Community Initiatives:
Measuring and Reporting Impact
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INTRODUCTIONS

Raise your hand if you are:

• New to CAA
  – Less than a year?
• More than 5 years in the CSBG Network
• ROMA Trainer/Implementor
• CCAP
• In charge of the CSBG Annual Report
• Local CAA, State Office, State Association
• Board Members?
• Other?
OBJECTIVES FOR THIS SESSION

• Increase understanding of Community Initiatives (community level work) in the Community Action Network

• Review the elements of Community Initiatives to be reported in Module 3 of the CSBG Annual Report

• Understand the Community Initiative Status (CIS) form that is the entry to Module 3

• Consider how the CIS can be used for planning and analysis as well as reporting.

• Review resources developed to assist in community work.
THE PERFORMANCE MANAGEMENT FRAMEWORK
HOW DOES THIS ALL FIT TOGETHER?

- CAA Community Needs Assessment
- CAA Strategic Plan
- CAA Community Action Plan
- CSBG State Plan
- CSBG Annual Report
- Congressional Report
The National Community Action Network Theory of Change

Community Action Goals

**Goal 1:** Individuals and families with low incomes are stable and achieve economic security.

**Goal 2:** Communities where people with low incomes live are healthy and offer economic opportunity.

**Goal 3:** People with low incomes are engaged and active in building opportunities in communities.

Services and Strategies

- Employment
- Education & Cognitive Development
- Income, Infrastructure & Asset Building
- Health/Social Behavioral Development
- Housing
- Civic Engagement & Community Involvement

Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change
- Pursue positive individual, family, and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal, and community resources

Performance Management

- How well does the network operate?
- What difference does the network make?
  - Local Organizational Standards
  - State and Federal Accountability Measures
  - Results Oriented Management and Accountability System
  - Individual and Family National Performance Indicators
  - Community National Performance Indicators

A national network of over 1,000 high performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.

This publication was created by NASCSP in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number 90ETD0451.
Key Additions to ROMA

- National Theory of Change (TOC)
- Local TOCs
- CSBG Annual Report
- Increased focus on community level work
- Increased focus on analysis and use of data
- Emphasis on the integration of all phases of the ROMA cycle
CSBG Annual Report

Module 1
• State Administration

Module 2
• CSBG Eligible Entity Expenditures, Capacity, and Resources

Module 3
• Community Level

Module 4
• Individual and Family Level
Community Level Work

- Economic Opportunity Act and CSBG Act include the importance of addressing poverty on both the individual/family and community levels.
CSBG ACT

From the CSBG Act...
“...to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood based organizations for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals...”

“...the greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;”
WHAT IS COMMUNITY LEVEL WORK?
Definition of Community Level Work

A **community-level initiative** is any project, program, coalition, group, committed entities, or other group or activity that:

- has a **clearly defined purpose or goal** to
- **create measurable community-level change** in a **specific community** (e.g. neighborhood, school district, service area).

Community-level initiatives are about **changing the conditions and environment** (e.g. assets, infrastructure, capital) where households with low income live and work. These initiatives are **guided by the Community Needs Assessment** that is completed at least every three years (Organizational Standards 3.1).
<table>
<thead>
<tr>
<th>Definition of Community-Level Work Does the Initiative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Meet a clearly identified community need?</td>
</tr>
</tbody>
</table>
| ✓ Result in community change that is observable and measurable?  
  AND  
  Is that change a direct result of the initiative? |
| ✓ Include community strategies that engage external stakeholders?  
  (e.g., customers, community partners or others in the community) |

Source: Module 3 Instructions
The CSBG Annual Report Recognizes that

• Individual agencies are not expected to change the complex causes of poverty *alone* or *overnight*.

• It is critical that **CAAs** analyze community needs and conditions and pursue partnerships that are right for that particular agency and community
Oregon

Outcomes of Efforts, FY 2017 - NPI 2.1

Number of Agencies Reporting: 17

Goal 2: The conditions in which low-income people live are improved.

Community Improvement and Revitalization

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

<table>
<thead>
<tr>
<th>I.) Number of Projects or Initiatives (#)</th>
<th>II.) Number of Opportunities and/or Community Resources Preserved or Increased (#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Jobs created, or saved, from reduction or elimination in the community</td>
<td>5</td>
</tr>
<tr>
<td>B. Accessible &quot;living wage&quot; jobs created, or saved, from reduction or elimination in the community</td>
<td>6</td>
</tr>
<tr>
<td>C. Safe and affordable housing units created in the community</td>
<td>7</td>
</tr>
<tr>
<td>D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy</td>
<td>16</td>
</tr>
</tbody>
</table>
Making Connections – When the Strategy Isn’t Community Level

• There is a lack of affordable housing in our community.
  • We will provide tangible assistance to families who are at risk of eviction or foreclosure.
  • We will provide rental assistance to families

• There are no dentists in the area who accept individuals with Medicaid as patients.
  • We will assist families in their application for Medicaid.

• A higher percent of children from families with low income are not ready for school (as compared to the general population of kindergarten students).
  • We will provide early childhood services.
Community Housing Example

**Need:** There is a lack of Affordable Housing

**Outcome:** There is an increase in affordable housing in the community.

**Indicator (CNPI):**

– CNPI 4a Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).
Community Dental Care Example

**Need:** Our community lacks dentists who will accept patients who have Medicaid as their payment method.

**Outcome:** Patients with Medicaid will have access to dental services in the community.

**Indicator (CNPI):**
- CNPI 5a Number of accessible and affordable physical health assets or resources created in the identified community. (Count of Change)
Community School Readiness Example

**Need:** Preschool Readiness data revealed that low-income children were less likely to be kindergarten ready than children coming from other households.

**Outcome:** The goal is to increase early childhood education, specifically in the 40210 ZIP code area.

**Indicator (CNPI):**
- CNPI 2g Percent increase of children in the identified community who are kindergarten ready.
  - (Rate of Change)
• If your state office or association asked you for an example of community level work, what would you talk about?
• Write it down and we will report out.
Module 3, Section A: Community Initiative Status Form

<table>
<thead>
<tr>
<th>Name of CSBG Eligible Entity Reporting:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1. Initiative Name</th>
<th>Use the dropdown menu to select the response where appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Initiative Year</td>
<td>1-7+ years</td>
</tr>
<tr>
<td>3. Problem Identification</td>
<td>Narrative</td>
</tr>
<tr>
<td></td>
<td>(Provide a narrative on the scope of the problem)</td>
</tr>
<tr>
<td>4. Goal/Agenda</td>
<td>Narrative</td>
</tr>
<tr>
<td></td>
<td>(Provide a narrative on the goal/agenda)</td>
</tr>
<tr>
<td>5. Issue/CDBG Community Domains</td>
<td>Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement</td>
</tr>
<tr>
<td>6. Ultimate Expected Outcome</td>
<td>Community Level National Performance Indicators (NPIs)</td>
</tr>
<tr>
<td></td>
<td>(Reference the Community NPIs listed in Section B)</td>
</tr>
<tr>
<td>7. Identified Community</td>
<td>Neighborhood, City, School District, County, Service Area, State, Region, or Other</td>
</tr>
<tr>
<td>8. Expected Duration</td>
<td>Narrative</td>
</tr>
<tr>
<td></td>
<td>(Provide the range in years, e.g. 1-3 years)</td>
</tr>
<tr>
<td>9. Partnership Type</td>
<td>Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners</td>
</tr>
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<tr>
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<td>---</td>
</tr>
</tbody>
</table>
| **10. Partners** | Narrative  
(Provide a narrative on the key 1-3 partners) |
| **11. Strategy(ies)** | Select from the Community Level Strategies listed in Section C |
| **12. Progress on Outcomes/Indicators** | No Outcomes to Report, Interim Outcomes, Final Outcomes |
| **13. Impact of Outcomes** | Narrative  
(Provide additional information on the scope of the impact of these outcomes.  
e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.) |
| **14. Outcomes/Indicators to Report** | Community Level National Performance Indicators (NPIs)  
(Reference the Community NPIs listed in Section B) |
| **15. Final Status** | Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed  
Still Delivering Value |
| **16. Lessons Learned** | Narrative |
# Crosswalk Logic Model and Community Initiative Status Form

<table>
<thead>
<tr>
<th>Identified Problem, Need or Situation</th>
<th>Service or Activity</th>
<th>Outcome General statement of results expected</th>
<th>Indicator Projected # expected to achieve each outcome divided by the number served -&gt; the % expected to achieve</th>
<th>Actual Results Actual # of clients who did achieve each outcome divided by the number served -&gt; the % actually achieved</th>
<th>Measurement Tool Evidence, proof the change occurred</th>
<th>Data Processes Collection Procedures, Personnel Responsible</th>
<th>Frequency of Data Collection and Reporting</th>
</tr>
</thead>
</table>

Mission:

Proof/measurement of change is a part of the Lessons Learned discussion.
Module, Section B: Community National Performance Indicators (CNPIs)

CNPIs are a menu of options.

Every domain includes an “other” option.

Two indicator types, counts of change and rates of change.

Some rates of change CNPIs are outcomes that will take multiple years to achieve and the CAA will be leading or working with a number of partners.
## National Performance Indicators (NPIs)
### Module 3

#### Counts of Change

<table>
<thead>
<tr>
<th>Counts of Change for Employment Indicators (CNPI 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.</td>
</tr>
<tr>
<td>CNPI 1b Number of job opportunities maintained in the identified community.</td>
</tr>
</tbody>
</table>

#### Rates of Change

<table>
<thead>
<tr>
<th>Rates of Change for Employment Indicators (CNPI 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNPI 1f Percent decrease of the unemployment rate.</td>
</tr>
<tr>
<td>CNPI 1g Percent decrease of the youth unemployment rate.</td>
</tr>
</tbody>
</table>
# National Performance Indicators (NPIs) Module 3

<table>
<thead>
<tr>
<th>I.) Identified Community (auto-populated)</th>
<th>II.) Target (#)</th>
<th>III.) Actual Results (#)</th>
<th>IV.) Performance target accuracy (% auto calculated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>#DIV/0!</td>
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<td>#DIV/0!</td>
</tr>
</tbody>
</table>
COMMUNITY LEVEL STRATEGIES
### Housing Strategies (STR 4)

<table>
<thead>
<tr>
<th>STR 4a</th>
<th>End Chronic Homelessness Campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td>STR 4b</td>
<td>New Affordable Single Unit Housing Creation</td>
</tr>
<tr>
<td>STR 4c</td>
<td>New Affordable Multi-Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)</td>
</tr>
<tr>
<td>STR 4d</td>
<td>Tenants’ Rights Campaign</td>
</tr>
<tr>
<td>STR 4e</td>
<td>New Shelters Creation (including day shelters and domestic violence shelters)</td>
</tr>
<tr>
<td>STR 4f</td>
<td>Housing or Land Trust Creation</td>
</tr>
<tr>
<td>STR 4g</td>
<td>Building Codes Campaign</td>
</tr>
<tr>
<td>STR 4h</td>
<td>Housing Policy Changes</td>
</tr>
<tr>
<td>STR 4i</td>
<td>Housing Legislative Changes</td>
</tr>
<tr>
<td>STR 4j</td>
<td>Other Housing Strategy: (please specify)</td>
</tr>
</tbody>
</table>

### Health and Social/Behavioral Development Strategies (STR 5)

<table>
<thead>
<tr>
<th>STR 5a</th>
<th>Health Specific Campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td>STR 5b</td>
<td>Farmers Market or Community Garden Development</td>
</tr>
<tr>
<td>STR 5c</td>
<td>Grocery Store Development</td>
</tr>
<tr>
<td>STR 5d</td>
<td>Gun Safety/Control Campaign</td>
</tr>
<tr>
<td>STR 5e</td>
<td>Healthy Food Campaign</td>
</tr>
<tr>
<td>STR 5f</td>
<td>Nutrition Education Collaborative</td>
</tr>
<tr>
<td>STR 5g</td>
<td>Food Bank Development</td>
</tr>
<tr>
<td>STR 5h</td>
<td>Domestic Violence Court Development</td>
</tr>
<tr>
<td>STR 5i</td>
<td>Drug Court Development</td>
</tr>
<tr>
<td>STR 5j</td>
<td>Alternative Energy Source Development</td>
</tr>
<tr>
<td>STR 5k</td>
<td>Develop or Maintain a Health Clinic</td>
</tr>
<tr>
<td>STR 5l</td>
<td>Health and Social/Behavioral Development Policy Changes</td>
</tr>
<tr>
<td>STR 5m</td>
<td>Health and Social/Behavioral Development Legislative Changes</td>
</tr>
<tr>
<td>STR 5n</td>
<td>Other Health and Social/Behavioral Development Strategy: (please specify)</td>
</tr>
</tbody>
</table>
For additional tools, resources and information on Module 3, visit the [NASCSP website](#).

<table>
<thead>
<tr>
<th>1. Initiative Name</th>
<th>Questions to Consider During Review</th>
<th>Responses/inquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the dropdown menu to select the response where appropriate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2. Initiative Year | | |
|-------------------| | |
| 1-7+ years | | |

<table>
<thead>
<tr>
<th>3. Problem Identification</th>
<th>Check if this narrative:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responses here should address the first definition of Community Level work:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ The initiative meets a clearly identified community level need.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrative (Provide a narrative on the scope of the problem)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Goal/Agenda</th>
<th>Check if this narrative:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Responses should address the second and third definitions of Community Level work:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ The initiative results in community change that is observable and measurable AND that change is a direct result of the initiative.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrative (Provide a narrative on the goal/agenda)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| | | |
| | | |
| | | |
| | | |
Education and Cognitive Development Indicator Instructions *(Counts of Change)*

**Examples, Definitions, and Notes**

<table>
<thead>
<tr>
<th>CNPI 2a: Number of accessible and affordable early childhood or preschool education assets or resources added to the identified community.</th>
<th>I.) Identified Community (auto-populated)</th>
<th>II.) Target (#)</th>
<th>III.) Actual Results (#)</th>
<th>IV.) Performance target accuracy (% auto calculated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This field will be auto-populated with information from Section I.</td>
<td>Enter the number of accessible and affordable early childhood or preschool education assets/resources that the initiative targeted for addition in the identified community for the reporting period.</td>
<td>Enter the number of accessible and affordable early childhood or preschool education assets/resources that the initiative actually added in the identified community during the reporting period.</td>
<td>This field will be auto-calculated.</td>
<td></td>
</tr>
</tbody>
</table>

**Example**

A CAA implemented a community-wide initiative to increase the number of early childhood centers that offer educational activities (via approved programs or curricula).

- The **target** was to add 30 new educational programs at child care centers across their identified community (Column II).
- The **actual** number of new educational programs adopted by child care centers in the identified community was 20 (Column III).

**Definition, Notes**

- An **accessible and affordable early childhood or preschool education asset or resource** is the creation of a new location for preschool education or the addition of educational activities to an already existing child care center that did not offer educational activities.
- Report only resources or assets that were added to the community as a direct result of the initiative.
- Do not report participation in early childhood or preschool education among program participants (these will be reported in Module 4).
## Education and Cognitive Development Indicator Instructions *(Rates of Change)*

### Examples, Definitions, and Notes

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.) Identified Community (auto-populated)</td>
<td>This will be auto-populated from Section I.</td>
</tr>
<tr>
<td>II.) Baseline existing starting point used for comparisons (%)</td>
<td>Enter the <strong>baseline</strong> kindergarten readiness rate.</td>
</tr>
<tr>
<td>III.) Target (#)</td>
<td>Enter the <strong>target</strong> kindergarten readiness rate.</td>
</tr>
<tr>
<td>IV.) Expected % change from baseline (Target % auto-calculated)</td>
<td>This field will be auto-calculated.</td>
</tr>
<tr>
<td>V.) Actual Results (#)</td>
<td>Enter the actual kindergarten readiness rate at the end of the current reporting period.</td>
</tr>
<tr>
<td>VI.) Actual % change from baseline (% auto-calculated)</td>
<td>This field will be auto-calculated.</td>
</tr>
<tr>
<td>VII.) Performance target accuracy (% auto-calculated)</td>
<td>This field will be auto-calculated.</td>
</tr>
</tbody>
</table>

### Example

A CAA worked with local school district officials to increase outreach and early learning program enrollment with the goal of increasing kindergarten readiness among households with people who have low incomes.

- The **baseline** kindergarten readiness rate was 75% at the start of the initiative.
- The **target** was to increase the kindergarten readiness rate to 77%.
- The **actual** kindergarten readiness rate increased to 76.5%.

### Definition, Notes

- The following sources may be used to determine both baseline (Column II) and actual (Column V) rates:
  1. State Department of Education
  2. Local School District(s)
- Kindergarten-readiness data should align with the geographic area targeted by the initiative. In a situation where baseline data is not already tracked for a specific community, a customized data set will need to be generated.
- The same data source used to identify baseline rates at the beginning of an initiative should also be used to determine the actual rates at the end of each reporting period.
- CSBG Eligible Entities should record the data source used to report Columns II and V in the “General Comments Section.”
Activity - Community Level Work

- Review provided example
- Use the questions on the form and review the example within your small group.
- Do the questions help you identify needed parts of the narrative?
- Select someone in your group to report out.
A Guide to Completing the Community Initiative Status Form

• The Partnership worked with NASCSP to produce a guide designed to help agencies enter information into the CIS.
  – The guide walks through each portion of the CIS with accompanying examples, considerations, and resources.
  – Self-assessment checklists mirror the review checklist used by the State CSBG Lead Agency.
  – Encourages the CIS to be used as a living document throughout the design, implementation, and reporting of a community initiative.

• Guide is still in draft form.
Structure of the Guide

• Community Level Work & Module 3 Information

• Each Section of CIS:
  – Description/definition of requested information
  – Example
  – Self-Assessment Checklist for CAAs
  – Additional Resources
3. Problem Identification

The community currently lacks sufficient affordable housing units for individuals 65 and older and the need is growing.

Our CNA identified several trends:
The population of XYZ County residents age 65 and older is forecast to grow at an average rate of 1.8 percent per year from 2015 to 2045. As a consequence, the percentage of seniors living in the county will have grown from 15.5 percent in 2015 to 24.4 percent in 2045, meaning that almost one out of every four people will be 65 years of age or older in 2045.

Additionally the most recent census (2016) is cited in our CNA to show that seniors living with low income is 9.3%, which is a dramatic increase from 8.8% from the previous year (2015) The forecast is that both the number of seniors will increase AND the percent of those individuals in poverty will increase steadily. So by 2045, at least 1 in 40 of the overall population will be seniors with low income.

The CNA also reports a housing market analysis developed by a consultant retained by our county, which found the current need for senior affordable housing exceeds what is available, and there is no plan for expansion of affordable housing for this expanding population.

This issue has been brought to our attention recently, because of an additional crisis -- displacement of seniors due to a fire at a senior complex. This has left 20 residents without adequate shelter and on lengthy waiting lists for the existing affordable housing complexes.

We have found through discussions with our customers and our partners that even seniors who own their own homes are trying to downsize and to move to rental units because of the burden of upkeep. Several of our customers reported being on a waitlist for a senior living complex, and are afraid they will be forced out of their home (because of lack of safety or payment of bills) without getting a place to move to.

When we explored the waiting list situation, we found that nearly 200 seniors are on wait lists for exiting senior affordable housing.
Problem Identification

Self-Assessment Checklist

- Clearly articulates a community level need.
- Identifies the community and target population impacted by the need
- Includes supporting data.
  - Data sources are cited.
  - Baseline data is provided.
  - Data is representative of the Identified Community (line 7).
- References the agency’s community needs assessment (CNA).
  - Include quotes from the CNA to clearly identify the need at the community level.
  - Specify any data that supports the needs assessment finding.
**Excerpt: Goal/Agenda**

| 4. Goal/Agenda | The ultimate goal of this initiative is to increase the supply of affordable housing for seniors. If this project is successful it will provide much needed housing for a demographic that will continue to grow in the coming decades. This project will help to alleviate the cost-burden of seniors on fixed incomes and allow them to remain in their community and to continue to be a part of their community in a meaningful, safe, and dignified way.  

The building that previously housed a Middle School in Our City will become 39 affordable apartments for seniors (55+). The space previously used as a gym will become a community room and the auditorium in the old middle school will allow space for recreation activities.  

This initiative is a first step toward establishing a community plan for increasing affordable housing for seniors. We will be a part of a larger community coalition to discuss and consider the need. |
Goal/Agenda Self-Assessment Checklist

- Clearly articulates a goal statement/ultimate goal for this initiative that explains why the agency is engaging in the initiative. (i.e. - “The ultimate goal of this initiative is to ___.”)
- Indicates whether there are interim goals. (i.e. – “During this fiscal year/next few years, the initiative will work to achieve ____.”)
  - Note that Interim goals are also reflected in the CNPIs reported on line 14 so do not have to be detailed here.
- Describes how the initiative addresses the problem (line 3) at the community level and the community change that will result. (i.e. – if need was for more affordable housing in the community, goal is to increase number of affordable units vs. assisting more families in searching for housing.)
- Describes the CAA’s specific role within the larger initiative.
- Briefly describes the key partners involved in the initiative (a more detailed description of key partners and their roles should be included on line 10).
Excerpt: Impact of Outcomes

13. Impact of Outcomes

| Impact of Outcomes | Increase the available affordable housing in Our City. Develop 39 units in this project. The community room will be available to the neighborhood as a recreation site that will serve youth, families and older adults. |

Self-Assessment Checklist

Impact of Outcomes Self-Assessment

☐ The information provided corresponds to the information provided in line 4 which references the goal of the initiative.

☐ If individuals or families are discussed, the references are appropriate to the initiative and are used to provide context to the community initiative.
<table>
<thead>
<tr>
<th><strong>Community Services</strong></th>
<th>U.S. Department of Health and Human Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Block Grant</strong></td>
<td>Administration for Children and Families</td>
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<td>Office of Community Services</td>
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<td>Division of Community Assistance</td>
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<td>330 C Street, S.W., 5th Floor</td>
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<td>Mail Room 5425</td>
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<td>Washington, DC 20201</td>
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**Dear Colleague**

**Letter**

Re: CSBG Annual Report – Module 3

Staged Implementation

Date: April 6, 2018
Stage Implementation of Module 3

• **Complete Submission:** Any CSBG Eligible Entity implementing a community-level change initiative that can complete all of Module 3, the Community Initiative Status form, Community National Performance Indicators (CNPIs) (Section 2), and Strategies (Section 3), will submit the entire Module 3 to their CSBG State Office to review and submit to OCS by March 31, 2019.

• **Partial Submission:** Any CSBG Eligible Entity implementing a community-level change initiative who does not have capacity for full reporting (i.e. needs technical assistance to complete the form, still working to identify internal processes in order to report, needs other technical assistance in order to report) will, at a minimum, provide responses to questions 1-7 of the Community Initiative Status form in Module 3 for the CSBG State Office to review and submit by March 31, 2019.
When to Submit a Partial Submission

• The CAA is unsure if their project/initiative represents community level work
• The CAA is having a difficult time locating baseline data
• The CAA is having a challenge completing the CIS form in its entirety
• The CAA needs help defining specific outcomes (indicators) that are not identified in Module 3
• The CAA would like more training and technical assistance
Stage Implementation of Module 3

• No option for a partial submission
• All CSBG Eligible Entities who have a community-level change initiative will submit Module 3, in its entirety, to the CSBG State Office to review and submit by March 31, 2020.
LOCAL DATA ANALYSES/DECISION MAKING:
What difference did we make? What program improvements will enhance our impact? What compelling story can we tell?

Analysis of NPI Data
• Which NPIs did the agency focus on?
• Which NPIs did the agency meet? What was the basis for this success? (Which individuals achieved particular outcomes? What services/combination of services did they receive?)
• What does this tell us?
• Which NPIs were not met? What were the factors involved?
• What does this tell us?
• Do we need to do anything differently to increase our impact?
Analysis of Community Strategies Engaged In

• What progress are we making toward changing the conditions in our community?
• Have we set the right goals? Do we have the right partners? Are we engaged in the right activities?

Telling the Agency Story: This agency achieved these Results (Outcomes) for this many individuals/families/communities (Output) with low-income by delivering these services and implementing these strategies (Outputs) at this Cost.
State Data Analysis/Evaluation
What difference did we make across the state? What program improvements/technical assistance can we offer the CAAs to enhance our impact? What compelling story can we tell?

Analysis of NPI Data
- What Individual/Family Outcomes (NPIs) were met by each of the local agencies across the state?
- What outcomes were not met?
- Taken together, what outcomes (NPIs) were achieved across the state?
- What community changes were achieved?

Analysis of Community Strategies
- What progress are we making toward changing the conditions in our community across the state?
- How many agencies are engaged in partnerships or Collective Impact initiatives?
General Data Analysis at the State Level

- Is the data received from the local agencies accurate? Reliable? (i.e. unduplicated counts of individuals served?)
- Did the CAAs conduct the needed analyses to understand what is working and what changes to make to increase their impact?
- What local agency best practices should be replicated in other parts of the state?
- What local agencies should receive enhanced training and technical assistance?
- What actions might the State take to enhance performance and increase impact across the state?

State Data Analysis/Evaluation

What difference did we make across the state? What program improvements/technical assistance can we offer the CAAs to enhance our impact? What compelling story can we tell?
Discussion

• How is your CAA using data and information?
• What difference is this making?
Tools and Resources
Financial Well-Being
A state of being wherein you: have control over day-to-day and month-to-month finances; have the capacity to absorb a financial shock; are on track to meet your financial goals; and have the financial freedom to make the choices that allow you to enjoy life²³ (Source: Consumer Financial Protection Bureau).

Related Modules: Module 4
Also See: Income and Asset Building Services (SRV 3)

Head Start
Head Start promotes school readiness of children under 5 from low-income families through education, health, social and other services²¹ (Source: Office of Head Start). Head Start is funded by the U.S. HHS.

Related Modules: Module 2, Module 3, Module 4
Also See: Early Head Start

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¹⁹ https://www.senate.gov/reference/glossary_term/fiscal_year.htm
²¹ https://www.acf.hhs.gov/ohs
Annual Report

The Office of Community Services (OCS) received OMB approval for a new CSBG Annual Report on January 12, 2017. Additional information about the implementation of the CSBG Annual Report is detailed in IM 152 CSBG Annual Report, released by OCS on January 20, 2017. The new CSBG Annual Report will eventually replace the CSBG IS Survey. The new report will be implemented through a phased-in approach over two years. OCS released Action Transmittal 2017-01 on the Submission of Module 1 of the CSBG Annual Report for Fiscal Year (FY) 2016. This Action Transmittal provided a one time extension for submitting Module 1 in OLDC from March 31, 2017 to April 7, 2017. The due date for submission of the CSBG IS to NASCSP was also extended to April 7, 2017.
The Community Services Block Grant (CSBG), administered by the states, provides core funding to local agencies to reduce poverty, revitalize low-income communities, and to empower low-income families to
Data Collection and Reporting

CSBG Annual Report

DATA Task Force

www.nascsp.org
Keep an eye out for:

• Data Dictionary for developers/IT staff
• Toolkit for developing an RFP for technology procurement
• SmartForms for Modules 2-4
• XML Schema
• New FAQs
• Module 3 Community Initiative Status Form Guide for CAAs
Understanding Community Level Work is one of three workshops included in the ROMA Next Gen Training Curriculum created by Community Action Partnership and ANCRT, which focuses on the various components of ROMA Next Gen and how all the elements of the Performance Management Framework fit together. This module is designed to help a local Community Action Agency consider their role in working on the big issues that face their community. It is intended to encourage open dialogue among agency stakeholders and critical reflection on the agency’s understanding of what resources and efforts they should commit to addressing the causes and conditions of poverty.

Workshop Trainer Guide
This facilitator guide will support facilitation of the workshop allowing agencies to move through the training as they see fit. (Click title to download)

Workshop Presentation Slides
These slides are to be used in conjunction with the facilitator guide for customized workshop presentation on this topic. (Click title to download)
Performance Management Website

• OCS Website that will highlight CSBG data
• Only state-level aggregate data will be made public on the website
• States will have access to a “private” side of the website to pull reports and view their data
  – Note: Updates to data need to be made through OLDC
• In the first year, only Module 1 and State Plan information will be available on the website
Welcome to the CSBG Performance Management Website!

This federal website provides information, resources, and a comprehensive Data Warehouse for CSBG grantees, Eligible Entities, policymakers, and the public to access performance management information and performance measurement data for the Community Services Block Grant program. The Performance Management website will help the CSBG network increase accountability and achieve results through the understanding and use of data.

Generate Reports and Analyze Data

The CSBG Data Warehouse contains performance measure data reported by grantees to the Office of Community Services. Through the Data Warehouse, users can generate reports and analyze data to learn about characteristics and outcomes of individual states and the national program.

As new performance measures are reported by CSBG grantees over the next year, the Data Warehouse will be expanded to provide further detail on individual and community outcomes being achieved across the country.
Example Dashboard

**WIOA Dashboard - National**

- 14 states included employment and training activities in their CSBG State Plan as part of a WIOA combined state plan.
- $207,019,935 of WIOA funding was available to the CSBG Network in FY16.

Nationally, 18.5% of CSBG Eligible Entities Receive WIOA Funding, operating programs in 40 different states.

Federal Sources of Funding Received by CSBG Eligible Entities, DOL is 3% of overall funding.

- HHS 72%
- HUD Housing/CDBG 9%
- USDA 9%
- Dept. of Labor 3%
- Weatherization (DOE) 2%
- All Other Federal 5%