

CSBGIS Report FY 2011

Webinar Date: September 15, 2011

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CSBG Program Analyst**



Webinar Objectives

- * Provide reporting requirements
- * Inform participants of additions and adjustments for the CSBG IS FY 2011 Report
- * Provide examples for required forms
- * Inform participants of common mistakes in past reporting

Due Date and Reporting Requirements

- * Due Monday October 31, 2011
- * One electronic submission to your assigned CSBG Program Analyst and Freeman Denton at freeman.denton@dhhs.nc.gov
- * Agencies assigned to CSBG Program Analyst Freeman Denton, please include trudy.logan@dhhs.nc.gov on the electronic submission
- * Documents required: Sections D-G Forms, NPI Forms and FY 2011 Pre-Cleaning Memo

Reporting Process

OEO submits a
Cleaning Memo and
revisions to NASCSP



OEO contacts
agencies
accordingly and
makes needed
revisions



NASCSP
provides
Cleaning
Memo



OEO submits
North Carolina
Report to
NASCSP



OEO completes
revisions as
need



Agencies submit
electronically to OEO



OEO reviews and
sends Cleaning Memo
to agencies



Agencies respond
to Cleaning Memo
and provide
revisions as needed

Resources

- * The Pre-Cleaning Memo has been e-mailed to agency staff
- * Documents on OEO's website [<http://www.ncdhhs.gov/oeo/>] under the *Quick Links* heading *For CSBG Grantees*:
- * CSBG IS Instructions
- * National Performance Indicators [NPI] Instructions
- * FY 2011 Reporting Forms for Sections D through G
- * FY 2011 NPI Reporting Forms
- * OEO Quick Tips [updated]
- * Lexicon
- * NASCSP Targeting Manual
- * NASCSP Storytelling Manual
- * OEO Quick Tips on Story Telling Manual



Section D:

NEW!

- * Enter your agency's name in the designated cell at the top of the tab and it will automatically populate in Sections E, F and G of the report.

Section D: *“telling the story with more than numbers”*



- * Frame well, be specific and keep it simple
- * Your full response may not be viewable in the printed version of the report
 - * OEO is able to view the full response electronically
 - * If preferred: Responses may be provided in a word document and attached with your electronic submission
 - * Please indicate the question item/s the response corresponds to if a word document is submitted

Resources: [NASCSA “Telling Community Action’s Story: Guidebook”](#)
[OEO Telling Our Story Quick Tips](#)
Colleagues or volunteers who enjoy writing or editing

Common Mistakes: Section E



- * Administrative support expenditures should be reported in the category the program is most closely aligned
- * Expenditures reported in the “for administration” cells should be equal to the agency’s indirect costs for the CSBG and CSBG/ ARRA programs
- * The total cells should equal the total CSBG and CSBG/ ARRA expenditures for FY 2010-11

Common Mistakes: Section F



- * It is rare that funds must be reported in “Other” Categories: *Other HHS Resources, Other Federal Resources, Other State Resources*
- * CFDA numbers are required for *Other HHS Resources and Other Federal Resources* reported

Resources: [Catalog of Federal Domestic Assistance](#)

NASCSP Federal Resource Appendix in the CSBG IS Instructions (page 39)
Agency audit and fiscal staff

Additions and Adjustments: Section G

NEW!

- * Cells are automatically “flagged” in red to indicate it conflicts with another item and should be revised
- * The likely reason the cell is flagged can be viewed by placing your cursor over the cell and viewing the comment
- * Item 14 g “General Assistance” Income: North Carolina does not have a state-funded General Assistance program. In order to assure an accurate understanding of this income source, an explanation is required if data is reported.
- * The sum of Items 14 c-k exceeding 14a

Common Mistakes: Section G



- * Item 2A should equal the “Non-CSBG Resources” cell in Section F, page 12
- * Item 2B should equal “Amount of CSBG funds allocated” cell (item 2) Section F, page 10
- * Data should be reported for participants in all agency programs
- * Item 10 should not exceed the sum of items 8 e-h
- * Items 7 through 11 should not exceed item 3
- * Items 12 through 16 should not exceed item 5
- * Data should be reported in both the “yes” and “no” cells of items 11A and 11B

Additions and Adjustments: NPI Forms

NEW!

- * Once the agency name is entered in the Goal 1 tab, the name will self-populate throughout the NPIs
- * Each printed page will have the agency name and FY 2011 on the top of the page

Common Mistakes and Areas of Concern: NPI Forms



- * Overlap/ duplication in data reported in 1.2, 6.2 and 6.4
- * Data reported in 1.2 should not be reported in 6.4
 - * 1.2 is specific to barriers to initial or continuous employment are reduced or eliminated for participants who are able to work
 - * 6.4 barriers to family stability are reduced or eliminated for participants who are unable to work (especially adults with disabilities, seniors and caregivers)
- * OEO requests data reported in 1.2 not be reported in 6.2
- * OEO requests data reported in 6.4 not be reported in 6.2
 - * 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

Common Mistakes and Areas of Concern: NPI Forms



- * The acceptable range of % achieved in 1.1, 1.3 and 6.3 is between is considered to be between 80% and 120%
- * Data reported in 2.1 is community level outcomes; individual participant outcomes are not captured here
- * Board members representing the low-income sector and/or Head Start Policy members on the Board should be reported in 3.2a
- * Data reported in 6.1 A should not exceeds the sum of items 8g-h of Section G
- * The data reported in 6.1 B should not exceed the number reported as “yes” in item 11B for individuals reporting a disability

Pre-Cleaning Memo

NEW!

- * There is a single Pre-Cleaning Memo for Sections D-G and the NPIs
- * Your agency's FY 2010 data has been entered for you by OEO staff
- * Once your FY 2011 data is entered an explanation is required in cells that remain highlighted. If the cells are not highlighted, an explanation is likely not required
- * Some data requiring an explanation or revision will be automatically flagged
- * All data requiring an explanation or revision will be automatically flagged. These areas should be identified and explained by agency staff

Required Explanations in Pre-Cleaning Memo



- * The following areas of the will be flagged by remaining highlighted after 2011 data has been entered
 - * (+) or (-) 20% between FY (please note, this function works across cells: enrolled, targeted and achieved)
 - * "% Achieving Outcome" not between 80% and 120%
 - * "Aggregated Dollar Amounts" are not entered in required cells
 - * The "% of Administration Funds to Total Expenditures" cell in Section E is greater than 15%

Required Explanations in Pre-Cleaning Memo



- * Areas that require agency staff to identify and explain
 - * FY 2011 data reported is the same as the FY 2010 data reported
 - * Data is reported in one FY and not the other
 - * Cells in the Section G Form of your agency's report are red
 - * Data entered in NPI 6.1 for Seniors and/or Disabled is not supported by data reported in items 8g-h and 11b of Section
 - * OEO may request explanations for information or differences in areas not listed above as needed.

Report Forms and Pre-Cleaning Memo Differences

- * Section F of the official reporting forms includes multiple cells for reporting “Other HHS Resources”, “Other Federal Resources” and “Other State Resources”. The layout of the Pre-Cleaning Memo does not include the individual cells. The Pre-Cleaning Memo has a single, total cell for these items.
- * Section F official reporting forms include cells that total and subtotal allocations reported. Please note, the layout of the Pre-Cleaning Memo does not include these cells that total and subtotal.

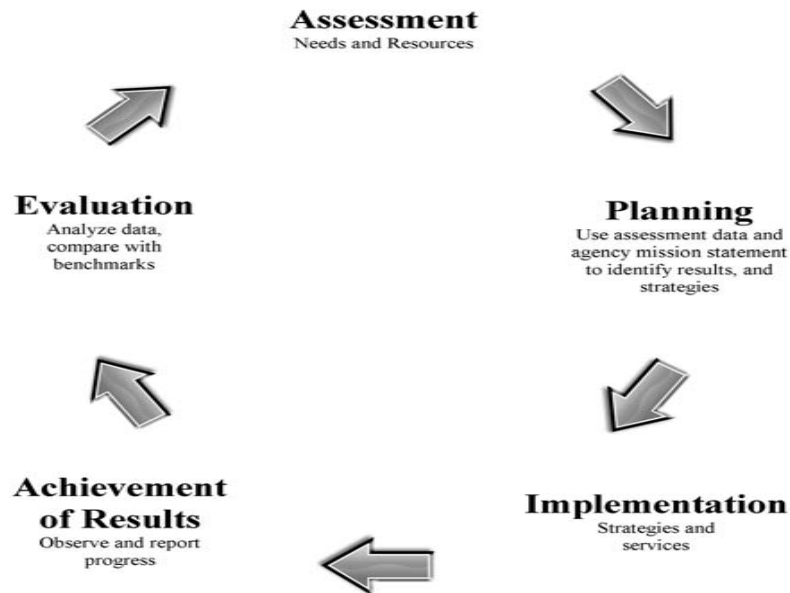
Pre-Cleaning Memo: Matters of Emphasis



- * Be certain to scroll all the way down on each tab of the Pre-Cleaning Memo to assure all information is entered.
- * Once your FY 2011 data is entered an explanation is required if cells remain highlighted. If the cells are not highlighted, an explanation is likely not required.
- * Explanations for differences must be meaningful
- * If there is no data entered in a cell of the official reporting form for Section G, please enter 0 in the Pre-Cleaning Memo.
EXCEPTION: If a number is not reported in 11a and 11b DO NOT ENTER 0, please leave it blank.
- * Explanations of differences are only required for the greyed cells in Section G

Utilizing the CSBGIS throughout the ROMA Cycle

The Results Oriented Management and Accountability Cycle



Reporting “achievements and results” is only one piece of the ROMA Cycle. How can the CSBGIS Report be fully utilized throughout the ROMA cycle?

Remember



- * Public Resources = **Accountability** + **Performance** + **Transparency**
- * Documentation must support what is reported
- * Increased focus on NPIs that track targets and % of achievement to assure it is being reported accurately (NPIs 1.1, 1.3 and 6.3) **Resource:** [NASCSPTargeting Field Manual](#)

