

CSBG MODEL ANNUAL REPORT

N A S C S P

CSBG COMMUNITY SERVICES BLOCK GRANT

*“empowering
low-income families”*



“community services block grant in action”



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objective



This is a Model Annual Report that state CSBG programs, state associations and community action agencies can use as a guide to describe accomplishments to the public as well as state executive and legislative branches of government. The report itself comes with instructions as how to best use it.

Data in the report has mostly been drawn from the 1998 Pennsylvania program as an example (although in places national data has been used). Brackets are used to indicate information specific to Pennsylvania or the nation, for example, [Office of Community Services]. Whenever brackets appear, it should be possible for states to simply substitute their own information. However, because there is considerable variation in the programs and participants within CSBG programs, sometimes simple substitutions are not possible or do not make sense. Advice on this is found in the instructions booklet, in the right hand column. The remaining information on how to use this model report are in the instructions.

Please note that all photographs were obtained through the Microsoft Office 2000 Online Clip Art. They were gathered with out attrition and you are encourage to replace them with your own.

introduction

CSBG programs are a network of government and private sector agencies that assist low-income Americans. CSBG programs not only provide a wide variety of services, but also integrate and coordinate these services. This multi-faceted approach distinguishes CSBG programs from other anti-poverty efforts, and maximizes the likelihood that the individuals and families assisted will become self-sufficient.

In [Pennsylvania], CSBG programs are administered by the [Office of Community Services, in the Department of Community and Economic Development]. **For information on contacting a local CSBG agency to obtain help, see p. [].**

*" assisting the
poor and near-
poor"*

who we are

[Pennsylvania's] CSBG programs help [nearly half a million] poor and low-income individuals and families annually. Such assistance is supplied through a comprehensive public and private sector-operated network of [44] agencies and programs that encompass the entire state.

[Pennsylvania's] CSBG agencies have been assisting the poor and near-poor since [year]. Basic funding for the programs is provided through the federal Community Services Block Grant (CSBG), although, as described later, this funding is supplemented by state and private sector contributions.

Public/private partnerships are central to the CSBG program network, and is reinforced by the statutory requirement that CSBG-funded agencies be governed by a board of directors consisting of elected local public officials, appointed leaders from the private sector, and representatives of the low-income community. This unique public/private sector partnership is one of the keys to the success of the effort. It is designed to tap the knowledge, experience and perspectives of all community stakeholders — including the poor themselves.

The [44] agencies and programs in the State's CSBG network include community action agencies, LPAs, migrant or seasonal farmworker organizations, other government and private agencies and organizations.

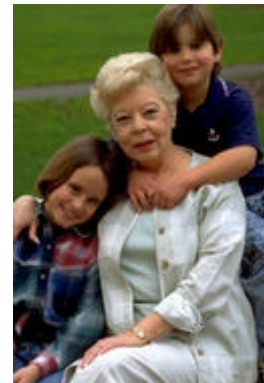


who we help

Despite improvements due to economic growth in the 1990s, poverty afflicts [1 of every 10 Pennsylvanians]. [The poverty rate in the late 1990s was 10.6 percent, slightly higher than the historic low for Pennsylvania a decade earlier.]

[Pennsylvania's] CSBG programs assisted [nearly half a million individuals (477,000) in 1998]. The characteristics of these individuals reflects an emphasis on helping those who need it.

- ◆ Virtually all ([98] percent) are poor or near-poor (with household incomes of less than 1.5 times the poverty line).
- ◆ Most participants receive public assistance:
 - [76] percent receive food stamps;
 - [23] percent receive Temporary Assistance for Needy Families;
 - [18] percent receive Supplemental Security Income; and
 - [6] percent receive General Assistance.
- ◆ [Nearly two-thirds (64 percent)] of families are headed by a single parent.
- ◆ [Two-fifths (38 percent)] of participants are children.
- ◆ [16] percent of participants are age 55 or older.
- ◆ [More than half (56 percent)] of participants did not complete high school, and only [8 percent] enrolled in postsecondary education.
- ◆ [Nearly half (45 percent)] of participants lack health insurance, and [nearly 1 in 5 (19 percent)] are disabled.
- ◆ [9 percent] of participants are homeless, and only [20 percent] own their own homes.
- ◆ [29 percent] are minorities.



how we help

Over the course of a lifetime, poverty strikes a surprisingly high proportion of Americans. Illness, disability, unemployment, family break-up or childbirth can impoverish a family. Regardless of the cause, most families struggle against their predicament.

CSBG programs provide an arsenal to wage this fight, and help families emerge from poverty. These local programs create, coordinate and deliver essential services to poor and near-poor Americans.

Types of assistance

In order to flexibly tailor the remedy to the problem, CSBG programs offer an extremely wide variety of services. They coordinate emergency assistance, operate senior centers, sponsor youth programs, supply transportation in rural areas and help families weatherize their dwellings. They provide linkages to employment and training programs, high school equivalency courses and vocational education. The programs provide a range of other services to combat poverty, including:

- income management, credit counseling, entrepreneurial training and small business incubators;
- domestic violence crisis assistance, parenting classes and family development programs; and
- food pantries, emergency shelters, low-income housing developments and community revitalization projects.

In general, the programs emphasize both preventive aid as well as extended assistance, when necessary, to enable individuals to become economically self-sufficient. Emergency help is sometimes essential, but the programs use this opportunity to begin moving individuals away from the need for stop-gap aid.

Although CSBG programs provide diverse services to meet participants' varying needs, the single largest investment ([39] percent of expenditures) is for self-sufficiency efforts, including employment and training, education and other self-sufficiency services.





how we help...

[Insert vertical bar chart showing all expenditures by category. See instructions.]

Examples of CSBG assistance provide the best means of understanding how the programs help individuals and families in need.

- S is a single mother, with three school-aged boys, on welfare as a result of her divorce from an abusive husband. When referred to the CSBG program, she was about to drop out of nursing school to keep her family economically afloat in the short-term. The program helped her to get the federal and state educational aid, for which she was eligible. When her car broke down, and the college insisted she quit her part-time job to attend the full-time clinical experience position required for her degree, the program persuaded a local church to pay part of her rent, and convinced another church to pay for her car repairs. As a result, she finished school and now makes more than \$30,000 in salary at a local hospital. She no longer receives any form of government assistance. This example is a good illustration of CSBG "linkages" assistance, in which an agency assembles a package of assistance from different sources to help those in need.
- Six months shy of paying off her mortgage, a 77 year-old widow's home was destroyed in a flood. The CSBG agency located new housing for her, obtained Federal Emergency Management Assistance funds to buy basic furnishings, procured clothing from local charities, and referred her to stress counseling. With agency help, she got a new start on life in another home on drier ground.
- CSBG programs also address needs that affect entire communities. For example, alarmed by juvenile crime rates, one agency piloted an alternative to detention institutions for some young offenders. Collaborating closely with court and law enforcement representatives, the project hired a combination of professionals and volunteer mentors to work with the youths. Besides designing and implementing a personalized plan for each youth offender, the program developed preventive strategies for reducing the level of community violence. Role models and mentors respected in the community were enlisted to help demonstrate alternatives to violence.



"these local programs create, coordinate and deliver essential services to low-income Americans"

HELPS
REDUCE
POVERTY

how we help...

- Alarmed because few doctors were willing to accept Medicaid patients, one CSBG agency established an alternative health center. Working with a local hospital and health department, the CSBG agency raised seed money and created a primary health services center in an underserved poverty area. The project has been so successful that it has established two additional centers, and now serves more than 9,000 patients.
 - ◊ involves — and improves — the community;
 - ◊ is flexible and coordinates local resources; and
 - ◊ seeks long-term solutions for clients.

Maximizing the public's investment

The foundation of the CSBG network is the federal appropriation received through the CSBG. [Pennsylvania] maximizes the federal contribution in two ways: 1) adding [\$3] for every \$1 of CSBG funds, and 2) minimizing administrative overhead.

[Insert pie chart showing CSBG, state, local, and private expenditures.]

Of the total CSBG fund, only [5] percent is spent on administrative costs. [Pennsylvania] also worked to enhance the efficiency of CSBG by investing [\$275,000] in training and technical assistance for local programs.

These examples demonstrate the multi-faceted approach that distinguishes CSBG programs from other anti-poverty efforts. No other program supplies the coordinated, comprehensive approach and long-term perspective of CSBG programs. The "community action approach":

- ◊ prioritizes prevention;
- ◊ addresses the causes of poverty;
- ◊ creates opportunity;

HELPS
COORDINATE
LOCAL
RESOURCES



“achieving self-sufficiency”

what we do

The federal government has established two sets of statutory benchmarks for CSBG programs. The federal CSBG statute outlined the following eight broad program goals.

1. Securing and maintaining employment
2. Securing adequate education
3. Better income management
4. Securing adequate housing
5. Providing emergency services
6. Improving nutrition
7. Creating linkages among anti-poverty programs
8. Achieving self-sufficiency

Second, the 1993 Government Results and Performance Act (GPRA) directed all federal programs to move toward results-oriented management. The U.S. Department of Health and Human Services has issued six broad Results Oriented Management and Accountability (ROMA) goals necessary to meet GPRA's requirements. Within these six goals, the states have complete discretion to choose the performance targets most relevant to program participants.



what are our goals...

- 1) Low-income people become more self-sufficient.
- 2) The conditions in which low-income peoples' lives are improved.
- 3) Low-income people own a stake in their community.
- 4) Partnerships among supporters and providers of services to low-income people are achieved.
- 5) Agencies increase their capacity to achieve results.
- 6) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

accomplishments

[Pennsylvania's] CSBG programs' record of accomplishments was extremely impressive in [1998]. At least a [50 percent] success rate was attained for [almost every] goal, and in most areas the success rate was considerably higher, as shown below.



| Results Oriented Management and Accountability Goals & Outcomes | Goal attained (%) |
|--|--------------------------|
| 1. Self-sufficiency | |
| 1.1 Unemployed participant obtains job. | 56.9 |
| 1.2 Unemployed participant obtains job for at least 3 months. | 49.4 |
| 1.3 Employed participant increases pay, benefits, working hours or obtains promotion. | 79.4 |
| 2. Community revitalization: improving low-income conditions | |
| 2.1 Communities that raise assessed home values as a result of rehabilitation efforts. | 47.7 |
| 2.2 Communities that increase low-income participants' access to community services and resources. | 95.7 |
| 3. Community revitalization: improving low-income participation | |
| 3.1 Communities where low-income individuals demonstrated positive, constructive activities in a wide range of projects. | 60.0 |
| 3.2 Communities where low-income individuals increase their participation in organizations that serve those with incomes no more than 25 percent above the poverty line. | 95.7 |
| 4. Partnerships/coordination | |
| 4.1 Official partnership agreements established with other agencies that target participants whose income is no more than 25 percent above the poverty line, where the result is self-sufficiency for the participant. | 95.3 |
| 4.2 Official partnership agreements established with other agencies that target participants whose income is no more than 25 percent above the poverty line. | 96.3 |
| 5. Increasing agency capacity | |
| 5.1 Programs that implement measures to ameliorate the problems of minority participants whose income is no more than 25 percent above the poverty line. | 56.3 |
| 6. Family stability | |
| 6.1 Threat to individual/family stability is overcome. | 94.7 |
| 6.2 Homeless and those with uncertain housing attain permanent housing accommodations. | 87.2 |
| 6.3 Goals achieved in instructional programs. | 93.7 |
| 6.4 Older participants remain in their residence of choice for at least 3 months. | 99.0 |
| 6.5 Health impairment is ameliorated, kept from deteriorating or actively prevented. | 98.2 |



other accomplishments

[Add narrative for several accomplishments.]

CSBG programs tap into the best spirit of American volunteerism and public-private sector cooperation. [More than one-fourth (28 percent)] of [Pennsylvania's] CSBG program budget comes from private sector contributions, including foundation grants, the United Way, cash and in-kind services donated by businesses and donations and volunteer work by ordinary Americans. Volunteers donated nearly a million hours of their time. This is the equivalent of almost 500 full-time, year-round employees, or — put another way — a nearly \$5 million contribution if their time is valued at no more than the federal minimum wage.

Appendices

Client characteristics

Expenditures

List of entities receiving CSBG funds (including address, phone number and other contact information)

Detailed explanation of ROMA goals

List of relevant federal and state programs, with brief descriptions and connection to CSBG

List of acronyms

“revitalizing communities”



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