CSBG IS QUICK TIPS

General Information

Purpose	OEO Quick Tips provide guidance for areas of the report that have common errors, require clarification, areas that should be cross referenced and data validation points. Quick Tips are not intended to replace the full set of instructions. The Quick Tips should be referenced with the applicable instructions, documents and forms required for submission available on the OEO website.
Required Documents and Due Date	Section D-G Forms, NPI Forms and Pre-Cleaning Memo are required for submission. Email the completed forms to your assigned program analyst and freeman.denton@dhhs.nc.gov by **Monday, November 24, 2014.** Please do not submit a hard copy.
Reporting Period	Information reported in the CSBG IS FY 2014 Report is for 07/01/2013 through 06/30/2014. The report should reflect information and achievements for all agency programs.
Technical Assistance	Contact your assigned CSBG Program Analyst with questions. If this is your first year as an Executive Director or a staff member who is responsible for completing the CSBG-IS Report, we suggest scheduling a training and technical assistance call with OEO staff.
Instructions & Form	Instructions, forms and tips created by OEO and NASCSP can be found on OEO's website [http://www.ncdhhs.gov/oeo/] under the ***Quick Links*** heading *For* ***CSBG Grantees***. ***Community Services Block Grant/IS Forms*** subsection.
Variances and Pre-Cleaning Memo Document	Explanations for large variances between the current report and the previous year's report are required. Each agency will receive a copy of its completed FY 2013 report and a Pre-Cleaning Memo template with the agency's FY 2013 report data entered. Detailed instructions regarding the differences that require an explanation are provided in the Pre-Cleaning Memo.
Cleaning Memo	OEO staff will review your agency's CSBG IS FY 2014 submissions and send a Cleaning Memo as follow up on areas that may require additional explanation and/or revision.
New and Updated	**Updated:** Sections D-G Instructions, NPI Instructions, Lexicon, D-G Forms and NPI Forms were updated by NASCSP September 2014. OEO Quick Tips have been updated accordingly. **New:** OEO Quick Tips include new sections on data validation points and cross-references based on NASCSP instruction materials. **New:** Agency NPI Forms contain conditioned cells that flag in red to indicate a data validation conflict.

Sections D-F Forms

Question	OEO QUICK TIP
Section D-Reference Pages 22-23 of Instruction Manual	
General	Enter your agency's name in the designated cell at the top of section D. The agency name will self-populate throughout Sections D-G.
	Utilize pages 22-23 of the Instruction Manual, the NASCSP Storytelling Manual and the *OEO Telling Our Story Quick Tips.* We are looking for stories that best reflect the NC Network's success to submit with the state report.
	Please respond to all applicable questions and do not include acronyms.
2a	Identify (from your agency's perspective) the top management accomplishment of OEO in FY 2014.
2b	Identify the top three management accomplishments of your agency in FY 2014.
3a	Innovation challenges the notion that CSBG is a "stagnant" program. Please share exceptional examples to include in the state report.
Section E-Reference Pages 24-28 of Instruction Manual	
Table 1	Report expended CSBG funds which should be consistent with the agency's final OEO 286 Form.
	It is very rare to have activities that must be reported in the *Other* category. If necessary, use the *Other* category for activities that do not fit in the 9 categories identified.
	If your agency received administrative support from CSBG (note – administrative support will be indicated on your agency's OEO Form 225 and OEO Form 286), the amount expended in FY 2014 should be reported in one of the nine categories most closely aligned with the program supported. For example, if an after school program receives administrative support this would be reported in "*Education*".
	Funds reported in the "for administration" cell should be equal to the agency's indirect cost and should be consistent with the agency's final OEO 286 Form. Please reference page 27 of the CSBG IS Instructions Manual for additional information.
Section F-Reference Page 29-36 of Instruction Manual	
General	Allocated funds should be reported based in the original source of funding. For example, if and agency receives federal funds through the state, those funds should be reported based on the federal funder.
Items 2-14 Federal Resources	Report funds allocated (not expenditures) from each resource listed, including CSBG.
	It is rare that funds must be reported in the *Other* category. Before reporting funds in item 4k "*Other HHS Resources*" ensure the information cannot be listed in items 4a through 4j. Before reporting funds in Item 14 "*Other Federal Resources*", ensure the information cannot be listed in items 3 through 13. If items must be listed under "*Other HHS Resources*" and/ or "*Other Federal Resources*", ensure that there are no acronyms listed and a CFDA number is provided. Your agency's audit, fiscal staff or https://www.cfda.gov/ may be used to assist identify the CFDA number if needed.
Item 16 State Resources	Report total funds allocated (not expenditures) from each resource listed.
	It is rare that funds must be reported in the *Other* category. Before reporting funds in Item 16o "*Other State Resources*" ensure the information cannot be listed in Items 16a through 16n. If items must be listed under "*Other State Resources*", provide as much detail as possible and ensure that there are *no* acronyms listed.
Item 22d Private Sector Resources	"*Value of in-kind services received from businesses*". Report non-cash services from businesses for which a value has been determined and documented.

Instruction Pages	Item	OEO QUICK TIP
Section G-Reference Page 37-47 of Instruction Manual		
40-47	**7-16**	There are asterisks (*) throughout the report form to assist agencies. View the definitions for the asterisks at the bottom right corner of the form to determine items that should not conflict. Totals will be flagged in red if they conflict with other items reported. These must be revised prior to submission to OEO.
37	**2a**	This should equal the "*Non-CSBG Resources*" reported in Item 25 of Section F.
37	**2b**	This should equal "*The Amount of CSBG funds allocated*" reported in Item 2 of Section F.
37-40	**3-6**	Ensure that your agency reports the unduplicated count for Items 3-6. Agencies must have a documentation/tracking system to confirm individuals and families reported are an unduplicated count. The total number of families (Items 5 and 6) reported <u>should not</u> exceed the total of Individuals (Items 3 and 4) reported.
40-47	**7-16**	The value of items 7, 8, 9 or 11 cannot exceed the value of Item 3. The value of item 12, 13, 14, 15 or 16 cannot exceed the value of Item 5. These items will be flagged in red if they are in conflict with other items reported.
43 & 45	**8 &10**	Item 10 reflects the education level of persons <u>24 years and older</u>. If Item 10 exceeds the sum of Items 8 e-h it will be flagged in red indicating it must be revised prior to submission to OEO.
40-42	**9**	Reference also NASCSP's Guide to reporting Race and Ethnicity http://www.nascsp.org/data/files/csbg_is_survey/additional/guideforethnic_racecategories.pdf
42	**11**	Please report information in both the "yes" and "no" cells in order to track this information accurately.
42	**11a**	If the individual has any form of insurance, including Medicare and Medicaid, they should be included in the "yes" column.
42-44	**12d 13a**	If each agency program collects family size and family type, Item 12d "*Single Person Family Size*" should match Item 13a "*Family Size of One".* It is acknowledged agencies may not collect all demographic information on each family (i.e. programs may collect different demographics), therefore these items are not required to match but if there is a large variance in these items an explanation must be provided in your Pre-Cleaning Memo.
44-45	**14a**	This item should rarely equal and <u>never be more</u> than item 14l (the total sum of 14c-k). If 14a exceeds the sum of 14c-k, the "total cells" will be flagged in red and these items must be revised prior to submission to OEO.
45	**14g**	This is intended for a <u>state-funded</u> program available for emergencies and in some instances becomes a regular source of income for single program participants. North Carolina does not have a state-funded General Assistance program. As such, agencies should not report in this item.
45	**14i**	Enter the unduplicated number of families who reported income from employment *and* from any other sources (such as the income sources specified in items 14c-h).
45	**14j**	Enter the unduplicated number of families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses. Individuals reported in item 14j <u>should not</u> be reported in item 14i.
46-47	**16c**	Reference instructions for definitions of homelessness, as defined in the McKinney Act.

National Performance Indicator Forms

OEO QUICK TIP		
General	All program participants should be reported in all applicable areas of the NPI report for the period of July 1, 2013 through June 30, 2014.	
	Each agency will receive a copy of its completed FY 2013 report and a Pre-Cleaning Memo template with the agency's FY 2013 report data entered. Detailed instructions regarding the large variances which require an explanation are provided in the Pre-Cleaning Memo.	
	A generally acceptable achievement rate for performance targets in this report is between 80% and 120%. Achievement rates outside this range require a meaningful explanation. The *NASCSP Targeting Field Manual* is available on the OEO website to assist agencies with targeting efforts/ reporting.	
	If data is reported based on referrals made to other entities, your agency must have a process to document/ track that the participant received the service and achieved the outcome.	
Instructions Pages	**NPI**	**Goal 1**
1-3	**1.1 A**	Participants who were unemployed and obtained a job through assistance from your agency should be reported.
3	**1.1 B**	Participants who became employed maintained a job for at least 90 days and participants who were employed prior to enrollment that maintained a job for at least 90 days through assistance from your agency can be reported.
4	**1.1 C**	Participants who obtained an increase in income and/or benefits through assistance from your agency should be reported.
4-5	**1.1D**	"Living wage" is not defined at the national or state level. If your agency reports information in this NPI, an agency definition of "living wage" must be provided in the Pre-Cleaning Memo.
vii – viii; 6-11	**1.2 A-L**	Only individuals who are able to work can be reported in NPI 1.2. Individuals who are unable to work (for example, disabled or elderly) should be reported in NPI 6.4 as applicable.
vii & 5-9	**1.2**	While individuals/ families can be reported in both 1.2 and 6.2, the service/ support received can only be reported in one NPI and must be consistent with the agencies method of distinguishing emergency assistance and employment support. For example, an agency that helps a family with a low-wage worker as the head of household receive SNAP benefits can report that effort as an outcome in NPI 1.2I. Then, if the family exhausts its monthly SNAP allotment and receives emergency food assistance, that effort can be reported in 6.2A.
7	**1.2 D**	This item refers to before and after school programs and is specific to school aged children. Head Start numbers should not be included.
8-9	**1.2 E**	Participants with children in Head Start programs can be included in the NPI when applicable.
10	**1.2 H**	Employable clients who obtained and/or maintained safe/affordable housing should be reported.
12-15	**1.3**	"*Aggregated dollar amounts*" are required in Column E for *NPI Enhancement A, B, and C and NPI Utilization F, G, H, I, and J*.
Goal 2		
16-20	**2.1 A-I**	The data reported should reflect an agency's significant investment of personnel, funding, or facilities that resulted in an increase of or safeguarding of community level resources. Outcomes of individual/ family participants should not be reported in NPI 2.1.
19	**2.1 D**	All agency Weatherization projects should be included annually in addition to other construction/ rehab projects that preserve safe/affordable housing.
21-24	**2.2 A-E**	The data reported should reflect an agency's significant investment of personnel, funding, or facilities that resulted in opportunities and community resources being preserved or increased.

National Performance Indicator Forms (cont.)

Goal 3		
27-28	**3.1**	The data reported should include, but not be limited to, individuals who are low-income and serve on your agency's board and/ or Head Start Policy Council. NPI 3.1(Low-income volunteers hours) cannot be greater than NPI 2.3B (all volunteer hours).
29-30	**3.2A**	The data reported should include, but not be limited to, individuals who are low-income and serve on your agency's board and/ or Head Start Policy Council.
Goal 4		
32-35	**4.1**	The sum of the number of partnerships in column II should be equal to or greater than the sum of agencies in column I. This accounts for multiple partnerships with a single entity.
Goal 5		
36-37	**5.1 Staff and Board Training**	All agencies should report staff and board training. If you are not able to report in these items, please provide and explanation in your Pre-Cleaning Memo. Only formal staff and board training [internal or external documented instruction] hours should be reported. Do not include regular board meeting hours as a part of the board training hours.
Goal 6		
38-41	**6.1**	Seniors can be reported twice, once under 6.1 A "Senior Citizen" and again if they are a disabled senior under 6.1 B "55-over".
42-46	**6.2 A-K**	Individuals may receive more than one type of assistance. Such individuals may be counted more than once in NPI 6.2, when that occurs, but not more than once per row/category. Individuals who receive one type of assistance multiple times may not be counted more than once in a single row/ category.
47-51	**6.3 A-D**	When reporting data on programs such as Head Start, the number enrolled can be higher than the number targeted (i.e. program slots). For example, an agency might enroll children throughout the year to fill program slots vacated by children who exiting the program.
53-55	**6.4 A-I**	NPI 6.4 is specific to individuals who are unable to work. Do not include persons reported in NPI 1.2. Individuals who are able to work should be reported under NPI 1.2 A-L.
vii; 53-55	**6.4**	While individuals/ families can be reported in both 6.4 and 6.2, the service/ support received can only be reported in one NPI and must be consistent with the agencies method of distinguishing emergency assistance and family supports. For example, an agency that helps a family with a low-wage worker as the head of household receive SNAP benefits can report that effort as an outcome in NPI 1.2I. Then, if the family exhausts its monthly SNAP allotment and receives emergency food assistance, that effort can be reported in 6.2A.
54	**6.4 E**	Participants who are unable to work who obtained and/or maintained safe and affordable housing should be reported.

Data Validation

Examples of data validation points are specified below. These data validation points must not be in conflict in an agencies report.

Instruction Pages	Section	Item	VALIDATION POINT
37 - 47	G	3, 7-11 5, 12-16	The value of Items 7, 8, 9 or 11 should not exceed the value of Item 3. The value of Item 12, 13, 14, 15 or 16 should not exceed the value of Item 5.
40 & 42	G	8 & 10	Item 10 reflects the education level of persons <u>24 years and older</u>. Item 10 should not exceed the sum of Items 8 e-h.
44 - 45	G	14a	This item should rarely equal and <u>never be more</u> than item 14l (the total sum of 14c-k).
3 - 4	NPI	1.1B	The number reported in NPI 1.1B should also be included in NPI 1.1A, if the participant obtained the job with the assistance of Community Action.
18	NPI	2.1A	The number reported in NPI 2.1A is always equal to or greater than the number reported in NPI 2.1B.
18	NPI	2.1B	The number reported in NPI 2.1B is always equal to or less than the number reported in 2.1A
26	NPI	2.3B	The number of volunteer hours reported in NPI 2.3B is always equal to or greater than the number of low-income volunteer hours reported in NPI 3.1A
28	NPI	3.1A	The number reported in NPI 3.1A is always equal to or less than the number reported in NPI 2.3B.
30	NPI	3.2A	The number of low-income individuals reported in NPI 3.2A should also be included in NPI 2.3A. Thus, NPI 3.2A should not be greater than 2.3A.
31	NPI	3.2B	The number reported in NPI 1.3G should also be included in NPI 3.2B. Thus, NPI 3.2B is always equal to or greater than the number reported in NPI 1.3G. (Meaning that NPI 1.3G is a subset of NPI 3.2B.) The indicators in NPI 1.3 are outcomes specifically from IDA programs, whereas the outcomes in NPI 3.2 are a result of any type of Community Action assistance that helped low-income people achieve their goals.
31	NPI	3.2C	The number reported in NPI 1.3I should also be included in NPI 3.2C. So, NPI 3.2C is always equal to or greater than the number reported in NPI 1.3I. (Meaning that NPI 1.3I is a subset of NPI 3.2C.)
34	NPI	4.1	The sum of the number of organizations (column I) should be equal to or less than the sum of the number of partnerships (column II.
40	NPI	6.1A	The number of participants included in 6.1A should not exceed the sum of items 8 g and h of Section G. Participant Characteristics to ensure an unduplicated count.
41	NPI	6.1B	The number of participants included should not exceed the number reported as indicating “yes” in item 11b of Section G: Participant Characteristics to ensure an unduplicated count.

Data Cross-Reference

The areas below should be cross-reference to ensure accurate reporting in all applicable areas of the report.

Instruction Pages	Item/s	REFERENCE
vii – viii	**Goals 1 & 6**	Reference instructions and pages 4 and 5 of the Quick Tips.
15	**1.3G**	The number of participants starting small businesses with savings reported in 1.3G should also be reported in NPI 3.2B
15	**1.3H**	The number of participants completing postsecondary education and earning a certificate or diploma reported in 1.3H should also be reported in NPI 1.2C.
15	**1.3I**	The number of participants who purchased a home should also be reported in NPI 1.2H or NPI 6.4E, dependent upon whether the participant is able to work. They should also be reported in NPI 3.2C.
18	**2.1A**	The number of jobs being reported as created in 2.1A that were also filled by previously unemployed agency participants should also be reported in NPI 1.1A
18	**2.1B**	The number of living wage jobs created in 2.1B that were also filled by low-income agency participants should also be reported in NPI 1.1A and NPI 1.1D.
41	**6.1**	The number of participants included in NPI 6.1A and 6.1B should be cross-referenced with Section G: Participant Characteristics to ensure an unduplicated count.