

Revisions to the CSBG Annual Report

The following document is an outline of revisions to the CSBG Annual Report. These revisions were originally proposed in the Office of Management and Budget (OMB) Clearance Process, which first opened October 2, 2019. The OMB Clearance Process allows the public to provide comments to federal agencies about fillable forms, such as the CSBG Annual Report.

During the first comment period, OCS received four sets of comments. OCS made additional revisions based on the comments. The second OMB public comment period opened January 22, 2020, and will remain open for comments for 30 days – February 21, 2020. These comments will go directly to OMB. The official *Federal Register Notice* announcing the comment period can be found [here](#).

Module 1 Revisions

The State Administration Module was revised to align with the OMB-approved CSBG State Plan (OMB No. 0970-0382). OCS made additional revisions for better clarity (for example, to show that OCS is requesting an update to language previously submitted in the CSBG State Plan). OCS also revised based on the available technology, as these reports are submitted through inForm, previously known as the On-Line Data Collection (OLDC)).

Lastly, OCS further revised to address comments from the first public comment period which closed December 1, 2019 (see these in [blue](#) below).

Module 2 – 4 Revisions

Module 2 – 4 revisions are technical including adding numbering, correcting grammar, and correcting typos. Please note: Because services and activities for FY 2019 are already underway or have been completed, no substantive changes have been made to the data elements. While there were general technical revisions throughout these three Modules (see page four), no specific revisions were made to Module 2 or Module 3. A future OMB Clearance will include more substantive revisions for Modules 2 – 4.

OCS made one additional revision to Module 4 based on the comments received during the first public comment period.

MODULE 1 REVISIONS

Overall Description of Revisions

The CSBG Annual Report, State Administration Module was revised to better correlate with the OMB-Approved CSBG State Plan (OMB No. 0970-0382). Additional revisions were made for better clarity (for example, to show that OCS is requesting an update to language previously submitted in the CSBG State Plan). Lastly, revisions were made based on the available technology, as these reports are submitted through inForm, previously known as the On-Line Data Collection (OLDC)).

Section A

- A.1c – Revised to correlate with the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- A.1d – Revised to match the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- A.2 – Added Social Services Block Grant and Department of Labor as options

Section B

- B.1 – Revised for clarity

Section C

- C.1 – Revised to correlate and match with the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
 - C.2 removed
 - C.3 now is C.2

Section D

- D.1 – Revised for clarity and to match the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
 - Options were updated to match the language in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- D.1a – Revised for clarity
- D.2 – Revised for technology
- D.2 – Added an option for exempt eligible entities
- D.2b – Revised for technology
- D.3 – Revised for clarity and technology
 - Language about QIPs has been removed
- D.3a – Language about QIPS removed

Section E

Overall Section E was revised so that it will match the Federal Financial Report that the states submit on an annual basis. OCS feels that this will help states when completing this section

- E.2 – Revised for clarity and to correlate with the Federal Financial Report; further revised to include carryover funds
- E.4 – Revised for clarity and to correlate with the Federal Financial Report; further revised to include carryover funds
- E.7 – Revised for clarity and to correlate with the Federal Financial Report; further revised to include carryover funds
- E.9 – Revised for clarity and to correlate with the Federal Financial Report
- E.10 – New question; added for overall correlation with the Federal Financial Report

Section F

- F.1 – Instructions revised for clarity; table revised for technology

Section G

- G.2 – Revised for clarity; option to attach documents removed
- G.3a – Revised for clarity
- G.3b – Revised for clarity
- G.5 – Revised for clarity
- G.6 – Revised for clarity

Section H

- H.1 – Revised to match the table in the OMB-Approved CSBG State Plan (OMB No. 0970-0382)
- H.4 – New question asking for updates on TAPs; further revised based on comments from OMB Clearance, including adding a threshold question
- H.5 – Revised to focus on QIPs; further revised to include carryover funds, including adding a threshold question
- H.6 – Revised for technology, and to allow the state to “skip” if there is nothing to report; further revised to include carryover funds

MODULES 2 – 4: GENERAL TECHNICAL REVISIONS

1. Include numbering in forms submitted in the Clearance Package.

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting:

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III/ I = IV) (% auto calculated)]	V.) Performance Target Accuracy [(III/II = V)] (% auto calculated)
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).				#DIV/0!	#DIV/0!

2. Correct typos.

- a. FNPI Xz.x: remove the word “households” from each “other” indicator; example:

FNPI 1z.1 The number of individuals ~~or households~~

- b. FNPI 4: Remove “households” from each FNPI 4 indicator and replace with the word “individuals”.
- c. FNPI 4g: Correct “carbon dioxide” with “carbon monoxide”.

FNPI 4g The number of ~~households~~ individuals who **experienced improved health and safety** due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon ~~dioxide~~ **monoxide** and/or fire hazards or electrical issues, etc).

- d. FNPI 5h: Correct typo by adding an “a” to the indicator.

FNPI 5h The number of **individuals with a chronic illness** who maintained an independent living situation.

MODULE 2: TECHNICAL CHANGES

There are no proposed changes to Module 2 for this clearance process.

MODULE 3: TECHNICAL CHANGES

There are no proposed changes to Module 3 for this clearance process.

MODULE 4: TECHNICAL CHANGES

- Update each tab throughout Module 4 to include a header for easier identification.

Module 4, Section C: All Characteristics Report - Data Entry Form	
Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.	
Name of CSBG Eligible Entity Reporting:	
State:	DUNS:

- Align language throughout Module 4.
 - Change Participants to Individuals.

Employment Indicators					
Name of CSBG Eligible Entity Reporting:					
Employment (FNPI 1)	I.) Number of Individuals Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III/I = IV)] (% auto calculated)	V.) Performance Target Accuracy [(III/II = V)] (% auto calculated)
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).				#DIV/0!	#DIV/0!
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).				#DIV/0!	#DIV/0!
FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).				#DIV/0!	#DIV/0!
FNPI 1f The number of unemployed adults who obtained					

- Revise language to FNPI 4 to better understand the impact that housing outcomes have on individuals and families.
 - As mentioned in the General Section, remove “household” and add “individual” to indicators in FNPI 4.

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form					
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.					
Housing Indicators					
Name of CSBG Eligible Entity Reporting:					
State:					
DUNS:					
Housing (FNPI 4)	I.) Number of Individuals Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III/I = IV)] (% auto calculated)	V.) Performance Target Accuracy [(III/II = V)] (% auto calculated)
FNPI 4a The number of households individuals experiencing homelessness who obtained safe temporary shelter.				#DIV/0!	#DIV/0!

- Update language in Outcomes Across Multiple Domains to align with the understanding of the indicator. The indicator should read "...who achieved one or more outcomes in the identified NPIs in one or more domains".

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form
Goal 1: Individuals and Families with low incomes are stable and achieve economic security.
Outcomes Across Multiple Domains

Name of CSBG Eligible Entity Reporting: _____

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (%) (auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) (auto calculated)
FNPI 7a The number of individuals who achieved one or more outcomes as in the identified by the National Performance Indicators in one or more domains in various domains.				#DIV/0!	#DIV/0!

- Update language in Education Levels on the All Characteristics.

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12/Non-Graduate		
c. High School Graduate/ Equivalency Diploma		
d. GED/Equivalency Diploma		
e. 12 grade + Some Post-Secondary		
f. 2 or 4 years College Graduate		
g. Graduate of other post-secondary school		
h. Unknown/not reported		
i. TOTAL (auto calculated)	0	0

- Revised to "Never Served in the Military" to the All Characteristics Report, #7. Revised based on 60-day open comment period.

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
c. N/A - Not Applicable	
d. Never Served in the Military	
e. Unknown/not reported	
f. TOTAL (auto calculated)	0

7. Add “or” to Migrant Seasonal Farm Worker in Work Status.

8. Work Status <i>(Individuals 18+)</i>	Number of Individuals
a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant or Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown/not reported	
i. TOTAL (auto calculated)	0

8. Update income brackets.

12. Level of Household Income	Number of Households
<i>(% of HHS Guideline)</i>	
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% to 250%	
i. 251% and over	
j. Unknown/not reported	
k. TOTAL (auto calculated)	0

9. Update language in Section E&F of the All Characteristics Report to read “Number of Individuals who may or may not be included in the totals above”.

E. Number of Individuals who may or may Not be Included in the Totals Above <i>(due to data collection system integration barriers)</i>		
a. Please list the unduplicated number of INDIVIDUALS served in each program*:	Program Name	Number of Individuals
F. Number of Households who may or may Not be Included in the Totals Above <i>(due to data collection system integration barriers)</i>		
a. Please list the unduplicated number of HOUSEHOLDS served in each program*:	Program Name	Number of Households

**The system will add rows to allow reporting on multiple programs.*