Planned Revisions to the CSBG Annual Report

The following document is an outline of planned revisions for the CSBG Annual Report. These revisions are proposed in the 2019 Office of Management and Budget (OMB) Clearance Process. The OMB Clearance Process allows the public to provide comments to agencies about fillable forms, such as the CSBG Annual Report.

The OMB Clearance opened October 2, 2019, and will remain open for comments for 60 days – December 1, 2019. OCS requests that you submit any comments as soon as possible. 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). 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)).

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.

State Administration (Module 1) Suggested Revisions

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)

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)
 - o C.2 removed
 - o 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.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
- E.4 Revised for clarity and to correlate with the Federal Financial Report
- E.7 Revised for clarity and to correlate with the Federal Financial Report
- 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 Revised to focus on QIPs
- H.5 New question asking for updates on TAPs
- H.6 Revised for technology (this revision will allow a state to skip this question and H.7 if there were no single audits within the state).

General Technical Changes: Modules 2 – 4

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

Corrected 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 <u>individuals with a chronic illness</u> who maintained an independent living situation.

Module 4 Individual and Family Revisions

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

Module 4, Section C: All Characteris Goal 1: Individuals and Families with low-income	-
Name of CSBG Eligible Entity Reporting:	
State:	DUNS:

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

En	nployment I	ndicators			
Name o	of CSBG Eligible E	ntity 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!
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.
 - a. Replaced "household" with "individual" for 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:				
	I.) Number of	II.) Target (#)	III.) Actual	IV.)	V.)
	Individuals		Results (#)	Percentage	Performance
Housing (FNPI 4)	Participants			Achieving	Target
riousing (TMT-4)	Served			Outcome	Accuracy
	in program(s) (#)			[III/ I = IV] (%	(III/II = V] (%
				auto calculated)	auto calculated)
NPI 4a The number of households individuals					
experiencing homelessness who obtained safe				#DIV/0!	#DIV/0!
emporary shelter.					

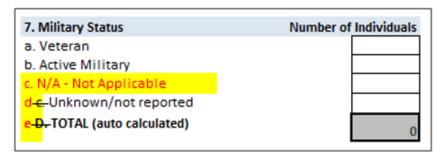
• Updated language in Outcomes Across Multiple Domains to align with the understanding of the indicator. The indicator should read "...who achieved one or more outcomes in the identified NPIs in one or more domains".

	•	es are stable altiple Doma	and achiev		•
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!

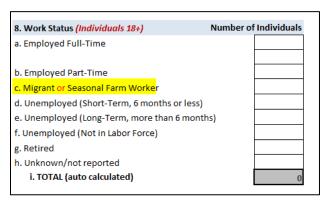
Updated language in Education Levels on the All Characteristics.

3.	Education Levels		Number o	of Individuals
			[ages 14-24]	[ages 25+]
a.	Grades 0-8			
b.	Grades 9-12/Non-Graduate			
C.	High School Graduate/ Equiva	slency Diplo	ma	
d.	GED/Equivalency Diploma			
e d.	12 grade + Some Post-Second	ary		
f -e.	2 or 4 years College Graduate			
g f.	Graduate of other post-secon	dary school		
h -g.	Unknown/not reported			
i-t	TOTAL (auto calculated)		0	0

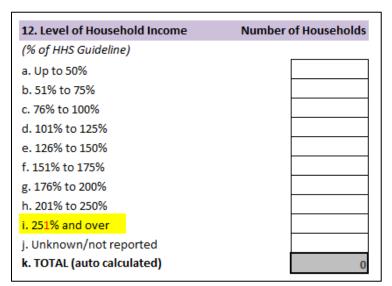
• Added "N/A – Not Applicable" to the All Characteristics Report, #7.



• Added "or" to Migrant Seasonal Farm Worker in Work Status.



• Update income brackets.



• 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 (due to data collectio	n system integration barrie.
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 (due to data collection	<mark>on system integration bar</mark> rie
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.		