



CSBG IS QUICK TIPS

General Information

Purpose	OEO Quick Tips provide guidance for areas of the report that have common errors or require clarification. 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 required forms to freeman.denton@dhhs.nc.gov and to your assigned program analyst by Monday, October 31, 2011 .
Reporting Period	Information reported in the CSBG IS FY 2011 Report is for 07/01/2010 through 06/30/2011. The report should reflect information and achievements for all agency programs.
Technical Assistance	OEO will host a CSBG IS FY 11 Webinar Thursday, September 15, 2011.
	Contact your assigned CSBG Program Analyst with questions about report information.
Instructions & Forms	Instructions, forms and tips created by OEO and NASCSP can be found on OEO's website http://www.ncdhhs.gov/oEO/ under the <i>Quick Links</i> heading <i>For CSBG Grantees</i> .
Variances and Pre-Cleaning Memo Document	Explanations for large differences between the current report and the previous year's report are required. Each agency will receive a copy of its completed FY 2010 report and a Pre-Cleaning Memo template with the agency's FY 2010 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 2011 submissions and send a Cleaning Memo as follow up on areas that may require additional explanation.

Sections D-F Forms

Question	OEO QUICK TIP
Section D-Reference Pages 17-18 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 on the other pages of Section E-G.
	Utilize pages 17-18 of the Instruction Manual, the NASCSP Storytelling Manual and the <i>OEO Telling Our Story Quick Tips</i> . We are looking for stories that best reflect the NC Network's success to submit with the state report.
	Responses should not include any acronyms.
2a	Identify (from your agency's perspective) the top management accomplishment of OEO in FY 2011.
2b	Identify the top management accomplishments of your agency in FY 2011.
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 19-23 of Instruction Manual	
Table 1	Report <i>expended</i> funds, not the allocation amount, in the table.
	It is <u>very rare</u> to have activities that must be reported in the <i>Other</i> category. If necessary, use the <i>Other</i> category for activities that do not fit in the 9 categories identified.
	CSBG/ARRA expenditures should be reported in Section E for the period of July 1, 2010 through the end of the CSBG/ARRA program.
	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 2011 should be reported in one of the nine categories most closely aligned with the program supported. For example, if and after school program receives administrative support this would be reported in " <i>Education</i> ".
	Funds reported in the "for administration" cell should be equal to the agency's indirect cost. Please reference page 20 of the CSBG IS Instructions Manual for additional information.
Section F-Reference Pages 24-30 of Instruction Manual	
Subsection I Federal Resources	Report funds allocated (not expenditures) from each resource listed.
	Enter the CSBG/ARRA allocation as the amount indicated for FY 2011 in the allocation spreadsheet provided by OEO.
	It is <u>rare</u> that funds must be reported in the <i>Other</i> category. Before reporting funds in Item 3k " <i>Other HHS Resources</i> " ensure the information cannot be listed in Items 3a through 3j. Before reporting funds in Item 3z " <i>Other Federal Resources</i> " ensure the information cannot be listed in Items 3l through 3y. If items must be listed under " <i>Other HHS Resources</i> " and/ or " <i>Other Federal Resources</i> ", ensure that there are no acronyms listed and a CFDA number is provided. Your agency's audit, fiscal staff, the Federal Resources Appendix [pages 39-41 of the Instructions Manual] or https://www.cfda.gov/ may be used to assist identify the CFDA number if needed.
Subsection II State Resources	Report total funds allocated (not expenditures) from each resource listed.
Subsection IV Private Sector Resources	Subsection IVd – " <i>Value of in-kind services received from businesses</i> ". Report non-cash services from businesses for which a value has been determined and documented.

Sections G Form

Instruction Pages	Item	OEO QUICK TIP
33-38	7-16	There are asterisks (*) throughout the form to assist you. 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 should be revised prior to submission to OEO.
31	2a	This should equal the " <i>Non-CSBG Resources</i> " reported in Section F, Page 12.
31	2b	This should equal " <i>The Amount of CSBG funds allocated</i> " reported in Item 2 of Section F, Page 10.
31 - 33	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.
33 - 38	7-16	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. These Items will be flagged in red if they are in conflict with other items reported. In most cases, these should be revised prior to submission to OEO.
33 & 35	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.
33	9	Reference NASCSP's Guide to reporting Race and Ethnicity http://www.nascsp.org/data/files/csbq_is_survey/additional/guideforethnic_racecategories.pdf
35	11	Please report information in both the "yes" and "no" cells in order to track this information accurately.
35	11a	Individuals receiving Medicare/Medicaid should be reported as " <i>yes</i> ".
N/A	12d 13a	Item 12d " <i>Single Person Family Size</i> " should match Item 13a " <i>Family Size of One</i> ". If there is a large difference in these items an explanation should be provided in your Pre-Cleaning Memo.
36 - 37	14a	This Item should rarely equal and <u>never be more</u> than the total sum of 14c-k. If 14a exceeds the sum of 14c-k it will be flagged in red and these items must be revised prior to submission to OEO.
37	14g	North Carolina does not have a state-funded General Assistance program. In order to assure an accurate understanding of this income source, please provide an explanation in your Pre-Cleaning Memo if information is reported in this item.
37	14i	Enter the unduplicated number of families that reported income from employment <i>and</i> from any other sources (such as the income sources specified in items 14c-h).
37	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 be</u> reported in Item 14i.
37	15	The FY 2010-2011 HHS Poverty Income Guidelines were 200% for CSBG and CSBG/ARRA projects July 1, 2010 through September 30, 2010. The FY 2010-2011 HHS Poverty Income Guidelines were 100% for CSBG October 1, 2010 through June 30, 2011.

National Performance Indicator Forms

OEO QUICK TIP		
General	All program participants, including ARRA, should be reported in all applicable areas of the NPI report for the period of July 1, 2010 through June 30, 2011.	
	Each agency will receive a copy of its completed FY 2010 report and a Pre-Cleaning Memo template with the agency's FY 2010 report data entered. Detailed instructions regarding the large differences 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 <i>NASCSP Targeting Field Manual</i> 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
13-17	1.1 A	Participants who were <u>unemployed</u> and obtained a job through assistance from your agency should be reported.
17	1.1 B	Participants who became employed through assistance from your agency 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.
17-18	1.1 C	Participants who were <u>employed</u> prior to enrollment in your agency's program/s and obtained an increase in income and/or benefits through assistance from your agency should be reported.
18	1.1D	"Living wage" is not currently defined at the national or state level. If your agency reports information in this NPI, a definition of "living wage" used by your agency must be provided in the Pre-Cleaning Memo.
19-24	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.
4 & 19-24	1.2	OEO requests data reported in NPI 1.2 to not be reported in NPI 6.2 (i.e. mutually exclusive). Assuring employment support services reported in NPI 1.2 are distinguished from emergency assistance services reported in NPI 6.2 will reduce the same data being reported in multiple areas. <u>Please note: mutual exclusive reporting in NPIs 1.2 and 6.2 will be a requirement in the FY 2012 CSBG IS Report.</u> If you choose to report the same persons in NPIs 1.2 and 6.2 in FY 2011, reference page 4 of the Instruction Manual regarding the requirement to track this information.
22	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.
22	1.2 E	Participants with children in Head Start programs can be included in the NPI when applicable.
23	1.2 H	Employable participants who <u>obtained</u> and/or <u>maintained</u> safe and affordable housing should be reported.
26	1.3	" <i>Aggregated dollar amounts</i> " are required in Column E for <i>NPI Enhancement 1, 2, and 3 and NPI Utilization 3 and 4</i> . In most cases, if an aggregated dollar amount is not reported in these items a revision is needed prior to submission to OEO.

National Performance Indicator Forms (cont.)

Instructions Pages	NPI	Goal 2
30-35	2.1 A-I	The data reported in this set of NPI's 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 participants should not be reported in NPI 2.1.
42-43	2.4 A 2.4 B	This indicator is specific to ARRA and should include <u>jobs created</u> and <u>saved</u> by all ARRA programs operated by your agency between 07/01/2010 and 06/30/2011. Direct hires funded with ARRA should be included in these items.
Goal 3		
45-46	3.1 3.2 A	The data reported in 3.1 and 3.2a 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 5		
51-52	5.1 Staff Training	Only formal staff training [internal or external documented instruction] hours should be reported.
51-52	5.1 Board Training	Only formal 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.
51-52	5.1 Staff & Board	All agencies should report staff and board training. If you are not able to report in these items, please provide an explanation in your Pre-Cleaning Memo.
Goal 6		
53-56	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".
N/A	6.1 A	This item should not exceed the sum of numbers reported in Section G, items 8 g-h.
N/A	6.1 B	This item should not exceed the number reported as "yes" in Section G, item 11 b.
57-62	6.2 A-K	An unduplicated count for each service should be reported in these items. Individuals may be counted in multiple categories if they received more than one type of assistance. However, if an individual received one type of assistance multiple times then that individual is only counted once.
63-69	6.3 I. 1 – 6.3 I. 4	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 moving or exiting the program.
70-74	6.4 A-I	NPI 6.4 is specific to individuals who are <u>unable</u> 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.
4 & 70-74	6.4	OEO requests data reported in NPI 6.4 to not be reported in NPI 6.2 (i.e. mutually exclusive). Assuring family support services for those unable to work reported in NPI 6.4 are distinguished from emergency assistance services reported in NPI 6.2 will reduce the same data being reported in multiple areas. <u>Please note: mutual exclusive reporting in NPIs 6.4 and 6.2 will be a requirement in the FY 2012 CSBG IS Report.</u> If you choose to report same persons in NPIs 6.4 and 6.2 in FY 2011, reference page 4 of the Instruction Manual regarding the requirement to track this information.
73	6.4 E	Participants who are unable to work who <u>obtained</u> and/or <u>maintained</u> safe and affordable housing should be reported.