

MATTERS OF EMPHASIS

Sections A-C of the survey pertains specifically to state CSBG offices and do not need to be filled out by local agencies. However, Sections A-C are included in the agency packet so that agencies can see the complete survey and all the data that are collected and available in their state network. All data, whether or not funded directly by CSBG, should be reported in Sections D, F, and G in Part I, and in the National Performance Indicators in Part II.

Part I: Section E **Service Category 10, Other**

While we have included this category specifically to identify significant initiatives, almost all CAA activities can be best described by one of the nine primary service categories listed in Section E. Please use this category only if a project clearly does not fit. In most cases we do not expect this category to contain any data. We encourage you to call us with any questions you might have.

Administrative Costs

Please refer to OCS Information Memorandum 37 for detailed direction on how to report administrative costs in the CSBG/IS survey. We are making a concerted effort to report our administrative costs as accurately as possible, as this item could have legislative impact on CSBG in the future. As IM 37 indicates, not all indirect expenses are “administrative,” especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs.

Part I: Section F **Federal and State “Other”**

Please ensure that each agency has not entered any programs in Federal or State “Other” that belong in one of the general categories offered. NASCSP does not want to have to return the data to you for re-entry in the appropriate category. For any program legitimately listed in the “Other” subcategories (Items I.3.k Other HHS, I.3.z Other Federal, and II.o Other State), please provide as much detail as possible, including the full funding program name and the amount of funding received. Also, please make sure that all sources reported by eligible entities in Subsection I are of federal origin, while all sources reported in Subsection II are of state origin, i.e., are appropriated or designated from state revenues by the state’s government. **PLEASE DO NOT USE ACRONYMS. INCLUDE THE FULL NAME OF THE PROGRAM.**

For your convenience, we have included a list of Federal programs from the Catalog of Federal Domestic Assistance (CFDA) as an Appendix to these instructions. You may find it helpful to distribute this Appendix to your grantees to help ensure that programs are listed in the proper location within Section F.

Federal and State Resources

CAAs that administer housing programs may report those resources in the CSBG/IS as long as the programs fall under the auspice of the CSBG-required tri-partite board. Traditional funding sources include USDA and HUD federal programs. In addition, these outcomes may also be reported in Part II under Indicators 1.2, 1.3, 2.1, 3.2, and 6.2.

Part I: Section G **Race Categories**

This item has been updated to match the Census information that many agencies are required to maintain for other programs.

Education Levels of Adults

Clarification has been added to indicate that Item 10 pertains only to adults age 24 years and older.

Checking Category Totals

With the exception of the “Other Characteristics” (Item 11) and “Source of Family Income” (Item 14), the sums of all categories should be consistent with Items 3 or 5 at the top of the section. For example, if all individuals providing information reported their age, the sum of individuals in the “Age” category (Item 8.a - Item 8.h) would be equal to the total unduplicated number of persons for whom characteristics were obtained (Item 3). In no case should the sum of answers to questions of characteristics exceed the number of individuals or families reporting (Item 3 and Item 5).

Total # of Respondents

In Item 11.a-11.b, “Other Characteristics,” we are asking for the number of persons with the specific condition and also for the total number who were surveyed. In Item 14.a we are seeking an unduplicated number of families who list one or more sources of income. These figures will make it possible for us to identify the total number of responses to these questions.

Source of Family Income

Item 14.b has been clarified to specify Unduplicated # of Families Reporting that they have No Income. This is NOT a count of families about whom no income data was created. Enter the unduplicated number of families that report no source of income.