

OMB CLEARANCE: SUMMARIZED DISCUSSION OF FORM REVISIONS

As discussed at the April 10<sup>th</sup> meeting with OCS, NASCSP and OCS will put forward only technical changes to Modules 1-4 of the CSBG Annual Report for inclusion in an OMB Clearance package. The projected approval date is January 15, 2020. This document outlines the proposed changes for each Module of the CSBG Annual Report for the upcoming OMB Clearance process.

PROPOSED CHANGES: GENERAL TECHNICAL CHANGES

The OMB Clearance should:

1. Include Numbering in forms submitted in the Clearance Package

**Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form**  
**Goal 1: Individuals and Families with low incomes are stable and achieve economic security.**  
**Employment Indicators**

Name of CSBG Eligible Entity Reporting:

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <b>up to a living wage</b> ).				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <b>up to a living wage</b> ).				#DIV/0!	#DIV/0!

2. Correct typos

- a. FNPI Xz.x: remove the word “households” from each “other” indicator; example:

FNPI 1z.1 The number of individuals ~~or households~~

- b. FNPI 4: Remove “households” from each FNPI 4 indicator and replace with the word “individuals”.
- c. FNPI 4g: Correct “carbon dioxide” with “carbon monoxide”.

FNPI 4g The number of ~~households~~ **individuals** who **experienced improved health and safety** due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon ~~dioxide~~ **monoxide** and/or fire hazards or electrical issues, etc).

- d. FNPI 5h: Correct typo by adding an “a” to the indicator.

FNPI 5h The number of **individuals with a chronic illness** who maintained an independent living situation.

**PROPOSED CHANGES: TECHNICAL CHANGES TO MODULE 2**

There are no proposed changes to Module 2 for this clearance process.

**PROPOSED CHANGES: TECHNICAL CHANGES TO MODULE 3**

There are no proposed changes to Module 3 for this clearance process.

**PROPOSED CHANGES: TECHNICAL CHANGES TO MODULE 4**

1. Update each tab throughout Module 4 to include a header for easier identification.

**Module 4, Section C: All Characteristics Report - Data Entry Form**  
**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>

2. Align language throughout Module 4.
  - a. Change Participants to Individuals.

**Employment Indicators**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed <b>adults</b> who obtained employment <b>(up to a living wage)</b> .				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days <b>(up to a living wage)</b> .				#DIV/0!	#DIV/0!
FNPI 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days <b>(up to a living wage)</b> .				#DIV/0!	#DIV/0!
FNPI 1e The number of unemployed <b>adults</b> who obtained employment <b>(with a living wage or higher)</b> .				#DIV/0!	#DIV/0!
FNPI 1f The number of unemployed <b>adults</b> who obtained					

3. Revise language to FNPI 4 to better understand the impact that housing outcomes have on individuals and families.
  - a. As mentioned in the General Section, remove “household” and add “individual” to indicators in FNPI 4.

**Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form**  
**Goal 1: Individuals and Families with low incomes are stable and achieve economic security.**

**Housing Indicators**

<b>Name of CSBG Eligible Entity Reporting:</b>					
<b>State:</b>		<b>DUNS:</b>			
Housing (FNPI 4)	I.) Number of Individuals Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 4a The number of <del>households</del> individuals experiencing homelessness who obtained <u>safe temporary shelter.</u>				#DIV/0!	#DIV/0!

4. Update language in Outcomes Across Multiple Domains to align with the understanding of the indicator. The indicator should read “...who achieved one or more outcomes in the identified NPIs in one or more domains”.

**Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form**  
**Goal 1: Individuals and Families with low incomes are stable and achieve economic security.**

**Outcomes Across Multiple Domains**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto calculated)
FNPI 7a The number of individuals who achieved one or more outcomes as <del>in the</del> identified by the National Performance Indicators <del>in one or more domains in various domains.</del>				#DIV/0!	#DIV/0!

5. Update language in Education Levels on the All Characteristics.

3. Education Levels	Number of Individuals	
	[ages 14-24]	[ages 25+]
a. Grades 0-8		
b. Grades 9-12/Non-Graduate		
c. High School Graduate/ <del>Equivalency Diploma</del>		
d. GED/Equivalency Diploma		
<del>e-d.</del> 12 grade + Some Post-Secondary		
<del>f-e.</del> 2 or 4 years College Graduate		
g-f. Graduate of other post-secondary school		
<del>h-g.</del> Unknown/not reported		
<del>i-h.</del> TOTAL (auto calculated)	0	0

6. Add "Never Served in the Military" to the All Characteristics Report, #7.

7. Military Status	Number of Individuals
a. Veteran	
b. Active Military	
<del>c. N/A - Not Applicable</del>	
c. Never Served in the Military	
<del>d. Unknown/not reported</del>	
<del>e. D. TOTAL (auto calculated)</del>	0

7. Add "or" to Migrant Seasonal Farm Worker in Work Status.

8. Work Status (Individuals 18+)	Number of Individuals
a. Employed Full-Time	
b. Employed Part-Time	
c. Migrant or Seasonal Farm Worker	
d. Unemployed (Short-Term, 6 months or less)	
e. Unemployed (Long-Term, more than 6 months)	
f. Unemployed (Not in Labor Force)	
g. Retired	
h. Unknown/not reported	
i. TOTAL (auto calculated)	0

8. Update income brackets.

12. Level of Household Income (% of HHS Guideline)	Number of Households
a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 251% and over	
j. Unknown/not reported	
k. TOTAL (auto calculated)	0

9. Update language in Section E&F of the All Characteristics Report to read “Number of Individuals who may or may not be included in the totals above”.

<b>E. Number of Individuals who may or may Not be Included in the Totals Above</b> <i>(due to data collection system integration barriers)</i>							
a. Please list the unduplicated number of INDIVIDUALS served in each program*:	<table border="1"><thead><tr><th>Program Name</th><th>Number of Individuals</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>	Program Name	Number of Individuals				
Program Name	Number of Individuals						

  

<b>F. Number of Households who may or may Not be Included in the Totals Above</b> <i>(due to data collection system integration barriers)</i>							
a. Please list the unduplicated number of HOUSEHOLDS served in each program*:	<table border="1"><thead><tr><th>Program Name</th><th>Number of Households</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>	Program Name	Number of Households				
Program Name	Number of Households						

*\*The system will add rows to allow reporting on multiple programs.*