



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

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FY 2009 CSBG IS SURVEY DATA SUBMISSION CHECKLIST

PLEASE BE SURE YOU CAN ANSWER "YES!" TO EACH ITEM BELOW BEFORE SUBMITTING YOUR DATABASE TO NASCSP!

Section A

- Are your State administrative costs 5% or less of total CSBG Award Amount?
- Does your carryover funding from previous fiscal year (Item 3) match what you reported last year for carry-forward of FY 08 funds?

Section B

- Did you fill out and attach *Section B: Eligible Entities List* Excel Spreadsheet with your database?
- Does the total unduplicated number of eligible entities (Item 1.k) match the number of reports you are submitting for Sections E, F, G and the NPIs?

Section D

- Did you answer each essay question fully and thoughtfully?
- Is the writing of good enough quality to be published in the CSBG IS Annual Report?
- Even if you did not expend ARRA funds during the timeframe of the FY 2009 IS Report, but are spending funds now and have ARRA success stories, please include those in Item 5, and make a note that these stories are outside of FY 2009 reporting period.

Section E

- Did you avoid placing expenditures in the "Other" category as much as possible?
- If your *Part I, Section E* form did not display correctly, did you attach the Excel Version of Section E?
- Do the CSBG funds reported in *Section E* account for all CSBG dollars expended by eligible entities, including any previous fiscal year's funds, any current fiscal year funds, and any discretionary funds spent during your state's CSBG program year?

Section F

- Did you list full names of all funding sources (no acronyms)?
- Did you include the smallest possible number of funding sources under "Other"?

Section G

- Did you include demographic information on EVERYONE served by your agencies (not just CSBG-specific programs)?

NPIs

- Did you check for typographical errors including a higher number of participants achieving an outcome than enrolled in the program?
- Did you note significant variances of +/- 20% compared to your State's 2008 data?

Overall

- Did you compare your data to what your State reported last year? If there are significant differences, do you know why?
- Is your database file properly saved as **XY**CSBGIS09, where **XY** is your two-letter State acronym?