



N A S C S P | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

Community Services Block Grant Information System Survey (CSBG IS) *Sections A-G*

Presented by
**The National Association for
State Community Services Programs**

March 1, 2011



CSBG IS

- The CSBG IS Sections collects data on:
 - Funding (Sections A, B, E & F)
 - General State Office Information (Section C)
 - Success Stories (Section D)
 - Who We Served (Section G)
 - Results of our services (ROMA NPI)



Section A – STATE

- Planned Expenditures (during the 12 month period of the Report) for:
 - Eligible Entities (90%) – this should be based upon their CSBG budget for the year
 - State Administrative Costs (no more than 5%)
 - Discretionary Projects (5%)



Section A – STATE, continued

- Actual Expenditures (during the 12 month period of the Report) for:
 - Eligible Entities
 - State Administrative Costs
 - Discretionary Projects (ensure that this matches what was reported in Section B)
- Remember that this can include FY 09 CSBG & FY 10 CSBG funds
- Report the amount of FY 09 CSBG funds carried over, and the amount of FY 10 Funds carried-forward to FY 11



Section A – STATE, continued

- ARRA Planned Expenditures (during the 12 month period of the Report) for:
 - Eligible Entities
 - 1% for benefits enrollment
- ARRA Actual Expenditures (during the 12 month period of the Report) for:
 - Eligible Entities
 - 1% for benefits enrollment



Section B – STATE

- States are asked to attach (in a provided Excel chart format) a list of the eligible entities, their addresses and FY 10 award amounts (Both CSBG & CSBG ARRA Funding)
- States also identify if any Eligible Entities were dropped in FY 2010 – and if so, why.
- The total for Discretionary funds should match the total reported in Section A, Item 2.c.



Section C – STATE

- General Information on the State CSBG Office
 - Location of office within state government
 - Other programs directed by the CSBG Administrator
 - State Statute information
 - CSBG-funded State positions and FTEs



Section D

- Stories are essential communication tools for helping the public, your partners, and your potential funders understand *how* the CSBG works toward its many goals.
- The readers should take away an image of competent, positive approaches to tough community and social problems.



Section D – Question 1

- 1. Strategic Thinking for Long-Term Solutions**
 - 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:



Section D – Question 1

- How did your agency identify the community need?
- How were CSBG funds used to plan, manage, and/or develop the approach?
- What local partners were involved, and how did each contribute to the program?
- What outcome indicators did your agency use to measure success?
- What outcomes have resulted in FY 2010? If no outcomes yet, when?



Section D – Question 2

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

Top Management Accomplishments:

- Please describe what you consider to be the top management accomplishment achieved by your agency during FY 2010.
- Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.



Section D – Question 3

3. **Mobilizing Resources to Support Innovative Solutions**

- 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.



Section D – Question 4

4. Providing Positive Results for Vulnerable Populations

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



Section D – Question 5

5. Impact of ARRA CSBG Funds

- a. Please describe how an agency program, funded at least in part by CSBG ARRA funds, created or saved jobs in your community. Include the following elements:
- Number of jobs created and/or saved
 - How were CSBG ARRA funds used? Please be specific.
 - If applicable, how were regularly appropriated CSBG funds used? Please be specific.



Section D – Question 5

- b. Please describe one major agency initiative supported at least in part by CSBG ARRA funds. Include the following elements:
- Was this a new initiative or the expansion of a previously offered program/service?
 - Which factor(s) allowed for the creation or expansion of these services? (Check all that apply)
 - Increased funding
 - Expanded income eligibility



Section E –

CSBG Expenditures by Service Category

Section E should account for all CSBG and **CSBG ARRA** dollars **EXPENDED** by eligible entities in FY 2010.

- This could include CSBG dollars carried over from FY 2009 and any CSBG discretionary funds spent during your State's CSBG reporting period.
- **CSBG ARRA** funds should be listed in its separate column, **NOT** combined with regular CSBG



Section E –

CSBG Expenditures by Service Category

Ensure that agencies are reporting all CSBG & **CSBG ARRA** expenditures by the CSBG Service Categories:

- Employment
- Education
- Emergency Services
- Income Management
- Housing
- Nutrition
- Linkages
- Self Sufficiency
- Health
- Other



Section E – CSBG Expenditures by Service Category

- Decide how to classify each project/program.
- Determine its **primary purpose**, and then assign it to whichever of the nine categories it most closely matches.
- If it truly does not fit into any one of the defined categories, put it in “Other” and attach a description of the program.



Section E –

CSBG Expenditures by Demographic Category

- Youth and Senior programs are those primarily for these specific groups.
- Ensure that your agencies report on the total amount of CSBG & CSBG ARRA funds spent on Youth Programs, defined as those that serve individuals aged 12 - 18.
- Ensure that your agencies report on the total amount of CSBG & CSBG ARRA funds spent on Senior Programs, defined as those that serve individuals ages 55 and up.



Section E – CSBG Expenditures

Example:

*An agency carried over **\$2,000** of FY 2009 CSBG funds. Along with FY 2010 CSBG funds of **\$15,000** and **\$5,000** of FY 2010 discretionary funds, these funds are expended for an after school program for youth. These FY 2009 and FY 2010 expenditures would be reported as:*

- \$22,000 Education (service category)
- \$22,000 Youth (demographic category)



Section E – Program Expenditures

- Direct program costs for CSBG reporting include expenditures on some activities with administrative qualities including:
 - Salaries and benefits of program staff and managers
 - Equipment
 - Training
 - Conferences
 - Travel
 - Contracts
 - As long as those expenses relate specifically to a particular program or activity, not to the general administration of the organization.



Section E – Admin. Expenditures

- 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 purpose.
- Examples:
 - Strategic direction
 - Board development
 - Executive Director Functions
 - Accounting
 - Budgeting
 - Personnel
 - Procurement
 - Legal services

IM 37, Definitions of CSBG Direct Program Costs and Administrative Costs



Section E – Admin. Expenditures

- Ensure that your agencies report the amount of CSBG & CSBG ARRA funds spent on Administrative Purposes (see IM 37).
- Performance Measure: Ensure that the total amount of sub-grantee CSBG administrative funds expended each year remains below 20%.
 - <http://www.hhs.gov/recovery/reports/plans/communityservicesblockgrant.pdf>



Section E – Admin. Expenditures

- Linkages are usually where administrative expenditures are reported, as well as:
 - CSBG referrals
 - Grants to support participation in planning/coordinating services from low-income groups
 - Funding for statewide forums, conferences, and coalitions



Section F –

Non-CSBG Resources

- Ensure that agencies report on their TOTAL agency budget, for all Federal, State, local, and private funds available during the reporting period.
- The report will capture the allocated amounts, and not expended amounts. This was voted on by the ISTF and was a new change starting in FY 2007.
- If an agency has a three-year grant they should only report on the amount projected to be spent in one year.
- Public agencies should report on everything under their CAA ‘umbrella’.



Section F – Non-CSBG Resources

- If certain funding sources significantly increase or decrease, or if you lose funding for a program or gain new funding, include this in a memo to the State.
 - This is especially important when an agency receives very few sources of Federal funds.
- If an agency does not receive any State, local, or private funds, verify this in a memo to the State.



Section F – Subsection I

Federal Resources

- Item 2: Ensure that an agency reports on the amount of FY 2010 CSBG & CSBG ARRA funds allocated. (This will most likely be different from the total amount of CSBG funds expended during the reporting period.)
 - This includes any FY 2010 discretionary dollars
- Item 3k Other HHS Resources and Item 3.z Other Federal Resources: If any items are listed under other, ensure that there are no acronyms listed and when possible please include the CFDA #.



Section F – Subsection I Changes

Federal Resources

- In FY 2009:
 - REMOVED Community Food and Nutrition Program
 - ADDED to Item 3.p Housing Programs (HUD)
 - p.3 Home Tenant based assistance (HOME)
 - p.4 HOPE for Homeowners Program (H4H)
 - p.5 Emergency Shelter Grant Program (ESGP)
 - p.6 Continuum of Care (CofC)
 - ADDED Item 3.w Department of Education
 - ADDED Item 3.x Department of Justice
 - ADDED Item 3.y Department of Treasury



Section F – Subsection II

State Resources

- Item II.a State appropriated funds used for the same purpose as Federal CSBG funds
 - These are funds allocated by your State legislation. NOT funds allocated to your State by the Federal government.



Section F – Subsection II

State Resources

- When reporting State funds please ensure that your agencies combine your grants to fit into the appropriate subcategories.
 - For example, if your agency has four State funded energy grants please combine all four grants and report them under E. State Energy Programs.
- If you cannot find an appropriate subcategory then please list the full name of the funding source under O. Other State Sources.



Section F – Subsection II & III Changes

- In Section II State Resources:
 - State Rural Programs are now reported under Item II.m State Community, Rural, and Economic Development Programs
- In Section III Local Resources:
 - ADDED Item III.b Amount of Restricted Funds Appropriated by Local Government



Section F – Subsection IV

Private Resources

- Volunteer Hours are no longer recorded in Section F.
- Please report all Volunteer Hours in the NPIs section, under the new Community Engagement Indicator, NPI 2.3 B.



Section G – Program Participant Characteristics

- All client demographic data, whether or not funded directly by CSBG or CSBG ARRA, should be reported in Section G.
- The purpose of Section G is to gather information on *all* clients served by your agencies.



Section G – Fiscal Information

- Item 2a. Ensure that your agencies report the **Total Non CSBG Resources** found in Section F, page 12.
 - **❖ Data Check:** Section G Item 2.a should match Section F TOTAL All Other Resources.
- Item 2b. Ensure that your agencies report the **Total amount of CSBG & CSBG ARRA Funds** allocated.
 - **❖ Data Check:** Section G Item 2.b should match Section F Subsection 1, Item 2.

Part I: Section G Program Participant Characteristics

1. Name of Agency Reporting

2a. Total Non CSBG Resources Reported in Section F, page 12

2b. Total amount of CSBG Funds allocated

Total Resources for FY 2009 (2a + 2b) \$ -

		ARRA ONLY
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>



Section G – Unduplicated Clients

- Item 3: Unduplicated **persons** with **one or more characteristics** obtained

- | | |
|--|--|
| 3. Total unduplicated number of persons about whom one or more characteristics were obtained: | |
| 4. Total unduplicated number of persons about whom no characteristics were obtained: | |
| 5. Total unduplicated number of families about whom one or more characteristics were obtained: | |
| 6. Total unduplicated number of families about whom no characteristics were obtained: | |

- Item 5: Unduplicated **families** with **one or more characteristics** obtained



Section G – Unduplicated Clients

- Item 4: Unduplicated **persons** with **NO characteristics** obtained

- | | |
|--|--|
| 3. Total unduplicated number of persons about whom one or more characteristics were obtained: | |
| 4. Total unduplicated number of persons about whom no characteristics were obtained: | |
| 5. Total unduplicated number of families about whom one or more characteristics were obtained: | |
| 6. Total unduplicated number of families about whom no characteristics were obtained: | |

- Item 6: Unduplicated **families** with **NO characteristics** obtained



Section G – Unduplicated Clients

Common question:

- *In Items 3-6, how should a family of five (with known characteristics) be reported?*

Answer:

- *The family should be recorded in two items:*
 - *As **one** family in Item 5 unduplicated families, and*
 - *As **five** in Item 3 unduplicated persons.*

- 3. Total unduplicated number of persons about whom one or more characteristics were obtained:
- 4. Total unduplicated number of persons about whom no characteristics were obtained:
- 5. Total unduplicated number of families about whom one or more characteristics were obtained:
- 6. Total unduplicated number of families about whom no characteristics were obtained:



Section G – Unduplicated Clients

- **Example 1:**

- | | |
|--|-----|
| 3. Total unduplicated number of persons about whom one or more characteristics were obtained: | 500 |
| 4. Total unduplicated number of persons about whom no characteristics were obtained: | |
| 5. Total unduplicated number of families about whom one or more characteristics were obtained: | 750 |
| 6. Total unduplicated number of families about whom no characteristics were obtained: | |

500
750

Is this valid data?



Section G – Unduplicated Clients

- **Example 2:**

3. Total unduplicated number of persons about whom one or more characteristics were obtained:	3825
4. Total unduplicated number of persons about whom no characteristics were obtained:	
5. Total unduplicated number of families about whom one or more characteristics were obtained:	3600
6. Total unduplicated number of families about whom no characteristics were obtained:	

Is this valid data?



Section G – Unduplicated Clients

- The numbers reported for Individuals and Families served would rarely be identical.
- It is important that you capture all program participant data. This will include all participants who received CSBG ARRA related services.
- How can you have an unduplicated count if you do not have characteristics collected?



Section G – Unduplicated Clients

Common question:

- *Should I report data on Information and Referrals and Food Boxes in Section G?*

Answer:

- *Not unless you have a way of documenting them to get an unduplicated count (Social Security number, client tracking number, etc.).*
- *You can report I&R, food boxes, and other service counts in the NEW NPI 6.5.*



Section G –

Individual Demographics

- Item 7: Gender
- Item 8: Age
- Item 9: Ethnicity/Race

❖ Data Check:

The sum of each of these categories should not exceed the value in Item 3:

Unduplicated persons with one or more characteristics obtained.

7. Gender		Number of Persons*
a. Male		
b. Female		
TOTAL*		0
8. Age		Number of Persons*
a. 0 - 5		
b. 6 - 11		
c. 12 - 17		
d. 18 - 23		
e. 24 - 44		
f. 45 - 54		
g. 55 - 69		
h. 70 +		
TOTAL*		0
9. Ethnicity/Race		Number of Persons*
I. Ethnicity		
a. Hispanic or Latino		
b. Not Hispanic or Latino		
TOTAL*		0
II. Race		
a. White		
b. Black or African American		
c. American Indian and Alaska Native		
d. Asian		
e. Native Hawaiian and Other Pacific Islander		
f. Other		
g. Multi-Race (any two or more of the above)		
TOTAL*		0



Section G – Individual Demographics

- Please note that Item 10 is the education levels of adults 24 years old and older. This is the only question that specifies age limits on Section G.

- Item 11: Other Characteristics

10. Education Levels of Adults # (# For Adults 24 Years Or Older Only)		Number of Persons**	
a. 0-8			
b. 9-12/Non-Graduate			
c. High School Graduate/GED			
d. 12+ Some Post Secondary			
e. 2 or 4 years College Graduate			
TOTAL**			0

11. Other Characteristics		Number of Persons*	
	Yes	No	TOTAL*
a. Health Insurance			0
b. Disabled			0

- This question has been changed, it now asks specifically how many individuals responded yes or no to whether or not they had Health Insurance or are Disabled.



Section G – Individual Demographics

- Item 12: Family Type
- Item 13: Family Size

❖ Data Check:

The sum of each of these categories should not exceed the value in Item 5 unduplicated **families** with one or more characteristics obtained.

12. Family Type	Number of Families***
a. Single Parent Female	
b. Single Parent Male	
c. Two Parent Household	
d. Single Person	
e. Two Adults NO children	
f. Other	
TOTAL ***	0

13. Family Size	Number of Families***
a. One	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six	
g. Seven	
h. Eight or more	
TOTAL ***	0



Section G – Individual Demographics

❖ Data Check:

Ideally, Item 12. d Single Person and Item 13.a One Person Family should match!

12. Family Type	Number of Families***
a. Single Parent Female	
b. Single Parent Male	
c. Two Parent Household	
d. Single Person	
e. Two Adults NO children	
f. Other	
TOTAL ***	0

13. Family Size	Number of Families***
a. One	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six	
g. Seven	
h. Eight or more	
TOTAL ***	0



Section G – 14. Sources of Family Income

Sources of Income

- This survey does NOT collect data on Food stamps, Medicaid, LIHEAP, and any other in-kind benefits. Thus, you would **not** add this information to Item 14, even if your data collection system has it available.

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	<input type="text"/>
b. Unduplicated # Families Reporting Zero Income	<input type="text"/>
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	<input type="text" value="0"/>
Below please report the total # of families identifying the applicable sources of income	
c. TANF	<input type="text"/>
d. SSI	<input type="text"/>
e. Social Security	<input type="text"/>
f. Pension	<input type="text"/>
g. General Assistance	<input type="text"/>
h. Unemployment Insurance	<input type="text"/>
i. Employment + Other Source	<input type="text"/>
j. Employment Only	<input type="text"/>
k. Other	<input type="text"/>



Section G – 14. Sources of Family Income

Sources of Income

- Item 14a: Total unduplicated # of families reporting one or more sources of income
- Item 14b: Total unduplicated # of families reporting **ZERO** income.
- **TOTAL** unduplicated # Families who responded as either having a source of income or having zero income.

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	<input type="text"/>
b. Unduplicated # Families Reporting Zero Income	<input type="text"/>
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	<input type="text" value="0"/>
Below please report the total # of families identifying the applicable sources of income	
c. TANF	<input type="text"/>
d. SSI	<input type="text"/>
e. Social Security	<input type="text"/>
f. Pension	<input type="text"/>
g. General Assistance	<input type="text"/>
h. Unemployment Insurance	<input type="text"/>
i. Employment + Other Source	<input type="text"/>
j. Employment Only	<input type="text"/>
k. Other	<input type="text"/>

❖ **Data Check:** The sum of Items 14a + 14b should not exceed the value in Item 5 unduplicated **families** with one or more characteristics obtained.



Section G – 14. Sources of Family Income

Sources of Income

- Items 14 c-k are a detailed version of the total you listed in Item 14a.
 - Items 14 c-k are not mutually exclusive. **One family can have more than one source of income.**
- ◆ **Data Check:** The total for Items 14 c-k should be equal to or greater than Item 14a.

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	<input type="text"/>
b. Unduplicated # Families Reporting Zero Income	<input type="text"/>
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	<input type="text" value="0"/>
Below please report the total # of families identifying the applicable sources of income	
c. TANF	<input type="text"/>
d. SSI	<input type="text"/>
e. Social Security	<input type="text"/>
f. Pension	<input type="text"/>
g. General Assistance	<input type="text"/>
h. Unemployment Insurance	<input type="text"/>
i. Employment + Other Source	<input type="text"/>
j. Employment Only	<input type="text"/>
k. Other	<input type="text"/>



Section G – 14. Sources of Family Income

❖ Data Check:

- Take the total for Items 14 c-k and divide it by Item 14a.
- *Is the result a reasonable average number of sources of income per family?*

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	<input type="text"/>
b. Unduplicated # Families Reporting Zero Income	<input type="text"/>
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	<input type="text" value="0"/>
Below please report the total # of families identifying the applicable sources of income	
c. TANF	<input type="text"/>
d. SSI	<input type="text"/>
e. Social Security	<input type="text"/>
f. Pension	<input type="text"/>
g. General Assistance	<input type="text"/>
h. Unemployment Insurance	<input type="text"/>
i. Employment + Other Source	<input type="text"/>
j. Employment Only	<input type="text"/>
k. Other	<input type="text"/>



Section G – 14. Sources of Family Income

Example 1:

- Item 14a = 525
- Item 14c-k = 400

Is this valid data?

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	525
b. Unduplicated # Families Reporting Zero Income	60
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	585 0
Below please report the total # of families identifying the applicable sources of income	
c. TANF	90
d. SSI	10
e. Social Security	80
f. Pension	20
g. General Assistance	10
h. Unemployment Insurance	40
i. Employment + Other Source	50
j. Employment Only	60
k. Other	40



Section G – 14. Sources of Family Income

Example 2:

- Item 14a = 250
- Item 14c-k = 250

Is this valid data?

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	250
b. Unduplicated # Families Reporting Zero Income	30
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	280 0
Below please report the total # of families identifying the applicable sources of income	
c. TANF	40
d. SSI	10
e. Social Security	50
f. Pension	10
g. General Assistance	10
h. Unemployment Insurance	80
i. Employment + Other Source	30
j. Employment Only	10
k. Other	10



Section G – 14. Sources of Family Income

Example 3:

- Item 14a = 150
- Item 14c-k = 1400

Is this valid data?

14. Source of Family Income	Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income	150
b. Unduplicated # Families Reporting Zero Income	200
TOTAL Unduplicated # Families Reporting One or More Sources of Income or Zero Income.***	350 0
Below please report the total # of families identifying the applicable sources of income	
c. TANF	50
d. SSI	300
e. Social Security	500
f. Pension	150
g. General Assistance	20
h. Unemployment Insurance	30
i. Employment + Other Source	50
j. Employment Only	200
k. Other	100



Section G – 15. Level of Family Income

- The following ranges for income level have been added to the IS survey for FY 2009 and FY 2010:

- f. 151% to 175%
- g. 176% to 200%
- h. 201% and over

❖ Data Check:

The sum of Item 15 should not exceed the value in Item 5 unduplicated **families** with one or more characteristics obtained.

15. Level of Family Income (% Of HHS Guideline)	Number of Families ^{***}
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% and over	
TOTAL ^{***}	0



Section G – 16. Housing

- A homeless family is one that lacks a fixed, regular, and adequate nighttime residence.

16. Housing	Number of Families***
a. Own	
b. Rent	
c. Homeless	
d. Other	
TOTAL ***	0

❖ Data Check:

The sum of Item 16 should not exceed the value in Item 5 unduplicated **families** with one or more characteristics obtained.



Review prior to submission

- Now that you have finished these sections what do you do?
 - Check to ensure that all data have been entered in correctly.
 - Review the CSBG IS 10 report against the CSBG IS 09 report, if there are major differences find out why and attach a memo explaining the variances.
 - Review Section G against the Census Poverty data.
 - Consult the NASCSP Story Telling Guidebook when reviewing Section D.

Questions?



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