

# PREPARING FOR ROMA NEXT GENERATION AND THE CSBG ANNUAL REPORT

## Module 2: CSBG Eligible Entity Expenditures, Capacity, and Resources



# PRESENTERS



## Office of Community Services (OCS)

Jeannie Chaffin, Director

## National Association for State Community Services Programs

Jenae Bjelland (NCRT) Executive Director; and

## Association of Nationally Certified ROMA Trainers

Barbara Mooney, Director



## Module 2

# **CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES**

# MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

- **Section A:** Local Agency CSBG Expenditures
- **Section B:** Local Agency Capacity Building
- **Section C:** Local Agency Resources  
Administered by the CSBG Eligible Entity

# MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

- **Similar to Sections E-F in the CSBG IS**
- **Completed by eligible entities; reviewed, evaluated, and analyzed by State CSBG Lead Agencies.**
- **Section A** meets the Congressional requirement for an explanation of the total amount of CSBG funding expended during the reporting period (identified below) based on categories referenced in the CSBG Act.
- **Section B** provides detail on agency capacity building funded by CSBG and other funding sources.
- **Section C** provides data on resources allocated to, administered through, and generated by the CSBG Eligible Entity.

# MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

<b>Module 2 – CSBG Eligible Entity Expenditures, Capacity, and Resources</b>	<b>CSBG IS Survey</b>
<b>Section A: Local Agency CSBG Expenditures</b>	Section E. CSBG Expenditures by Service Category
<b>Section B: Local Agency Capacity Building</b>	National Performance Indicator 2.3 – Community Engagement  National Performance Indicator 3.1 - Community Empowerment through Maximum Feasible Participation  National Performance Indicator 4.1 - Expanding Opportunities through Community-Wide Partnerships  National Performance Indicator 5.1 – Expanding Opportunities through Community-Wide Partnerships
<b>Section C: Local Agency Resources Administered by the CSBG Eligible Entity</b>	Section F. Resources Administered and Generated by the CSBG Network

# MODULE 2: CSBG ELIGIBLE ENTITY EXPENDITURES, CAPACITY, AND RESOURCES

CSBG funding expended during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains. Further instructions will be provided, but please keep the following in mind, per domain:

**Services Supporting Multiple Domains:** Expenditures reported under Services Supporting Multiple Domains are those that span or support outcomes achieved across multiple domains for families and individuals, such as case management, transportation, and childcare.

**Linkages:** Many of the activities that were associated with Linkages are now captured in Domain 9: Agency Capacity Building. This narrows the definition of Linkages, but continues to include community initiatives and information and referral calls.

**Agency Capacity Building:** Expenditures for Agency Capacity Building are detailed in Table B on this form.

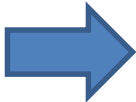
**Reporting on Administration:** Administrative costs for CSBG reporting are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead.” As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service.

## Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity - Data Entry Form

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

A. CSBG Eligible Entity Reporting Period	"X"
1. July 1 - June 30	
2. October 1 - September 30	
3. January 1 - December 31	

B. CSBG Expenditures Domains	CSBG Funds
1. Employment	
2. Education and Cognitive Development	
3. Income, Infrastructure, and Asset Building	
4. Housing	
5. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
6. Civic Engagement and Community Involvement	
7. Services Supporting Multiple Domains	
8. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
9. Agency Capacity Building <i>(detailed below in Table C)</i>	
10. Other <i>(e.g. emergency management/disaster relief)</i>	
<b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>



Of the CSBG funds reported above, report the total amount used for Administration. <a href="#">For more information on what qualifies as Administration, refer to IM37.</a>	
---	--



# MODIFICATIONS MADE

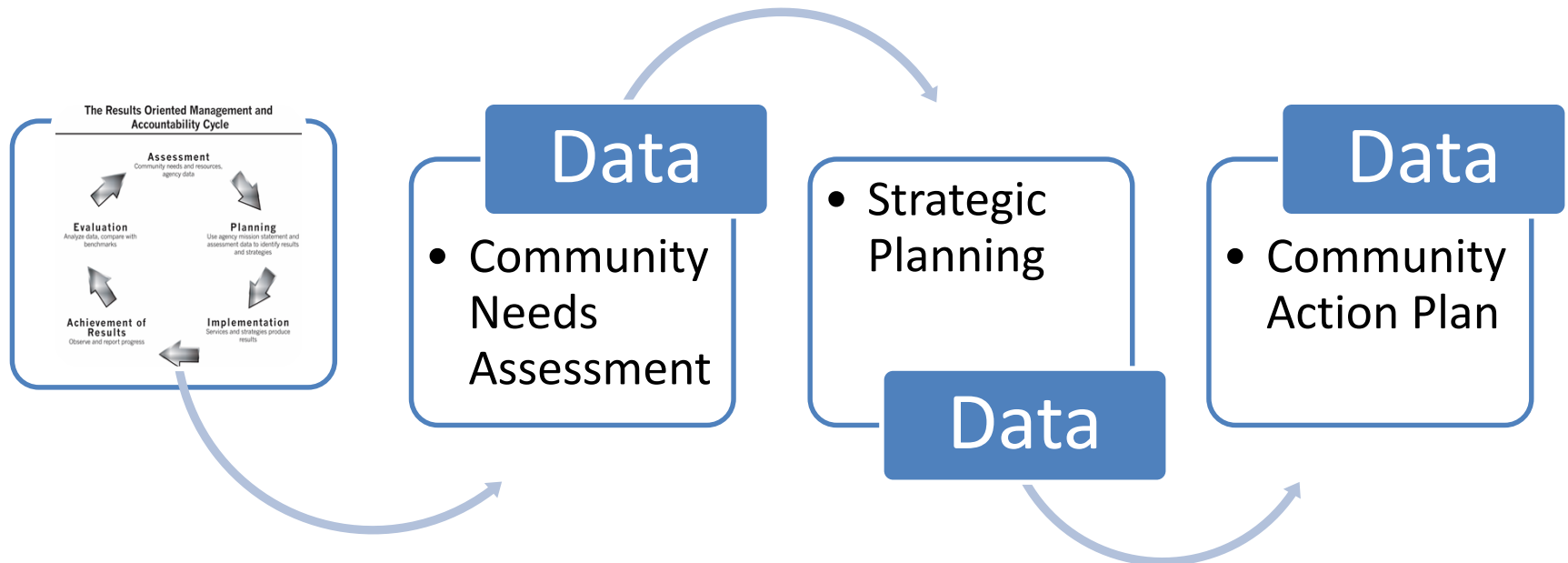
## C. Details on Agency Capacity Building Activities Funded by CSBG:

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

- Community Needs Assessment     Data Management & Reporting     Other\*
- Strategic Planning     Training & Technical Assistance

*\*Below please specify Other Activities funded by CSBG under Agency Capacity:*

# What is included in Agency Capacity Building?



# MODIFICATIONS MADE

<b>B. Hours of Agency Capacity Building (e.g. training, planning, assessment):</b>	<b>Hours</b>
1. Hours of Board Members in capacity building activities	
2. Hours of Agency Staff in capacity building activities	

<b>C. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):</b>	<b>Hours</b>
1. Total number of volunteer hours donated to the agency	
a. Of the above, the total number of volunteer hours donated by individuals with low-incomes	

# MODIFICATIONS MADE

D. 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
1. Number of Nationally Certified ROMA Trainers	
2. Number of Nationally Certified ROMA Implementers	
3. Number of Certified Community Action Professionals (CCAP)	
4. Number of Staff with a child development certification	
5. Number of Staff with a family development certification	
6. Number of Pathways Reviewers	
7. Number of Staff with Home Energy Professional Certifications	
a. Number of Energy Auditors	
b. Number of Retrofit Installer Technicians	
c. Number of Crew Leaders	
d. Number of Quality Control Inspectors (QCI)	
8. Number of LEED Risk Certified assessors	
9. Number of Building Performance Institute (BPI) certified professionals	
10. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
11. Number of Certified Housing Quality Standards (HQS) Inspectors	
12. Number of American Institute of Certified Planners (AICP)	
13. Other (Please specify others below):	

# MODIFICATIONS MADE

E. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
1. Non-Profit	
2. Faith Based	
3. Local Government	
4. State Government	
5. Federal Government	
6. For-Profit Business or Corporation	
7. Consortiums/Collaborations	
8. School Districts	
9. Institutions of Post-Secondary Education/Training	
10. Financial/Banking Institutions	
11. Health Service Organizations	
12. Statewide Associations or Collaborations	

# MODULE 2

- **Review Sections A-C of Module 2**
  - **What data do you currently report?**
  - **How will you change your processes to report on new elements of Sections A and B?**

# Submit your comments to OMB!

**[OIRA\\_SUBMISSION@OMB.EOP.GOV](mailto:OIRA_SUBMISSION@OMB.EOP.GOV)**

Office of Management and Budget, Paperwork Reduction Project, Attn: Desk Officer for the Administration for Children and Families.

## Send us your Questions!

**[romanextgeneration2016@gmail.com](mailto:romanextgeneration2016@gmail.com)**