FY 2016 CSBG-IS Report

November 10, 2016

Good morning North Carolina Community Action. The FY 16 CSBG-IS Webinar will begin at 10:30. We suggest to have you FY 2016 CSBG-IS Smart Forms (emailed by your OEO Program Analyst on November 4th) available for reference during today's webinar

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Webinar Objectives

* Provide reporting requirements

* Provide updates to 2016 reporting

* Provide overview of Smart Forms Functionality

* Identify areas for special attention

Due Date and Reporting Requirements

* Due Wednesday, November 30, 2016

* Report on **all agency** funding and program efforts

* Report on the NPIs that apply to agency efforts and the agency tracks

* Documents required: Agency specific Smart Forms: Section D, Section E-G Forms, NPI Forms

* One electronic submission to your assigned CSBG Program Analyst and copy Freeman Denton at freeman.denton@dhhs.nc.gov

Resources

* Assigned OEO CSBG Program Analyst
* Documents on NASCSP's website
  http://www.nascsp.org/CSBG/604/CSBG-IS-Survey.aspx?iHt=23
    * CSBG IS Instructions (updated – October 2015)
    * NPI Instructions (updated – October 2015)
    * Lexicon (updated – October 2015)
    * NASCSP Targeting Manual
    * NASCSP Storytelling Manual
    * NASCSP Reporting Guide to Race and Ethnic

Reporting Process

OEO submits a Cleaning Memo and revisions to NASCSP

↑

OEO contacts agencies accordingly and makes needed revisions
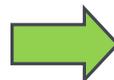
← NASCSP provides Cleaning Memo

← OEO submits North Carolina Report to NASCSP

← OEO completes revisions as needed

↑

Agencies submit electronically to OEO

→ OEO reviews and sends Cleaning Memo to agencies

→ Agencies respond to Cleaning Memo and provide revisions as needed

Official Reporting: Smart Forms

* Only use the official Smart Forms previously emailed from OEO Staff on November 4th. **DO NOT** use the report forms posted on the NASCSP website.

* The pre-cleaning memo **WILL NOT** be used in FY 16 report

* Smart Forms will identify/ flag select areas of needed explanation:
    * Variances across years
    * Percentage of target achievement outside 80%-120%
    * Aggregated dollars not reported
    * Section G Items that should not conflict

Section D: *"telling the story with more than numbers"*

* Enter your agency's name in the designated cell
* 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 if a word document is submitted

Resources: NASCSP "Telling Community Action's Story: Guidebook"
Colleagues or volunteers who enjoy writing or editing

Section E: Areas to Double Check

* Report total program expenditure in the applicable service category

* The totals cell must equal the total CSBG expenditures in the FY 2015-16 Final OEO 286 Form

* Expenditures reported in the "for administration" cells should be equal to the agency's indirect costs for the CSBG in the FY 2015-16 Final OEO 286 Form

* Report administrative support expenditures in the category the program is most closely aligned

Section F: Areas to Double Check

* Only report in "Other" categories (*Other HHS Resources, Other Federal Resources, Other State Resources*) if it can not be reported in pre-defined categories. **It is rare that funds must be reported in "Other" categories. Contact your assigned Program Analyst if you plan to report here.**

* CFDA numbers and are required for *Other HHS Resources and Other Federal Resources* reported.

Resources: Catalog of Federal Domestic Assistance
Agency audit and fiscal staff

Section F: Format Issue

Item 14. Other Federal Resources item number displays under reporting items

Section G: Areas to Double Check

* Report 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
* The sum of items 14 c-k should exceed item 14a
* Item 14 g "General Assistance" Income: North Carolina does not have a state-funded General Assistance program. This item should not be reported in.

Note: Cells will turn red within the report form in 2016 side indicating errors for points underlined above.

NPI Forms: Areas to Double Check

* 80% and 120% achievement rate for NPIs 1.1, 1.3 and 6.3

* NPI 1.3 aggregated dollar amounts are provided

* NPI 2.1 captures community level outcomes; individual participant outcomes are not captured here

* NPI 3.2a should include (but not be limited to) Board members representing the low-income sector and/or Head Start Policy members that are low-income

* 6.1 A should not exceed the sum of items 8g-h of Section G

* 6.1 B should not exceed the number reported as "yes" in item 11B

NPI Forms: Areas to Double Check

* Data reported in 1.2 cannot not be reported in 6.4
    * 1.2 is specific to participants who are employable
    * 6.4 is specific to participants who are unable to work (especially adults with disabilities, seniors and caregivers)
* Distinguish Emergency Assistance from Employment Supports and Family Stability Supports
    * OEO requires data reported in 1.2 not be reported in 6.2
    * OEO requires data reported in 6.4 not be reported in 6.2

Smart Forms:

* 3 Forms: Section D, Section E-G (3 tabs) and NPIs (15 tabs)
* 2015 data is provided on the right side of each form
* Select comments are provided in 2015 section of Forms (all agency comments from 2015 are not included)
* Forms have similar functionality to forms previously used in NC
* Explanations of differences must be provided in the designated space in 2016 side of the Smart Forms
* Explanations should identify the specific item/s and differences being explained

Smart Forms: Section E

* Disregard comment on discretionary funds. No eligible entity received discretionary funds in NC.
* If administrative expenditures will flag red in 2016 side of form is over 20% of total CSBG expenditure
* 2015 side of forms will flag red if expenditures are reported in a category in 2016 they were not reported in 2015 (requires explanation)
* If there is a (+) 100% (-) 50% difference between 2015 and 2016 the FY 15 area will highlight and an explanation is required
* All explanations for Section E must be provided in the "CSBG Expenditure by Service Category COMMENTS field"

Smart Forms: Section F

* If there is a (+) 100% (-) 50% difference between 2015 and 2016 the FY 15 area will highlight and an explanation is required

Smart Forms: Section G

* Cells are automatically "*flagged*" in red in 2016 side to indicate it conflicts with another item and should be revised
    * Items 7 through 11 should not exceed item 3
    * Items 12 through 16 should not exceed item 5
    * Item 10 can not exceed the sum of items 8 e-h
    * The sum of items 14 c-k should exceed item 14a
* The likely reason the FY 16 cells are highlighting read can be viewed by placing your curser over the cell and viewing the comment
* The highlighting functionality varies some with (-)50% highlighting consistently. The threshold of year to year variance explanation by NASCSP is (+)(-)99%

Smart Forms: NPIs

* Cells will be highlighted indicating an explanation is required in the following cases:

  * (+) 100% or (-) 50% between FYs
    (across all NPIs)

  * "% Achieving Outcome" is not between 80% and 120%
    (NPIs 1.1, 1.3 and 6.3)

  * "Aggregated Dollar Amounts" are not entered in required cells
    (NPI 1.3)

  * If column II exceeds column I in NPI 4.1

Smart Forms: NPIs

* Specify the NPI explanations by item within the appropriate explanation box for 1.1, 1.3 and 6.3

Thresholds for Explanations within Smart Forms

* Section E: (+) 100% (-) 50% difference and greater than 20% in administrative expenditures
* Section F: (+) 100% (-) 50% difference
* Section G: over (+)(-) 99% (Smart Forms currently vary with (-) 50% highlighting consistently.
* National Performance Indicator's
    * (+) 100% (-) 50% difference across FYs
    * "% Achieving Outcome" is not between 80% and 120%
    * "Aggregated Dollar Amounts" are not entered in required cells
    * If column II exceeds column I in NPI 4.1

Required Explanations

* Areas that require agency staff to identify and explain
  * FY 2016 data reported is the same as the FY 2015 data reported
  * Data is reported in one FY and not the other
  * No resources are reported for sub-categories of Section F (i.e. State, Local, Private). This requires confirmation
  * 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
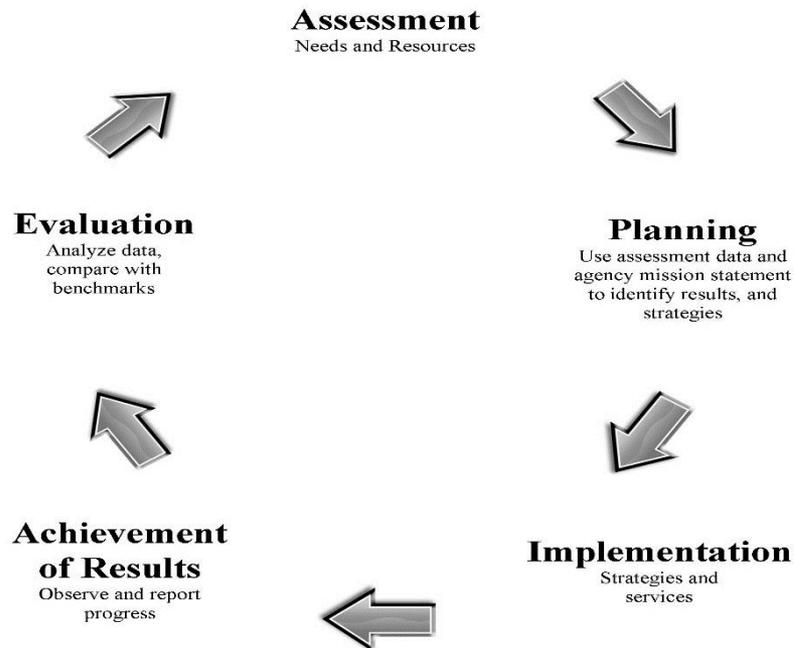 * OEO may request explanations for information or differences in areas not listed above as needed

Matters of Emphasis

* Be certain to scroll all the way down on each tab of the Smart Forms to assure all information is entered.

* Once your FY 2016 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

Utilizing the CSBGIS throughout the ROMA Cycle

The Results Oriented Management and Accountability Cycle

Assessment
Needs and Resources

Planning
Use assessment data and agency mission statement to identify results, and strategies

Implementation
Strategies and services

Achievement of Results
Observe and report progress

Evaluation
Analyze data, compare with benchmarks

Reporting "achievements and results" is only one piece of the ROMA Cycle. Utilizing information in the CSBGIS Report throughout the ROMA cycle supports sound management practices.

Questions

Please contact your assigned CSBG Program Analyst or
Freeman Denton freeman.denton@dhhs.nc.gov
if you have questions regarding your agency's CSBG-IS Report.