

Pre-Application Technical Assistance Webinar

Community Services Block Grant (CSBG) Training and Technical Assistance Program:

Nationwide Performance Management System
Development and Data Collection, Analysis and Reporting for the CSBG Program

HHS-2017-ACF-OCS-ET-1215



ADMINISTRATION FOR
CHILDREN & FAMILIES

Agenda

- **Welcome/Introductions and Overview of the CSBG and the CSBG Network**

Commander William Bolduc, CSBG Operations Branch Chief
Division of Community Assistance
Office of Community Services

- **Overview of the Nationwide Performance Management System Development and Data Collection, Analysis and Reporting for the Community Services Block Grant Program Funding Opportunity Announcement**

Jonna Holden, Program Specialist,
Division of Community Assistance
Office of Community Services

- **Closing Remarks**

Commander William Bolduc, CSBG Operations Branch Chief
Division of Community Assistance
Office of Community Services

Goals of Today's Call

The goal of the webinar is to provide background information on the CSBG Nationwide Performance Management System Development and Data Collection Data (T/TA) FOA and provide potential applicants an overview of CSBG.

Joining and participating in this webinar is voluntary. Only the information provided in this FOA will be presented. This is a pre-recorded webinar; therefore, no question and answer portion will be conducted during the session.

Participants will remain anonymous on the webinar. Opting not to participate in the webinar will not affect eligibility, application scoring, or selection process.

Applicants can access the recording on the OCS website at:
<https://www.acf.hhs.gov/ocs/resource/csb-g-powerpoint-show-performance-management-system-pre-application-call-fy-2017>

COMMUNITY SERVICES BLOCK GRANT (CSBG) OVERVIEW

CSBG Overview

The role of the Office of Community Services (OCS), as it related to the Community Services Block Grant (CSBG), is to provide assistance to states and local communities working through a network of CSBG-Eligible Entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient.

CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers' or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities.

The funds support a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly.

The CSBG Network

Eligible Entities

Over 1,000 agencies provide anti-poverty services and advocacy in 99% of American counties. Approximately 80% of these agencies are 501(c)3 non-profits, and 20% are public entities, part of a city or county government. These organizations are strongly community-based, with local board control, addressing poverty in a place-based system. Agencies typically run multiple programs in their mission to address the causes and the effects of poverty. CSBG funded Community Action Agencies are Eligible Entities.

Regional Performance and Innovation Consortium (RPIC) and State Associations

A key part of the Training and Technical Assistance network, State Associations provide member services, coordination, training and often host conferences. One Association in each region is designated as the lead agency (the RPIC) to coordinate communication and training in their ACF region, including sub-granting funds to the other State Associations.

The CSBG Network

State CSBG Lead Agency

Housed within state governments, these are the offices with the responsibility to fund, support and monitor local agencies. State Offices typically work closely with both the local community action agencies and the State Association, and are responsible for the State CSBG Plan, incorporating the agency plans for activities in their communities, as well as the annual reporting of outcomes.

National T/TA Partners

CSBG funds are awarded to several national organizations with knowledge and expertise in providing services to and/or working on behalf of low-income citizens and communities. These organizations are funded to provide training and technical assistance (T/TA) to the CSBG Network.

The CSBG Network

The Office of Community Services (ACF/HHS/OCS)

The federal Office of Community Services (OCS) partners with states, communities and agencies to eliminate causes of poverty, increase self-sufficiency of individuals and families and revitalize communities. In addition to the Community Services Block Grant, other OCS programs include the Social Services Block Grant, the Community Economic Development Program, the Rural Community Development Program, and the Low Income Home Energy Assistance Program.

FUNDING OPPORTUNITY ANNOUNCEMENT: OVERVIEW

Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. 9903(b)(2)(A) and 9913).

** Please review Section I: Program Description of the FOA for additional information on the Statutory Authority under this cooperative agreement (page 6 of 59).*

Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-Eligible Entities, or statewide or local organizations, or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive an award.

Individuals (including sole proprietorships) are not eligible for funding.

** Please review Section III. Eligibility Information of the FOA for additional information on the eligibility applicants under this cooperative agreement (page 15 of 59).*

Anticipated Number of Awards

OCS expects to fund one cooperative agreement through this funding opportunity announcement (FOA).

** Please review the Award/ Funding Information for additional information on the expected number of awards under this cooperative agreement (page 1 of 59).*

Anticipated Project Period

- The projected project period is three (3) years (36-month Project Period with three 12-month Budget Periods).
 - The anticipated start date for this project is September 30, 2017.
- The overall program plan should be for the project period. However, specific details should be included for each budget period.
- Budget documents should be for annual budgets (three 12-month budget periods).

Purpose of the Cooperative Agreement

OCS will support a cooperative agreement for the Nationwide Performance Management System Development and Data Collection, Analysis and Reporting for the CSBG Program.

One prior cooperative agreements supported by OCS funded the development and initial implementation of this CSBG Performance Management System.

Through this new cooperative agreement, OCS will:

- Provide technical assistance to states in adapting CSBG data systems to meet the requirements of the new State CSBG Annual Report.
- Provide State CSBG Lead Agencies and CSBG-Eligible Entities with the knowledge, systems, and tools in order to improve individual, family, and community outcomes as a result of using data to inform program activities.
- Enable OCS to meet its responsibilities to report to Congress on the activities and accomplishments of CSBG as outlined in Section 678E(b) of the CSBG Act 42 U.S.C 9917(b).

Background Information:

CSBG & Nationwide Performance Management and Data Collection Program

- Beginning in Fiscal Year (FY) 2014, OCS worked in collaboration with partner organizations across the CSBG Network to begin a new performance management framework.
- This framework included automation of data collection through the CSBG Model State Plan and State CSBG Annual Report. States began reporting through a web-based system for Model State Plan in FY2016 and the CSBG Annual Report in March 2017.

Background Information:

Results Oriented Management and Accountability (ROMA) and Results Oriented Management and accountability Next Generation (ROMA NG)

- The ROMA system was initiated in 1994 by a task force of federal, state, and local CSBG Network officials. ROMA provides a framework for continuous growth and improvement among local CSBG-Eligible Entities. In 1998, the CSBG Reauthorization Act made ROMA implementation a requirement for receiving federal CSBG funds.
- In 2001, in close consultation with the CSBG Network, OCS issued Information Memorandum 49 (IM-49) that OCS outlines the core activities of the State CSBG Lead Agencies and CSBG-Eligible Entities for the implementation of ROMA and discuss strategies to achieve successful implementation of ROMA throughout the CSBG Network. This link can also be found within the Program Description of the funding opportunity announcement (page 7 of 59).

Background Information:

ROMA and ROMA NG

- ROMA Next Generation (ROMA NG) is a management and accountability process, built on the foundational principles of ROMA, which is focused on improving program results as a result of using data to inform program activities. It is based on the principles in the Government Performance and Results Modernization Act (GPRA) of 2010 and can be found within the Program Description of the funding opportunity announcement (page 5 of 55).
- In FY 2016, the newly implemented ROMA NG framework was integrated into new content for an updated State CSBG Annual Report. An important component of ROMA NG, embedded in the CSBG Annual Report, is the **CSBG National Performance Indicators (NPIs)**, which create a common set of measures to track the CSBG Network's performance with respect to services to low-income individuals, families, and communities. The revised CSBG Annual Report [OMB Control No: 0970-0492], NPIs, and Community Action Theory of Change can be found here:
<https://www.acf.hhs.gov/ocs/resource/csb-g-im-152-annual-report>

Current CSBG Annual Reporting Systems

- Section 678E(a) of the CSBG Act 42 U.S.C 9917(a) requires states, the District of Columbia, the Commonwealth of Puerto Rico, and U.S. Territories, to annually prepare and submit a report on the measured performance of the state and the Eligible Entities within the states.
- OCS and its technical assistance partners currently receive CSBG Annual Reports from states through a combination of a CSBG Information Survey (CSBG-IS) and the State Administrative Module (Section I) of the State CSBG Annual Report on or before March 31 each year. Since FY 2005, OCS has accepted the CSBG-IS as the information necessary to meet the CSBG Act requirement for states to provide an annual report.
- The most significant changes from the CSBG-IS to the CSBG Annual Report are: 1) inclusion of a report on services and strategies; 2) Increased emphasis on community level efforts and outcomes; and 3) results of State and Federal Accountability measures, Organizational Standards, and activities recorded in CSBG State Plans, data reported into the Online Data Collection system (OLDC).

Current CSBG Annual Reporting Systems (cont.)

OCS received OMB approval for a new CSBG Annual Report on January 12, 2017.

The new State CSBG Annual Report is organized in four modules.

Module 1: State Administration – (completed by State CSBG Administrators) includes information on state administration of CSBG funding, including information on distribution of funds to CSBG-Eligible Entities, use of state administrative funds and discretionary funds for T/TA, and information on Eligible Entity organizational standards progress, and the state's progress meeting accountability measures related to state monitoring, T/TA and other critical areas.

Module 2: Agency Expenditures, Capacity, and Resources – (completed by CSBG-Eligible Entities) includes information on funds spent by CSBG-Eligible Entities on the direct delivery of local services and strategies and capacity development as well as information on funding devoted to administrative costs by the Eligible Entities.

Module 3: Community Level - (completed by CSBG-Eligible Entities) includes information on the implementation and results achieved for community-level strategies.

Module 4: Individual and Family Level - (completed by CSBG-Eligible Entities) includes information on services provided to individuals and families, demographic characteristics of people served by Eligible Entities, and the results of these services.

The Future of CSBG Annual Reporting Systems

The new State CSBG Annual Report will be implemented through a phased-in approach over 2 years.

Phase 1: In 2017, states are required to submit Module 1 of the new State CSBG Annual Report for FY 2016 in the Online Data Collection system (OLDC) and Modules 2-4 using the CSBG-IS.

Phase 2: In 2018, states are required to submit Modules 1-4 of the State CSBG Annual Report for FY 2017 in the Online Data Collection system (OLDC).

ACF Online Data and Grant Systems

- **GrantSolutions.gov and OLDC** - An ACF online platform for submission and processing of grantee state plans, and other forms and reports, including submission of the CSBG State Plan, the State CSBG Annual Report, and other performance management forms.
- OCS will continue to use ACF online platforms over the next 3 years to produce more timely, accurate, and consistent performance data for the CSBG Network.

FUNDING OPPORTUNITY ANNOUNCEMENT: OVERVIEW

Goals of the Cooperative Agreement

This cooperative agreement will assist State CSBG Lead Agencies, State Associations and CSBG-Eligible Entities with eight goals:

- 1) **Enhance the quality of data collection** for State CSBG Annual Reports and for OCS' annual CSBG Report to Congress;
- 2) **Upgrade the online data collection process** using online collection that includes internal data validations that improve information transfer, timeliness, and accuracy;
- 3) **Strengthen accountability** by facilitating state participation in updates to the CSBG Online State Plan, the State CSBG Annual Report, and other CSBG data collection instruments;
- 4) **Increase use of data for management decisions** about programs at every level of the CSBG Network by equipping OCS, State CSBG Lead Agencies, and CSBG-Eligible Entities with the capability to create reports showing results over time or comparisons with other entities or groups of entities;

Goals of the Cooperative Agreement (cont.)

- 5) **Improve transparency** by developing a searchable, public-accessible website with CSBG data with multiple years' data;
- 6) **Design CSBG data collection tools** to support CSBG reporting in line with the requirements outlined in the GPRA and GPRA Modernization Act;
- 7) **Establish a CSBG Data Task Force** to support consultation with the CSBG Network and provide input on strategies for implementing the key elements of this project, including but not limited to training tools and testing of any new or upgraded online platforms; and
- 8) **Provide assistance, including T/TA on ROMA NG**, to State CSBG Lead Agencies and CSBG-Eligible Entities to support the implementation of these changes.

Key Elements of the Project

- 1) **Year One – Data Reporting and Analysis** - The grantee will conduct analysis of the CSBG data collection, the reports submitted by states, and submit an initial draft of the proposed report to Congress, each year by July 31, or within 4 months of the March 31 final report submission by states and receipt of necessary information from OCS.
- 2) **Year One - Preparing the Field for FY 2018 Submission of State CSBG Annual Reports** - The grantee will provide timely and clear communications about program requirements for FY 2018 submission of State CSBG Annual Reports in the form of T/TA, webinars, meetings to State CSBG Lead Agencies. To complete this work the grantee will create an Annual Report task force.
- 3) **Year One - Create Public-Accessible Website for CSBG Data** - The grantee will develop a public-accessible website for CSBG data including CSBG data collection instruments, CSBG annual reports on expenditures and activities.

Key Elements of the Project (cont.)

- 4) **Year One - Updated OMB Clearance for State CSBG Model State Plan** - During the project, the grantee will be expected to update and submit to OCS a complete OMB Paperwork Reduction Act (PRA) clearance package for the CSBG model state plan [OMB Control No: 0970-0382].
- 5) **Year One - Identify Reporting Platforms and Implementing Data Collection** - The grantee will provide leadership for its CSBG Data Task Force on linkage of the CSBG Annual Report with identified ACF online platforms. Requirements will include automation of data entry forms, definitions, logic checks and instructions suitable for online data collection for CSBG States and CSBG-Eligible Entities.

Key Elements of the Project (cont.)

- 6) **Year One - Data Training and Technical Assistance** - The grantee will provide guidance and T/TA on submission of State CSBG Annual Reports based on the revised instructions included in the OMB Clearance Package. Training may include development and execution of webinars demonstrating use of OLDC or other ACF identified systems for the other data elements necessary to meet annual state reporting and performance management requirements of the CSBG Act. The grantee will also work with federal CSBG program analysts to respond to questions and requests for assistance from individual State CSBG Lead Agencies regarding data entry using identified ACF online platforms, as well as contacting them to correct any problems in the data entry. The grantee will develop examples of the use of data collected using the CSBG data collection instrument for state performance management purposes and provide T/TA to State CSBG Lead Agencies on application of these examples. The grantee must solicit examples of best practices as a basis for this training.
- 7) **Year One - Quality Review of Data and Web Based Analysis** - The grantee will provide quality reviews to State CSBG Lead Agency data prior to online submission of State CSBG Annual Reports. The grantee will facilitate the web-based access and use of CSBG data for CSBG-Eligible Entities, CSBG national organizations, learning communities, state performance management efforts, and OCS monitoring consultations.

Key Elements of the Project (cont.)

- 8) **Year Two - Enhance Data Reporting Capability** - The grantee will support ACF to store and manage data collected under this agreement and previous years' data from cleared annual CSBG reports to Congress. The grantee will enhance custom reporting capability within identified ACF online platforms for states and CSBG-Eligible Entities to produce reports that, at a minimum, show trends over time and comparisons with other units or groups of units. The grantee will provide training to CSBG States and CSBG-Eligible Entities about using data to support management decision-making.
- 9) **Year Two - Implement Publicly-Accessible Website for CSBG Data** - The grantee will develop a publicly-accessible website for CSBG data including, but not limited to, CSBG data collection instruments and CSBG annual reports on expenditures and activities.
- 10) **Year Two - Development of OMB Clearance for State CSBG Annual Report** - The grantee will be expected to develop and submit to OCS a complete an updated OMB PRA clearance package for the CSBG Annual Report (including CSBG data collection instruments and tools for reporting on state performance management data such as accountability and organizational standards).

Key Elements of the Project (cont.)

- 11) **Years Two and Three - Ongoing Data Training and Technical Assistance** – The grantee will provide ongoing guidance and technical assistance to grantees on submission of CSBG State Plans based on the OMB cleared CSBG Annual Report and online data submission protocols. the grantee will provide ongoing training and webinars on the use of the CSBG Annual Report for state performance management purposes. The grantee will conduct ongoing analysis of state annual reports, including CSBG data collection instruments, organizational standards, monitoring information, and submit an initial draft of the proposed annual report to Congress by July 31 of each year or within four months of final report submission by states and receipt of necessary information from OCS.
- 12) **All Three Years - Consultation about Implementation** - After consultation with OCS, the grantee will establish and provide leadership and logistical support for a CSBG Data Task Force, consisting of individuals from various levels of the CSBG Network.
- 13) **All Three Years - ROMA NG T/TA** - To ensure successful implementation of the activities funded under this cooperative agreement, extensive ROMA NG-related T/TA during the entire 3-year project period.

Key Elements of the Project (cont.)

14) **Implementation Plans and Consultation Process –**

- Within 30 days of receiving a Notice of Award (NoA), the project director for Performance Management System Development and Data Collection, Analysis, and Reporting for CSBG must participate in a call with the identified OCS program liaison staff responsible for oversight of the cooperative agreement to discuss the proposed work plan.
- Within 45 days of receiving a NoA, the project director must submit a work plan based on the expectations of the cooperative agreement, program updates, and information provided by the OCS program liaison staff.
- Within 60 days of receiving a NoA, the project director and other key staff must participate in a work plan meeting in Washington, DC, with the assigned program liaison staff and other OCS staff. The awardee must make an oral presentation to OCS staff that describes the project implementation work plan. The grantee must prepare an agenda and propose at least one senior project staff member for up to 2 days, who will make the presentation during the work plan meeting.
- Throughout the period of performance, the grantee will keep OCS informed about progress on implementing the approved annual work plan to help assure that OCS is aware of project status, and that tasks are completed on a timely basis.

Anticipated Substantial Federal Involvement

- Participation in planning work groups and task forces as federal subject matter experts;
- Guidance on public input processes including the development of OMB approval documents, review and approval of final submissions to OMB;
- Specification of data security requirements for any site that interfaces with federal websites even during development and testing phases;
- Identification of logic checks and appropriate instructions for use of ACF online platforms for state plans and other data collection activities;
- Design and review of all T/TA services and products; and
- Collaborative design of the State CSBG Annual Report.

APPLICATION REQUIREMENTS

Project Summary/Abstract

- Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served
- The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed

** The project summary/abstract is referenced in Section IV.2. The Project Description (page 31 of 59).*

Expected Outcomes

- Identify the outcomes to be derived from the project that relate to the overall goals of the project as described in *Section I. Program Description, Goals of the Project and Key Elements of the Project*.
- Describe in detail the expected achievements that will result from the cooperative agreement.
- Describe likely outcomes and benefits for CSBG-Eligible Entities, State CSBG Lead Agencies and other CSBG Network stakeholders, Congress, the federal government and the general public.

** Please review Section IV.2: Project Description of the FOA for additional information on the expected outcomes under this cooperative agreement (page 31 of 59).*

Approach

- Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished.
- Applicants must account for all functions or activities identified in the application.
- Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project.
- Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Approach (cont.)

- Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.
- Applicants are expected to propose a plan that clearly and concisely describes a strategy for CSBG reporting using the revised CSBG data collection instrument; producing the annual CSBG reports to Congress; providing T/TA on new ROMA NG materials and practices; assisting states with submission of data through ACF online platforms approved by OCS; assisting in the development of OMB/PRA request for approval for the CSBG State Plan and CSBG Annual Report instruments; developing a custom reporting mechanism for grantees; creating a searchable website available to the public; and working in collaboration with OCS and other partners.

Approach (cont.)

- **Project Infrastructure** - Applicants must provide a 3 year plan to upgrade CSBG data collection and reporting. Throughout the 3-year period of performance, the cooperative agreement grantee will support two-way communication with the CSBG Network. T/TA will be provided to grantees to support ROMA NG and implementation of data collection using revised CSBG data collection instruments and State Plans and to report from the data warehouse to aid program management. The 3-year plan must address all goals and key elements described in Section I. Funding Opportunity Description, Goals of the Project and Key Elements of the Project.
- **Project Collaboration** - Applicants must recommend ways to collaborate and consult with stakeholders including CSBG National Partners, CSBG-Eligible Entities and State CSBG Lead Agencies beyond the project period for this cooperative agreement. Applicants should discuss and provide details on how they will collaborate and consult with individuals and/or organizations with expertise in data warehousing and information technology, as appropriate.

Program Performance Evaluation Plan

The applicant must provide a narrative addressing how the project and its results will be evaluated.

- Program performance evaluation should monitor ongoing processes and the progress toward the goals and objectives of the project;
- Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skill staff, data management software). Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed;

Program Performance Evaluation Plan (cont.)

- The application describes how the proposed plan for performance evaluation will help ensure that immediate T/TA needs are addressed, and the ways in which the proposed plan will help OCS address long-term T/TA needs related to quality improvement support in the CSBG Network. The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including specific outcomes and milestones; and
- The applicant must describe how the proposed plan for performance evaluation will help establish enhanced infrastructure or ensure that enhanced infrastructure is effective in supporting quality improvement efforts. The applicant must provide information in this section on how they will monitor and measure their performance on the activities outlined in the Key Elements of the Project section of this announcement.

** Please review Section IV.2: Project Description of the FOA for additional information on the Program Performance Evaluation Plan under this cooperative agreement (page 34 of 59)*

Application Review Information

Criteria Sections	Points
Overall Understanding of Issues and Objectives	15
Data Collection and Reporting	45
Organizational Capacity	25
Budget and Budget Justification	15

Project Description

Page Limitations and Content

The **combined** page number limitation for the Project Description and the Appendices must not exceed 150 pages.

The Project Description has a suggested limitation of **75 pages** and all items must be labeled, numbered, and organized clearly in the Table of Contents:

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Organizational Capacity
- Dissemination Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification

Project Description

Page Limitations and Content (cont.)

The Appendices also has a suggested limitation of **75 pages** and all items must be labeled, numbered, and organized clearly in the Table of Contents:

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support
- Resumes
- Other Supporting Documentation

Review Process

- Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed
- Non-Federal reviewers will conduct objective review based on the criteria identified in the program announcement

Submission

- Applicants are strongly encouraged to submit in advance of the deadline
- Electronic submission required through <http://www.Grants.gov>
- Electronic applications received after 11:59 p.m. Eastern time will be disqualified
- Applicants that do not have internet connection or sufficient computing may contact ACF for an exemption to submit in paper format

For Questions or Comments

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or

Email: OCSgrants@acf.hhs.gov