fathers in Touch

4th Quarter Report- Family NPI

The Family NPI form is due with the 4th quarter report. On this page the Target column pulls from the Community Action Plan, the Actual Results pulls from the Progress page, it will automatically total the numbers.

The only information that needs to be entered on this page is the 1st column, *the number of participants served*.



va.csbgreporter.com/pages/reporting/module4/

Page Tools Create PDF

Unlocked by Agency 1 Staff on 09/03/2019 at 12:13 PM

FNPI1 Employment

	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days		0.00	0.00	0%	0%
FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.		0.00	0.00	0%	0%

Save

FNPI2 Education and Cognitive Development

	I.) Number of Participants Served in program(s) (#)	II.) Target(#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] %	V.) Performance Target Accuracy [III/II = V]
FNPI 2a The number of children (0 to 5) who demonstrated improved emergent literacy skills.	2.00	35.00	35.00	1750%	100%
FNPI 2c The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total)	55.00	44.00	44.00	80%	100%

At the bottom of the FNPI Page service counts will also automatically total over from the Progress page.

Services	
Employment Services (SRV 1)	
Skills Training and Opportunities for Experience (SRV 1a-j)	Unduplicated Number of Individuals Served
SRV 1a Vocational Training	45.00
SRV 1b On-the-Job and other Work Experience	0.00
SRV 1c Youth Summer Work Placements	10.00
SRV 1d Apprenticeship/Internship	85.00
SRV 1f Job Readiness Training	33.00
Career Counseling (SRV 1g-h)	Unduplicated Number of Individuals Served
SRV 1g Workshops	60.00
Job Search (SRV 1i-n)	Unduplicated Number of Individuals Served
Post Employment Supports (SRV 1o-p)	Unduplicated Number of Individuals Served

4th Quarter Report – Community NPI – The information on this sheet will automatically pull from the Community Action Plan and Progress page. There is nothing that needs to be entered on this page.

Community Action Plan

Financials

Admin

Help

Reporting

Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Financials

va.csbgreporter.com/pages/reporting/module3/

☆ A

CNPI1 Employment

	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy
CNPI 1b Number of job opportunities maintained in the identified community.	0.00	0.00	0%

CNPI2 Education & Cognitive Development

	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy
CNPI 2c Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.	155.00	358.00	230.97%

CNPI3 Income & Asset Building

CNPI4 Housing

CNPI5 Health & Social/Behavioral

4th Quarter Report – Demographics Individual and Families

There are several dropdown tabs within the demographics pages – both the Individual and Families pages operate the same. *Please Note: There is logic built into these pages, which will not allow submission unless all areas are filled out and totally correctly. If there is an error you will see a red error message populate where a correction is needed.*

va.csbgreporter.com/pages/reporting/demographics/?category=1

Community Action Plan

Financials

Admin

Help

Reporting

Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Individuals

Families

Financials

Number of unduplicated Individuals receiving services this reporting period

	Number of Individuals
Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained	150
Total	150

Number of Individuals Not Included in the Totals Above

	Number of Individuals	Action
		Add

test 0 Remove

Total 0

Gender

Gender	Number of Individuals
Male	110
Female	0
Other	0
Unknown/not reported	40
Total	150

You can open and collapse each section of the page by clicking anywhere on the blue tab.

You will enter your information in each of the sections throughout the page.

At the end of both demographics forms you have the option to save or submit. **Save** will allow you to come back and make changes. **Submit** will lock it for CSBG Staff to review.

The screenshot shows a web browser window with the URL `va.csbgreporter.com/pages/reporting/demographics/?category=1`. The page has a blue header with "Military Status" and "Work Status" dropdown menus. Below the header is a table for reporting work status data.

Work Status	Number of Individuals
Employed Full-Time	0
Employed Part-Time	0
Migrant Seasonal Farm Worker	0
Unemployed (Short-Term, 6 months or less)	0
Unemployed (Long-Term, more than 6 months)	0
Unemployed (Not in Labor Force)	0
Retired	0
Unknown/not reported	150
Total	150

Below the table are two text input areas: "My Comments" and "StaffComments". At the bottom of the form are three buttons: "Save" (blue), "Submit for review" (blue), and "Cancel" (brown). The footer of the page reads "©2016 CSBG Reporter Inc."

4th Quarter Report – Financials Expenditures

va.csbgreporter.com/pages/reporting/module2/expenses/

Page Tools Create PDF

Standards
Community Action Plan
Financials
Admin
Help
Reporting
Progress
4th Quarter Report
Family NPI
Community NPI
Demographics
Financials
Expenditures
Capacity Building
CSBG Resources

CSBG Expenditures Domains

Budget for 2018-2019 was unlocked on 09/03/2019

BreakdownCategory	Federal CSBG
Employment	\$15,000.00
Education and Cognitive Development	
Income, Infrastructure, and Asset Building	
Housing	
Health and Social/Behavioral Development	
Civic Engagement and Community Involvement	
Services Supporting Multiple Domains	
Linkages	
Agency Capacity Building	\$25,000.00
Other	
Totals	\$40,000.00

Of the CSBG funds reported above, report the total amount used for Administration \$13.00

Details on Agency Capacity Building Activities Funded by CSBG

Please identify which activities were funded by CSBG under Agency Capacity Section B. Please check all that apply.

- ☒ Community Needs Assessment
- ☒ Data Management
- ☐ Strategic Planning
- ☐ Training and Technical Assistance
- ☒ Other

Please specify Other Activities funded by CSBG under Agency Capacity

test

My Comments [Show History](#)

StaffComments

Save Submit for review

The total in this box should match the total amount of CSBG Expended in the program year.

If you enter an amount in the Agency Capacity Building line you will need to provide information on what the funds were used for by checking the boxes.

If you click on other you will not be able to submit until you specify the other activities in the narrative box.

4th Quarter Report – Financials- Capacity Building

This page is very similar to the Demographics pages. You will enter the information in each of the categories. You can also open and collapse any section of this by clicking on the blue tabs. You will also be able to save or submit at the bottom of the page.

va.csbgreporter.com/pages/reporting/module2/capacitybuilding/

Welcome testing record| [Logout](#)

My Agency

State & Program Year: Virginia | 2018-2019

Page Tools

Create PDF

Standards

Community Action Plan

Financials

Admin

Help

Reporting

Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Financials

Expenditures

Capacity Building

CSBG Resources

Hours of Agency Capacity Building (e.g training, planning, assessment):

Hours of Board Members in capacity building activities	3
Hours of Agency Staff in capacity building activities	2
Total	5

Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising)

Total number of volunteer hours donated to the agency	4
Total	4

Of the above, the total number of volunteer hours donated by individuals with low-incomes

Total number of volunteer hours donated by individuals with low-incomes	0
Total	0

The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following

Number of Nationally Certified ROMA Trainers	5
Number of Nationally Certified ROMA Implementers	0
Number of Certified Community Action Professionals (CCAP)	4
Number of Staff with a child development certification	0
Number of Staff with a family development certification	0
Number of Pathways Reviewers	4
Number of LEED Risk Certified assessors	0
Number of Building Performance Institute (BPI) certified professionals	0

24 | Page

4th Quarter Report – Financials – CSBG Resources – Again, this page is very similar to the Demographics pages. You will enter the information in each of the categories. You can also open and collapse any section of this by clicking on the blue tabs. You will also be able to save or submit at the bottom of the page.

va.csbgreporter.com/pages/reporting/module2/csbgresources/

Community Action Plan

Financials

Admin

Help

Reporting

Progress

4th Quarter Report

Family NPI

Community NPI

Demographics

Financials

Expenditures

Capacity Building

CSBG Resources

Fiscal 2018 allotment

Amount of FY 2018 CSBG allocated to reporting entity	150000
Total	150000

Federal Resources Allocated (Other than CSBG)

Weatherization (DOE)

Weatherization (DOE) (include oil overcharge \$\$)	150000
Total	150000

Health and Human Services (HHS)

LIHEAP - Fuel Assistance (include oil overcharge \$\$)	0
LIHEAP - Weatherization (include oil overcharge \$\$)	0
Head Start	0
Early Head Start	0
Older Americans Act	0
Social Services Block Grant (SSBG)	0
Medicare/Medicaid	0
Assets for Independence (AFI)	0
Temporary Assistance for Needy Families (TANF)	0
Child Care Development Block Grant (CCDBG)	0
Community Economic Development (CED)	0
Total	0

One difference on this page is you have the ability to add other resources as needed. You can enter the required information and click add and it will populate below.

Other HHS Resource Description

Description	CFDA #	Action
acf	45214	12500
Add		
Description		Action
hhs	291893	0
health care	45264	0
test	43212	1222
test2	12345	123
testing	4526	0
testing	12345	0

Community Action Plan

There are 6 sections under the Community Action Plan tab. Each of these four sections is completed annually and due May 1st.

Needs Section

When you click on needs you have the ability to see any and update current localities and needs that were put in the system and the ability to add new localities and needs.

Standards

Community Action Plan

Needs

Gaps and Linkages

Strategic Goals

Programs

ROMA Implementer

DEI Narrative

Financials

Board Information

Admin

Help

Reporting

Supplemental

Locality

Status

Locality

Current Status set to Saved on 03/24/2021

Update

test

Current Status set to Saved on 03/24/2021

Update

Current Status set to Saved on 03/24/2021

Update

Add Locality/Needs

Needs Addressed

Page Tools

Create PDF

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When clicking on update, the information that was carried over from the prior year will populate. You will then be able to update the narratives and submit or save the information as needed.

CSBG Reporter

Welcome testing record: My Agency

State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Needs Addressed

Locality	Status
Locality	Current Status set to Saved on 03/15/2019 Update
test	Current Status set to Saved on 03/15/2019 Update

Add Locality/Needs

Need Number	Need Description
1.1	New and long description with a lot of space taken up because I can do that by cutting and pasting the same line a bunch of times. New and long description with a lot of space taken up because I can do that by cutting and pasting the same line a bunch of times. New and long description with a lot of space taken up because I can do that by cutting and pasting the same line a bunch of times. New and long description with a lot of space taken up because I can do that by cutting and pasting the same line a bunch of times.
1.2	two
1.3	three
1.4	four

These needs are linked to the following initiatives

Program Name	Need Number	Initiative Link
New Program3	1.1	FNPI2 Education and Cognitive Development - FNPI 2a
Program 1	1.1	FNPI1 Employment - FNPI 1g
Program 1	1.1	FNPI1 Employment - FNPI 1g
Program test	1.1	test2
Program test	1.1	FNPI Other - other FNPI
test2	1.1	Community test
Program test	1.2	FNPI Other - other FNPI
New Program3	1.2	New Initiative
New Program3	1.3	test again
Program test	1.4	FNPI Other - other FNPI

My Comments [Show History](#)

Staff Comments

Save Submit Cancel

If the need was tied to a program that will be listed here. Please note if you the need was tied to a program you will be unable to delete that need.

You are also able to add a locality and needs by clicking on the blue button that says “Add Locality/ Needs”

← → ↻ va.csbgreporter.com/Pages/NPI/Needs/

CSBG Reporter My Agency
State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Needs Addressed

Locality	Status
	Current Status set to Saved on 03/15/2019 Update
test	Current Status set to Saved on 03/15/2019 Update

[Add Locality/Needs](#)

Locality:

Need Number	Need Description
3.1	
3.2	
3.3	
3.4	

None of these needs are assigned to an initiative.

My Comments [Show History](#) Staff Comments

[Save](#) [Submit](#) [Cancel](#) [Delete](#)

If you need to add a locality and needs you can do so on this page. You will enter the top 4 needs for that locality and hit save or submit.

Each locality should be listed along with the top four needs in each locality.

Gaps and Linkages – all of the gaps and linkages that were in the prior year’s community action plan were transferred over. You have the ability to update or delete what is there or add new gaps and linkages.

va.csbgreporter.com/Pages/NPI/Gaps%20and%20Linkages/

CSBG Reporter

Welcome testing record | [Logout](#)
My Agency
State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Gaps and Linkages

Locality	Gaps In Service	Status
testing	testing narrative	Current Status set to Saved on 11/08/2019

[Add New](#) [Update](#)

Standards
Community Action Plan
Needs
Gaps and Linkages
Strategic Goals
Programs
Financials
Admin

When you click on update the form will load for you to edit.

Page Tools Create PDF

Gaps and Linkages

Locality	Gaps In Service	Status
testing	testing narrative	Current Status set to Saved on 11/08/2019

[Add New](#) [Update](#)

Gaps And Linkages

County: testing

Gaps In Service: testing narrative

Gap To Be Addressed: ☒ testing narrative

Community Strategy: testing narrative

Agency Strategy: testing narrative

My Comments [Show History](#)

StaffComments

[Save](#) [Submit](#) [Cancel](#) [Delete](#)

Standards
Community Action Plan
Financials
Admin
Help
Reporting

This is the Gaps and Linkages form you have the opportunity to edit the form, you can also delete the form from this page. If you click add new, the same form populates for you to enter new information.

Strategic Goals – all of the strategic goals that were listed in your prior plan were pulled over, from this page you have the opportunity to edit or delete current goals or add new goals.

va.csbgreporter.com/Pages/NPI/Strategic%20Goals/

CSBG Reporter

Logout
My Agency
State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Standards
Community Action Plan
Needs
Gaps and Linkages
Strategic Goals

Strategic Goals

Strategic Goal	Status	
New Strategic Goal test	Current Status set to Saved on 03/15/2019	Update
test2	Current Status set to Saved on 03/15/2019	Update

[Add New](#)

Standards
Community Action Plan
Financials
Admin
Help
Reporting

Strategic Goals

Strategic Goal	Status	
New Strategic Goal test	Current Status set to Saved on 03/15/2019	Update
test2	Current Status set to Saved on 03/15/2019	Update

[Add New](#)

Strategic Goals

Strategic Goal:
New Strategic Goal test

Annual Activities Toward Goal:
Activities test

This strategic goal is linked to the following initiatives

Program Name	Strategic Goal	Initiative Link
New Program3	New Strategic Goal test	FNPI2 Education and Cognitive Development - FNPI 2a
New Program3	New Strategic Goal test	FNPI2 Education and Cognitive Development - FNPI 2c
Program 1	New Strategic Goal test	FNPI1 Employment - FNPI 1g
Program test	New Strategic Goal test	FNPI Other - other FNPI

My Comments [Show History](#)
StaffComments

[Save](#)
[Submit](#)
[Cancel](#)

This is the strategic goals section. When you click update next to a goal, you have the opportunity to edit or delete the goal. Please note that if the goal is tied to a program you will not be able to delete it unless you remove it from the program. You can also add a new strategic goal by clicking add new.

Programs – All programs that were in the system in the prior year were pulled over to the current year. From this page you will be able to add new programs, edit programs, or remove programs.

Click here to add a new program.

Click here to edit a current program name.

[va.csbgreporter.com/Pages/NPI/Programs/](#)

Welcome testing record! [Logout](#)
My Agency
State & Program Year: Virginia | 2019-2020

Standards
Community Action Plan
Needs
Gaps and Linkages
Strategic Goals
Programs
Financials
Admin
Help
Reporting

Add Program
Edit a Program Name
Remove a Program (Only programs with no initiatives may be removed)

Add New Program
Select a Program Name to modify
Edit Program Name
Select a program to remove
Remove Program

AAAA

Do you use TANF funds in this program?
☐ Yes
☒ No

Initiative
Status

Add New
Save data for AAAA

☐ FNPI
☐ CNPI
Add New
Save

Describe the program.
Give details on any ways it relates to other programs offered at the agency, and any ties to community initiatives or other community partner programs/services

New Program3

Do you use TANF funds in this program?
☒ Yes
☐ No

Initiative	Status	
FNPI2 Education and Cognitive Development - FNPI 2a	Current Status set to Saved on 03/15/2019	Remove
FNPI2 Education and Cognitive Development - FNPI 2c	Current Status set to Saved on 03/15/2019	Remove
test	Current Status set to Saved on 03/15/2019	Remove
Unnamed CNPI	Current Status set to Saved on 03/15/2019	Remove
test again	Current Status set to Saved on 03/15/2019	Remove
New Initiative	Current Status set to Saved on 04/15/2019	Remove

Click here to remove a program.

To add a new program:

31 | Page

When clicking add new program, a box will open which will allow you to enter the new program name. After entering the program name, click insert program.

The screenshot shows the 'Add a Program' form in the CSBG Reporter application. The form is divided into three main sections: 'Add a Program', 'Edit a Program Name', and 'Remove a Program'. The 'Add a Program' section contains a text input field for 'Program Name' with the value 'Test Program' and an 'Insert Program' button. The 'Edit a Program Name' section contains a dropdown menu for 'Select a Program Name to modify' and an 'Edit Program Name' button. The 'Remove a Program' section contains a dropdown menu for 'Select a program to remove' and a 'Remove Program' button. Below these sections, there is a blue header bar with the text 'AAAA' and a dropdown arrow. Underneath, there is a section for 'Do you use TANF funds in this program?' with radio buttons for 'Yes' and 'No'. Below this, there is a section for 'Initiative' and 'Status' with radio buttons for 'FNPI' and 'CNPI', and an 'Add New' button. At the bottom, there is a section for 'Describe the program.' with a text area for details.

The screenshot shows the 'Test Program' form in the CSBG Reporter application. The form is divided into three main sections: 'Add a Program', 'Edit a Program Name', and 'Remove a Program'. The 'Add a Program' section contains a text input field for 'Program Name' with the value 'Test Program' and an 'Insert Program' button. The 'Edit a Program Name' section contains a dropdown menu for 'Select a Program Name to modify' and an 'Edit Program Name' button. The 'Remove a Program' section contains a dropdown menu for 'Select a program to remove' and a 'Remove Program' button. Below these sections, there is a blue header bar with the text 'Test Program' and a dropdown arrow. Underneath, there is a section for 'Do you use TANF funds in this program?' with radio buttons for 'Yes' and 'No'. Below this, there is a section for 'Initiative' and 'Status' with radio buttons for 'FNPI' and 'CNPI', and an 'Add New' button. At the bottom, there is a section for 'Describe the program.' with a text area for details.

Once you have added a program, it will appear within the list of programs in alphabetical order. When a program is created you will need to identify whether the program uses TANF funds by clicking the yes or no box. You will also need to describe the program in the text box. You will also add your FNPI's and CNPI's from this page. You will click on either FNPI or CNPI and click "add new".

To Add FNPI, when you click FNPI and “add new” the FNPI sheet will populate.

You will choose an indicator (FNPI), once an NPI is chosen the list of possible outcomes populates. You will select the outcomes and enter the target number.

You will also be able to choose services and add targets for those services. You can add multiple services under an outcome.

All of the needs that were entered on the prior screen will populate when you click on the choose a need drop down. You will select any needs that are associated with this program.

All of the strategic goals that were entered on the prior screen will populate when you click on the choose a strategic goal drop down. You will select any goals that are associated with this program.

Don't forget to hit save after entering the information

You also have the opportunity to add an additional narrative if needed.

The screenshot shows a web browser window with the URL va.csbgreporter.com/Pages/NPI/Programs/. The form contains several sections: 'Indicator' with a dropdown 'Choose an Indicator'; 'Outcome' with a dropdown; 'Other Outcome' with a text field; 'Outcome Target' with a text field; 'Add Service' with a dropdown 'Choose an Service' and a blue 'Add Additional Service' button; 'Add Need Addressed' with a dropdown 'Choose a Need' and a blue 'Add Additional Need' button; 'Add Strategic Goal Addressed' with a dropdown 'Choose a Strategic Goal' and a blue 'Add Strategic Goal' button; 'Additional Narrative' with a large text area; 'My Comments' with a link 'Show History'; and 'Staff Comments' with a large text area. At the bottom are 'Save' and 'Cancel' buttons. A 'Create PDF' button is in the top right. Arrows from text boxes point to various parts of the form: the 'Choose an Indicator' dropdown, the 'Add Additional Service' button, the 'Choose a Need' dropdown, the 'Add Strategic Goal' button, the 'Additional Narrative' text area, the 'Save' button, and the 'Choose a Strategic Goal' dropdown.

FNPI 7a – All Community Action Plans should have a program titled Unduplicated Count of Individuals Achieving One or More Outcomes. You will add this program, select FNPI 7a and fill out the program information just as you do for the other programs. This is where you will report on the total number of clients who reported achieving one or more outcomes across your entire agency.

Unduplicated Count of Individuals Achieving One or More Domains ▼		
Do you use TANF funds in this program? ☐ Yes ☒ No		
Initiative		Status
FNPI7 Outcomes Across One or More Domains - FNPI 7a		Current Status set to Approved on 07/17/2020
Add New Save data for Unduplicated Count of Individuals Achieving One or More Domains Submit all initiatives for Unduplicated Count of Individuals Achieving One or More Domains		
☐ FNPI ☐ CNPI	Add New	Save Submit
Describe the program. Give details on any ways it relates to other programs offered at the agency, and any ties to community initiatives or other community partner programs/services		

To Add CNPI, when you click CNPI and “add new” the CNPI sheet will populate. The Community Initiative status sheet will populate on this page. Once complete, click save at the bottom of the form.

va.csbgreporter.com/Pages/NPI/Programs/

Strategies Only ☐

Create PDF

* Initiative Name:

Initiative Year:

Problem Identification:

Goal:

CSBG Community Domain:

Ultimate Expected Outcome:

Add Need Addressed	Description	Locality
Choose a Need		
Add Additional Need		

Identified Community:

Expected Duration:

Partnership Type:

Partners:

Strategic Domain:

Strategies:

Progress on Outcomes/Indicators:

Impact Of Outcomes:

Indicators To Report:

Target:

Final Status:

Lessons Learned:

My Comments [Show History](#)

StaffComments

Once all programs are entered, review the information and hit submit all at the bottom of the programs page.

The screenshot shows a web browser window with the URL va.csbgreporter.com/Pages/NPI/Programs/. The page displays two program forms, one for 'Test Program' and one for 'test2'. Each form includes a 'Do you use TANF funds in this program?' section with 'Yes' and 'No' radio buttons. Below this is an 'Initiative' section with 'Add New' and 'Add New' buttons, and a 'Status' section with 'Save data for Test Program' and 'Save' buttons. A 'Describe the program.' section follows, with a text area for details. The 'test2' form also includes a 'Community test' link, a 'Current Status set to Saved on 03/15/2019' message, and a 'Remove' button. At the bottom of the page is a 'submit All' button. A diagonal arrow points from the top right of the 'Test Program' form down to the 'submit All' button.

Test Program

Do you use TANF funds in this program? ☐ Yes ☒ No

Initiative Status

Add New Save data for Test Program

☐ FNPI ☐ CNPI Add New Save

Describe the program.

Give details on any ways it relates to other programs offered at the agency, and any ties to community initiatives or other community partner programs/services

test2

Do you use TANF funds in this program? ☐ Yes ☒ No

Initiative Status

Community test Current Status set to Saved on 03/15/2019 Remove

Add New Save data for test2 Submit all initiatives for test2

☐ FNPI ☐ CNPI Add New Save Submit

Describe the program.

Give details on any ways it relates to other programs offered at the agency, and any ties to community initiatives or other community partner programs/services

submit All

ROMA Implementer

The last section of the Community Action Plan is the ROMA Implementer Workplan.

In this section your ROMA implementer will fill out the planned activities for each quarter. There is also a section where the implementer can upload documents you would like to share with our office. **This is where you will upload the measurement tools for the year.**

The screenshot displays the 'ROMA Implementer CAP' interface. On the left is a vertical sidebar with navigation links: Standards★, Community Action Plan, Needs, Gaps and Linkages, Strategic Goals, Programs, ROMA Implementer (highlighted with a blue arrow), Financials, Board Information, Admin, Help, Reporting, and Supplemental. The main content area has a top bar with 'Page Tools' and 'Create PD'. Below this is a section titled 'Roma Implementer Planned Activities' with a dropdown arrow. It contains a table with the following structure:

Period	Planned Activities for ROMA Implementer (submitted with Community Action Plan)
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	

Below the table is a section titled 'Upload Documentation' with a dropdown arrow. It contains a table with the following structure:

File	Notes	Period Uploaded
Choose File No file chosen		Add

A black arrow points from the 'Choose File' button to the 'Notes' column header.

Financials

Under the budget page there are 4 budget tabs. These are completed annually and due May 1st with the Community Action Plan.

The first is the Federal Budget. You will breakdown your Federal CSBG allocation into the categories on the Federal Budget Tab.

va.csbgreporter.com/Pages/Budget/om/Pages/Budget/

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My Agency
State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Standards
Community Action Plan
Financials
Budget
Budget Modifications
Expenses
Admin
Help
Reporting

Federal Budget | TANF Budget | Agency Budget | Additional File Uploads

Federal Budget

BreakdownCategory	Salaries & Wages	Fringe Benefits	Professional Services	Travel	Space Costs & Rent	Consumable Supplies	Equipment Lease/Purchase	Indirect Costs	Other Costs	Total
Employment	\$100,001.00	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,004.00
Education and Cognitive Development	\$2.00	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
Income, Infrastructure, and Asset Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing	\$3.00	\$3.00	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.00
Health and Social/Behavioral Development	\$4.00	\$4.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00
Civic Engagement and Community Involvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Services Supporting Multiple Domains	\$45,675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,675.00
Linkages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Agency Capacity Building	\$1,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,560.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$147,245.00	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,265.00

Save

The second tab is the TANF budget. You will breakdown your TANF allocation into the categories on the TANF Budget Tab.

va.csbgreporter.com/Pages/Budget/

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My Agency
State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Federal Budget | TANF Budget | Agency Budget | Additional File Uploads

TANF Budget

BreakdownCategory	Salaries & Wages	Fringe Benefits	Professional Services	Travel	Space Costs & Rent	Consumable Supplies	Equipment Lease/Purchase	Indirect Costs	Other Costs	Total
Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Education and Cognitive Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Income, Infrastructure, and Asset Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health and Social/Behavioral Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Civic Engagement and Community Involvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Services Supporting Multiple Domains	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Linkages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Agency Capacity Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save

The third tab is the Agency Budget. The agency budget pull the informaton from the Federal Budget tab and the TANF budget tab. On this tab you will enter the non-CSBG match and the other resources.

[va.csbgreporter.com/Pages/Budget/](#)

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My Agency
State & Program Year: Virginia | 2019-2020

Page Tools
Create PDF

Standards
Community Action Plan
Financials
Budget
Budget Modifications
Expenses
Admin
Help
Reporting

Federal Budget
TANF Budget
Agency Budget
Additional File Uploads

Current Year Budget

CategoryName	Federal CSBG	Non-CSBG Match	Other Resources	TANF	Totals
Salaries & Wages	\$147,245.00	\$0.00	\$0.00	\$0.00	\$147,245.00
Fringe Benefits	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Professional Services	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Space Costs & Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consumable Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Lease/Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$147,265.00	\$0.00	\$0.00	\$0.00	\$147,265.00

Red Background
= Non-CSBG Match < 20% of Federal CSBG + TANF amount

My Comments
[Show History](#)

StaffComments

Save

Submit for review

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39 | Page

The fourth tab is the Additional files upload page. These are all documents that you will upload as part of the Community Action Plan.

When you click on Choose file for each file the file search box will populate and you will be able to upload the file from your computer.

va.csbgreporter.com/Pages/Budget/

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My Agency
State & Program Year: Virginia | 2019-2020

Page Tools Create PDF

Federal Budget | TANF Budget | Agency Budget | Additional File Uploads

Additional File Uploads

File Name	Upload your file	Download existing version to view or apply changes and re-upload	Page Citation
Personnel Policies	Choose File No file chosen	soTimesheetSubcategoryReport.txt	asdf
Fiscal Management Policies	Choose File No file chosen	testUpload1.txt	
Agency Bylaws	Choose File No file chosen	testUpload1.txt	
Copy of Latest IRS Form 990	Choose File No file chosen		
List of Grantee Board of Directors (A-03)	Choose File No file chosen		
ROMA Implementer Workplan	Choose File No file chosen		

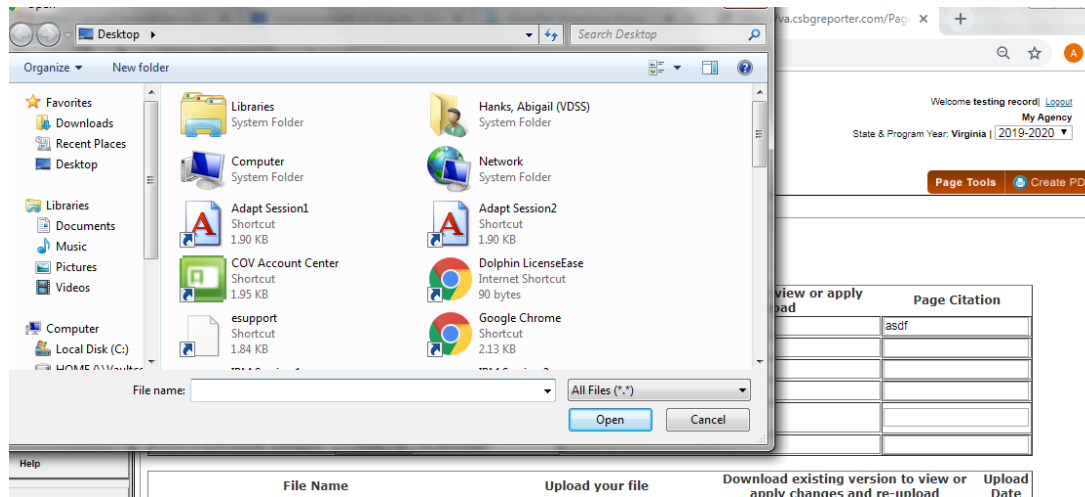
File Name	Upload your file	Download existing version to view or apply changes and re-upload	Upload Date
Additional Fiscal Information (formerly A-07 and A-09, now one spreadsheet)	Choose File No file chosen		
Agency Proof of Bonding	Choose File No file chosen		
CSBG Property Inventory	Choose File No file chosen		
Copy of Comprehensive or Agency-Wide Budget	Choose File No file chosen		

My Comments

State's Last Comments [Show History](#)

Save

Once you upload the files, don't forget to hit the save button.



Board Information Section

There are 3 tabs in the board information section. These need to be reviewed when you submit the Community Action Plan and edited throughout the year when there are changes.

Board Roster

The screenshot shows the 'Board Roster' tab selected in the left sidebar. The main form area is titled 'List of Grantee Board of Directors'. It contains three sections: 'Elected Public Officials', 'Democratically-Selected Representatives of the Low-Income Community', and 'Private Sector Representatives'. Each section has a 'Total # of Seats' and 'Total # of Vacancies' field. Below these are tables for member information with columns: Name, Email Address, Current Term, Committee Assignment, Board Officer Role, Designee, and Elected Official or Government Entity Represented. Each row has 'Remove' and 'Add' buttons. Annotations include an arrow pointing to the 'Total number of board members, as stated in current bylaws' field with a text box saying 'Enter the total number of members per your bylaws. This will then calculate the total seats per sector', and another arrow pointing to the 'Add' button in the 'Private Sector Representatives' section with a text box saying 'Add all member information in each section, click add after entering information and a new line will populate. # of Vacancies will change based on how many members you have listed.'

Board Roster

List of Grantee Board of Directors ▼

Total number of board members, as stated in current bylaws 15

Provide the name, email address, current term of office, each committee assignment, and Board Officer role (if applicable) for each member of the board of directors by sector in the chart below.

Elected Public Officials

Total # of Seats 5

Total # of Vacancies 4

Name	Email Address	Current Term	Committee Assignment	Board Officer Role	Designee	Elected Official or Government Entity Represented
3rd line	3rd line	3rd line	3rd line		☐ Yes ☐ No	
					☐ Yes ☐ No	

Remove Add

Democratically-Selected Representatives of the Low-Income Community

Total # of Seats 5

Total # of Vacancies 4

Name	Email Address	Current Term	Committee Assignment	Board Officer Role
danvarley@oncorpsreports.c	danvarley@oncorpsreports.c	danvarley@oncorpsreports.c	danvarley@oncorpsreports.c	danvarley@oncorpsreports.c

Remove Add

Private Sector Representatives

Total # of Seats 5

Total # of Vacancies 4

Name	Email Address	Current Term	Committee Assignment	Board Officer Role
danvarley@oncorpsreports.c	danvarley@oncorpsreports.c	danvarley@oncorpsreports.c	danvarley@oncorpsreports.c	danvarley@oncorpsreports.c

Remove Add

Add all member information in each section, click add after entering information and a new line will populate. # of Vacancies will change based on how many members you have listed.

Meeting Schedule

Enter all scheduled meetings for the upcoming program year. Click add and new line will populate.

Standards★	Board Meeting Schedule
Community Action Plan	Meeting Setup ▼
Financials	Please enter dates for all scheduled board meetings for the program year from July, 2020 - June, 2021. If r
Board Information	Meeting Date
Board Roster	Friday April 10 2020
Meeting Schedule	Friday April 17 2020
Board Minutes	Thursday April 02 2020
Admin	Thursday May 21 2020
Help	Friday April 03 2020
	Friday April 24 2020
	Wednesday April 29 2020
	Add
	Comments and History ▼

Board Minutes

The dates you entered in the meeting schedule page will populate on the minutes page. Upload minutes and board packet for each meeting as it becomes available. If you did not hold a scheduled meeting please type in the notes box.

Standards★

Community Action Plan

Financials

Board Information

Board Roster

Meeting Schedule

Board Minutes

Admin

Help

Reporting

Supplemental

Board Minutes

Meeting Information ▼

Meeting Date	Upload Minutes	Upload Meeting Packet	Meeting Notes
Thursday April 02 2020	Choose File No file chosen	Choose File No file chosen	
Friday April 03 2020	Choose File No file chosen	Choose File No file chosen	
Friday April 10 2020	Choose File No file chosen	Choose File No file chosen	
Friday April 17 2020	Choose File No file chosen	Choose File No file chosen	
Friday April 24 2020	Choose File No file chosen	Choose File No file chosen	