



INFORMATION SURVEY

December 2017

ACRONYMS AND DEFINITIONS

- CSBG: Community Service Block Grants
- IS: Information Survey
- CEEs: CSBG Eligible Entity. A nonprofit or public organizations that receives funding from the CSBG also known as a grantee
- Subgrantee/ subcontractor: A nonprofit or public organizations that receives CSBG funding from a CEE

REVIEW FROM NPI WEBINAR

- All Outcomes reported in the NPIs should be less than or equal to the total reported in IS Survey Section G. 3-4
- NPI 6.1 A should be less than or equal to the total of IS Section G 8.G-H
- NPI 6.1 B should be less than or equal to the total of IS Section G 11.b
- 2.3 B should be equal to or greater than the number of volunteer hours reported in 3.1 A
- NPI 3.2A should not be greater than 2.3A
- NPI 3.2B is always equal to or greater than the number reported in NPI 1.3G.
- NPI 3.2C is always equal to or greater than the number reported in NPI 1.3I

SECTION E

- Section E focuses on detailed information about the services that were provided to low-income people and communities with CSBG resources over the fiscal year.
- A yellow box will appear if there is a decrease of more than 50%, or an increase of more than 200% from previous years funding
- Leave comments in the comments box if you see a box on the right side appear in yellow

Service Category	CSBG Funds
1. Employment	\$ 4,065
2. Education	
3. Income Management	
4. Housing	\$ 46,000
5. Emergency Services	\$ 45,051
6. Nutrition	\$ 3,280
7. Linkages	
8. Self Sufficiency	\$ 518,964
9. Health	\$ 15,906
10. Other	
TOTALS	\$ 633,266.00

Of the CSBG Funds reported above

were for administratio

Make sure to leave comments about why there is a difference in the comments box

Service Category	CSBG Funds
1. Employment	\$ 8,132
2. Education	
3. Income Management	
4. Housing	\$ 46,624
5. Emergency Services	\$ 22,525
6. Nutrition	\$ 3,280
7. Linkages	
8. Self Sufficiency	\$ 541,490
9. Health	\$ 11,895
10. Other	
TOTALS	\$ 633,946.00

in*.

Of the CSBG Funds reported above

\$ 68,846

SECTION E

- Administration costs: for CSBG reporting are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services.” CSBG is unique among federal programs in part because “linkages” is a service CSBG funds, not an administrative item. Similarly, when CSBG provides administrative funding for programs of other community organizations because there is a partnership with the subgrantee’s own programs, these expenses may well be either Linkages projects or classified as the type of program being operated with the funds. For additional information on indirect costs and CSBG see IM 37

Of the CSBG Funds reported above	[REDACTED]	were for administrative	in*.
		*Please consult the instructions regarding what constitutes "administration."	

SECTION F

- All data, whether or not funded directly by CSBG, should be reported in Section F
- A yellow box will appear if there is a decrease of more than 50%, or an increase of more than 200% from previous years funding
- Leave comments in the comments box if you see a box on the right side appear in yellow

2. Amount of FY 2017 CSBG allocated to reporting agencies		2.	\$	316,970
Federal Resources (Other than CSBG)				
3. Weatherization (DOE) (include oil overcharge \$\$)		3.		
4. Health and Human Services (HHS)				
a.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	4a.		
b.	LIHEAP - Weatherization (include oil overcharge \$\$)	4b.		
c.	Head Start	4c.	\$	3,680,093
d.	Early Head Start	4d.		
e.	Older Americans Act	4e.	\$	470,000
f.	Social Services Block Grant (SSBG)	4f.		
g.	Medicare/Medicaid	4g.		
h.	Assets for Independence (AFI)	4h.	\$	10,000
i.	Temporary Assistance for Needy Families (TANF)	4i.		
j.	Child Care Development Block Grant (CCDBG)	4j.		

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Federal Resources (Other than CSBG)				
3. Weatherization (DOE) (include oil overcharge \$\$)		3.		
4. Health and Human Services (HHS)				
a.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	4a.		
b.	LIHEAP - Weatherization (include oil overcharge \$\$)	4b.		
c.	Head Start	4c.	\$	1,840,046
d.	Early Head Start	4d.	\$	466,850
e.	Older Americans Act	4e.		
f.	Social Services Block Grant (SSBG)	4f.		
g.	Medicare/Medicaid	4g.	\$	8,880
h.	Assets for Independence (AFI)	4h.		
i.	Temporary Assistance for Needy Families (TANF)	4i.		
j.	Child Care Development Block Grant (CCDBG)	4j.		

Make sure to leave comments about why there is a difference in the comments box



CHECK ON LEARNING

SECTION G

- All data, on all clients, whether or not funded directly by CSBG or by other reported funding sources, should be reported in Sections G.
- Data should be reported should be an unduplicated count of persons and families who received services
- A family is defined as “Family can be a single individual. For families of more than one individual, the definition of “family” is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family.

SECTION G

- The sum of Item 10 should not exceed the sum of Items 8E through 8H

8. Age		Number of Persons*
a. 0-5		1
b. 6-11		2
c. 12-17		3
d. 18-23		4
e. 24-44		5
f. 45-54		6
g. 55-69		7
h. 70+		8
TOTAL*		36

9. Ethnicity/Race		Number of Persons*
I. Ethnicity		
a. Hispanic, Latino or Spanish origins		
b. Not Hispanic, Latino or Spanish origins		
TOTAL*		
II. Race		
a. White		
b. Black or African American		
c. American Indian or Alaska Native		
d. Asian		
e. Native Hawaiian and Other Pacific Islander		
f. Other		
g. Multi-Race (any two or more of the above)		
TOTAL*		

10. Education Levels of Adults #)		Number of Persons
(# for adults 24 years or Older only)		
a. 0-8		6
b. 9-12/Non-Graduate		8
c. High School Graduate/GED		4
d. 12+ Some Post Secondary		6
e. 2 or 4 years College Graduate		7
TOTAL**		31

Sum = 26

31 is larger than the sum of 8. E-H so the box turned red denoting an error

SECTION G

- 12D should be the same as 13A

7. Gender		Number of Persons*	
a. Male			
b. Female			
TOTAL*			

8. Age		Number of Persons*	
a. 0-5		1	
b. 6-11		2	
c. 12-17		3	
d. 18-23		4	
e. 24-44		5	
f. 45-54		6	
g. 55-69		7	
h. 70+		8	
TOTAL*		36	

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I. Ethnicity			
a. Hispanic, Latino or Spanish origins			
b. Not Hispanic, Latino or Spanish origins			
TOTAL*			
II. Race			
a. White			
b. Black or African American			
c. American Indian or Alaska Native			
d. Asian			
e. Native Hawaiian and Other Pacific Islander			
f. Other			
g. Multi-Race (any two or more of the above)			
TOTAL*			

10. Education Levels of Ad		Number of Persons*	
(# for adults 24 years or Older only)			
a. 0-8		6	
b. 9-12/Non-Graduate		3	
c. High School Graduate/GED		4	
d. 12+ Some Post Secondary		6	
e. 2 or 4 years College Graduate		7	
TOTAL**		31	

11. Other Characteristics			Number of Persons*	
a. Health Insurance	Yes	No	Total*	
b. Disabled				

12. Family Type		Number of Families***	
a. Single Parent Female			
b. Single Parent Male			
c. Two Parent Household			
d. Single Person		5	
e. Two Adults NO Children			
f. Other			
TOTAL***		5	

13. Family Size		Number of Families*	
a. One			5
b. Two			
c. Three			
d. Four			
e. Five			
f. Six			
g. Seven			
h. Eight or more			
TOTAL***			5

14. Source of Family In		Number of Families***	
a. Unduplicated # Families Reporting One or More Sources of Income			
b. Unduplicated # Families Reporting Zero Income			
TOTAL*** Unduplicated # Families Reporting One or More Sources of Income or Zero Income			
Below, please report the total # of Families identifying the applicable sources of income			
c. TANF			
d. SSI			
e. Social Security			
f. Pension			
g. General Assistance			
h. Unemployment Insurance			
i. Employment + Other			
j. Employment Only			
k. Other			
l. Total (items c-k)			

15. Level of Family Inc		Number of Families***	
(% of HHS Guideline)			
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% and over			
TOTAL***			

16. Housing		Number of Families***	
a. Own			
b. Rent			
c. Homeless			
d. Other†			
TOTAL***			
†Please describe housing situations included in 16.d Other:			

* The sum of this category should not exceed the value of Item 3
 **The sum of this category should not exceed the value of Items 8a-h

SECTION G

- 14.1 should be equal to or greater than 14.a

14. Source of Family Income	Number of Families***
a. Unduplicated # Families Reporting One or More Sources of Income	15
b. Unduplicated # Families Reporting Zero Income	
TOTAL*** Unduplicated # Families Reporting One or More Sources of Income or Zero Income.	15
Below, please report the total # of Families identifying the applicable sources of income	
c. TANF	1
d. SSI	2
e. Social Security	2
f. Pension	2
g. General Assistance	4
h. Unemployment Insurance	3
i. Employment + Other	2
j. Employment Only	1
k. Other	1
l. Total (items c-k)	18

Good

14. Source of Family Income	Number of Families***
a. Unduplicated # Families Reporting One or More Sources of Income	15
b. Unduplicated # Families Reporting Zero Income	
TOTAL*** Unduplicated # Families Reporting One or More Sources of Income or Zero Income.	15
Below, please report the total # of Families identifying the applicable sources of income	
c. TANF	1
d. SSI	2
e. Social Security	2
f. Pension	2
g. General Assistance	1
h. Unemployment Insurance	1
i. Employment + Other	2
j. Employment Only	1
k. Other	1
l. Total (items c-k)	13

Bad

SECTION G

- Pay attention to the notes

If you hover over boxes with red arrows in the top right corner a note will appear with a helpful hint

2a. Total Non-CSBG Resources Reported in Section I		
2b. Total Amount of CSBG Funds allocated		
Total Resources for FY2017 (2a+2b)		
3. Total unduplicated number of persons about whom one or more characteristics were reported		
4. Total unduplicated number of persons about whom no characteristics were reported		
5. Total unduplicated number of families about whom one or more characteristics were reported		
6. Total unduplicated number of families about whom no characteristics were reported		
7. Gender		Number of Persons*
a. Male		
b. Female		
TOTAL*		
8. Age		Number of Persons*
a. 0-5		1
b. 6-11		2
c. 12-17		3
d. 18-23		4
e. 24-44		5
f. 45-54		6
g. 55-69		7
h. 70+		8
TOTAL*		36
13. Family Type		Number of Families
a. One		
b. Two		
c. Three		
d. Four		
e. Five		
f. Six		
g. Seven		
h. Eight or more		
TOTAL***		
14. Source of Family Income		Number of Families
a. Unduplicated # Families Reporting One or More Sources of Income		
b. Unduplicated # Families Reporting No Income		
TOTAL		

Rae Tamblyn:
The sum of this category should not exceed the value of Item 3



CHECK ON LEARNING



QUESTIONS?

ADDITIONAL ASSISTANCE

- If you need additional assistance or have any questions while completing the NPI Report you can contact me at:
- Email: info@csnowyo.org
- Phone: (307) 772-9004
- This webinar and slideshow will be available to view at a later date by going to csnowyo.org/is-survey