

**COMMUNITY SERVICES BLOCK GRANT
INFORMATION SYSTEM
(CSBG IS)**

SURVEY

of

**FISCAL YEAR 2011
COMMUNITY SERVICES BLOCK GRANT**

by

**THE NATIONAL ASSOCIATION FOR STATE
COMMUNITY SERVICES PROGRAMS**

NAME OF AGENCY:

NAME OF PERSON COMPLETING REPORT:

TELEPHONE NUMBER:

ADDRESS:

PLEASE RETURN BY _____ TO: _____

Part I: Section A. State Use of CSBG Funds

1. State Reporting Period (month/day/year)

From: To:

2. Total CSBG funds expended in FY 2011 for:

	Planned	Actual	ARRA Planned	ARRA Actual
a. Eligible Entities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. State Administrative Costs*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(*ARRA ONLY: Report Planned and Actual funds spent on Benefits Enrollment Coordination Activities)				
c. Discretionary Projects	<input type="text"/>	<input type="text"/>		
d. Total Funds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Of the total in 2d, how much represents carryover funding from the previous fiscal year?

4. Carry-forward of FY 2011 funds to FY 2012 programs

5. State CSBG funds (see instructions)

6. TOTAL CSBG funds expended by State in FY 2011

Database will calculate
(A2d Actual + A5)

ARRA
Database will calculate
(A2d Actual + A5)

Part I: Section B. General Information on Local CSBG Agencies

1. Eligible entities receiving FY 2011 funds:

(Please attach a list of eligible entities, their addresses, and their award amounts.)

- a. Number of Community Action Agencies (CAAs) among eligible entities
- b. Number of Limited Purpose Agencies (LPAs) among eligible entities
- c. Number of organizations serving migrant or seasonal farmworkers
- d. Number of these also counted in a or b
- e. Number of tribal organizations
- f. Number of these also counted in a, b, or c
- g. Number of units of local government
- h. Number of these also counted in a, b, c, or e
- i. Others designated eligible by statute
- j. Number of these also counted in a, b, c, e, or g
- k. Total unduplicated number of eligible entities

2. Were previously funded eligible entities dropped in FY 2011?

(If yes, indicate number and reason.) Yes No

Number:

Reason:

3. State allocation method:

(Please select the method that best describes the current practice for allocations within the state.)

Historic	<input type="checkbox"/>	Hold Harmless + Formula	<input type="checkbox"/>
Base + Formula	<input type="checkbox"/>	Other (please specify):	<input type="text"/>
Formula Alone	<input type="checkbox"/>		
Formula with variables	<input type="checkbox"/>		

Part I: Section B. General Information on Local CSBG Agencies

4. Coverage of counties

- a. Percent of state's counties receiving CSBG services at year end from local CSBG operators. **a.**
- b. Number of counties newly receiving CSBG services in FY 2011 (if any). **b.**
- c. Name of newly served county(ies) in FY 2011:

5. Uses of Discretionary Project Funds (if listed in Section A, Item 2.c)

a. What types of organizations received the awards?	
1. Indian Tribes or tribal organizations	1. <input type="text"/>
2. Migrant or farmworker organizations	2. <input type="text"/>
3. State subgrantee associations	3. <input type="text"/>
4. Eligible entities	4. <input type="text"/>
5. Other (please specify below): <input type="text"/>	5. <input type="text"/>
Total Discretionary Funds Expended	Total a. <input type="text"/>
b. For what purposes were the awards given?	
1. Awards to local agencies for expansion to new areas	1. <input type="text"/>
2. Grants for exemplary or demonstration programs	2. <input type="text"/>
3. Competitive grants for exemplary or demonstration programs	3. <input type="text"/>
4. Training or technical assistance for local agencies	4. <input type="text"/>
5. Statewide programs	5. <input type="text"/>
6. General support	6. <input type="text"/>
7. Other (please specify below): <input type="text"/>	7. <input type="text"/>
Total Discretionary Funds Expended	Total b. <input type="text"/>
The totals of a. and b. should match both each other and Item 2.c. in Section A.	

Part I: Section C. General Information on State CSBG Office

1. Please identify the cabinet or administrative department of your state CSBG office.

<input type="checkbox"/> Community Services Department	<input type="checkbox"/> Governor's Office
<input type="checkbox"/> Human Services Department	<input type="checkbox"/> Community Affairs Department
<input type="checkbox"/> Social Services Department	<input type="checkbox"/> Other (please specify):
	<input type="text"/>

2. What is the division, bureau, or office of the CSBG Administrator?

3. Other programs directed by the CSBG Administrator in FY 2011

a. Does the CSBG Administrator also direct DOE Weatherization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Does the CSBG Administrator also direct part or all of the Low Income Home Energy Assistance Program (LIHEAP) bill payment and/or crisis assistance programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1) If yes, does the CSBG Administrator also direct the LIHEAP energy conservation program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Does the CSBG Administrator also direct USDA programs? If yes, please list titles.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>		
d. Does the CSBG Administrator also direct HUD programs? If yes, please list below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text"/>		
e. Does the CSBG Administrator also direct any other federal programs for the homeless?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. How many federal or state programs not listed above are also directed by the CSBG Administrator? (List titles of other programs below, including Head Start):		<input type="text"/>
<input type="text"/>		

Part I: Section C. General Information on State CSBG Office

4. Was the state CSBG office subject to a reorganization in FY 2011, such as an expansion or contraction of programs, or a transfer of the CSBG office to a different division or department? Yes No

If yes, please describe the change (attach an extra page if necessary):

5. State statute regarding CSBG:

a. Does your state have a statute authorizing Community Services programs? (If yes, please attach.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Did your state legislature enact authorizing legislation, or amendments to an existing authorizing statute during FY 2011?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Please check those items which describe provisions of the current statute.</i>		
1) What is the termination date of the current statute?	<input type="text"/>	
2) Does it "grandfather" CAAs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3) Does it specify the terms, or formula, for allotting 90% pass-through funds among eligible entities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4) Does it require local grantees to match CSBG funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5) Does it provide for the designation of new eligible entities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6) Does it provide for the de-designation of eligible entities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7) Does it specify a process the state CSBG agency must follow to re-designate an existing eligible entity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8) Does it designate the bureau, division, or office in state government that is to be the state administering agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9) If it has other provisions, please list them:	<input type="text"/>	

6. a. Did it cost more in FY 2011 than the federally allowed limit in your state's CSBG allocation for your state to effectively administer the range of services and activities required by the CSBG Act? Yes No
- b. If yes, what was the amount of these extra costs?
- c. If yes, were state funds used to supplement federal administrative expenditures? Yes No
- d. If yes, what was the amount of the supplemental state funds?
7. a. How many state positions were funded in whole or in part by CSBG funds?
- b. How many Full Time Equivalent (FTEs) were funded with CSBG funds?

Part I: Section D: Accomplishments and Coordination of Funds

- Use a separate sheet for your answers.
- Please do NOT use acronyms.
- See CSBG/IS Instructions for further details.

1. Strategic Thinking for Long-Term Solutions

- a. Please describe an agency strategy which addresses a long-term solution to a persistent problem affecting members of the low-income community. Address the following questions:
 - i. How did the agency identify the community need?
 - ii. How were CSBG funds used to plan, manage, and/or develop the approach?
 - iii. What local partners were involved, and how did each contribute to the program?
 - iv. What outcome indicators did the agency use to measure success?
 - v. What outcomes have resulted in FY 2011? If no outcomes yet, when?

2. Delivering High-Quality, Accessible, and Well-Managed Services

- a. Please describe what you consider to be the top management accomplishment achieved by your State CSBG office during FY 2011. Show how responsible, informed leadership led to effective and efficient management of the CSBG program.

Top State Management Accomplishment:

- b. Please describe what you consider to be the top three management accomplishments achieved by your agencies during FY 2011. Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.

Top Three Agency Management Accomplishments:

- 1.
- 2.
- 3.

3. Mobilizing Resources to Support Innovative Solutions

- a. Please describe how your agency addressed a cause or condition of poverty in the community using an innovative or creative approach. Showcase how your agency relied on mobilization and coordination of resources to help reach interim and final outcomes. Demonstrate how CSBG “works” as it funds staff activities, investments, or services to meet a community need. Include the following elements:
 - i. Agency name (no acronyms please)
 - ii. Program name
 - iii. CSBG service category
 - iv. Description of program (capacity, duration, targeted population, etc)
 - v. How was the agency’s approach innovative or creative? Please be specific.
 - vi. Outcomes achieved (include the number of people enrolled and areas affected)
 - vii. How were CSBG funds used? Please be specific.
 - viii. What local partners were involved, and how did each contribute to the program?

Part I: Section D: Accomplishments and Coordination of Funds

4. Providing Positive Results for Vulnerable Populations

- a. Please describe one youth-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources. Include the following elements:
 - i. Description of initiative
 - ii. What local partners were involved, and how did each contribute to the program?
 - iii. Outcomes achieved (include the number of people enrolled and areas affected)
 - iv. How were CSBG funds used? Please be specific.

- b. Please describe one senior-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources. Include the following elements:
 - i. Description of initiative
 - ii. What local partners were involved, and how did each contribute to the program?
 - iii. Outcomes achieved (include the number of people enrolled and areas affected)
 - iv. How were CSBG funds used? Please be specific.

5. Impact of ARRA CSBG Funds (** Answer to this question required only if CSBG ARRA funds were used during the report period, for example, if your report period is July 2010 – June 2011*)

- a. Please describe how one agency program, funded at least in part by ARRA CSBG funds, created or saved jobs in your community. Include the following elements:
 - i. Number of jobs created and/or saved.
 - ii. How were ARRA CSBG funds used? Please be specific.
 - iii. If applicable, how were regularly appropriated CSBG funds used? Please be specific.
 - iv. What percent of participants had incomes in the following ranges when they enrolled in the program?
 1. 0% to 125% of Federal Poverty Line (FPL)
 2. 126% to 200% of FPL
 - v. Describe the community improvement created or supported using ARRA CSBG funds. Include:
 1. The role of partners or collaborations
 2. Type of resource contributed by each partner (monetary, in-kind, services, etc)
 - vi. Had the need addressed by this initiative been identified in previous community assessments or was it an emergent problem?

- b. Please describe one major agency initiative supported at least in part by ARRA CSBG funds (other than the initiative listed in "5.a", above). Include the following elements:
 - i. Was this a new initiative or the expansion of a previously offered program/service?
 - ii. Which factor(s) allowed for the creation or expansion of these services? (Check all that apply)
 1. Increased funding
 2. Expanded income eligibility
 3. Operational changes – such as expanded hours, new service centers, etc.
 4. Other (please explain)
 - iii. Regarding regularly appropriated CSBG funds:
 1. How much CSBG was used to support this initiative?
 2. How were CSBG funds used? Please be specific.
 - iv. Regarding ARRA CSBG funds:
 1. How much ARRA CSBG was used to support this initiative?
 2. How were ARRA CSBG funds used? Please be specific.

(See next page for the rest of Question 5.b)

- v. Did this initiative primarily impact (check all that apply):
 - 1. Infants and children (0-11 years)
 - 2. Youth (12-18 years)
 - 3. Adults (18-54 years)
 - 4. Seniors (55+ years)
 - 5. Entire Community (please explain)
- vi. What percent of participants had incomes in the following ranges when they enrolled in the program?
 - 1. 0% to 125% of FPL
 - 2. 126% to 200% of FPL
- vii. Describe the community improvement created or supported using ARRA CSBG funds. Include:
 - 1. The role of partners or collaborations
 - 2. Type of resource contributed by each partner (monetary, in-kind, services, etc)
- viii. Had the need addressed by this initiative been identified in previous community assessments or was it an emergent problem?
- ix. Outcomes achieved (include the number of people enrolled and areas affected)