

CSBG

2024 Annual Reports

Training & Due Dates

December 17, 2024



Wisconsin Department of Children and Families

Overview of CSBG Annual Report Modules

Module 1

- Barb and Lauren to complete, highlighting the networks 2024 achievements!

Module 2

- CAA's Expenditures, Capacity and Resources
- This includes all CSBG and other funding sources an agency receives

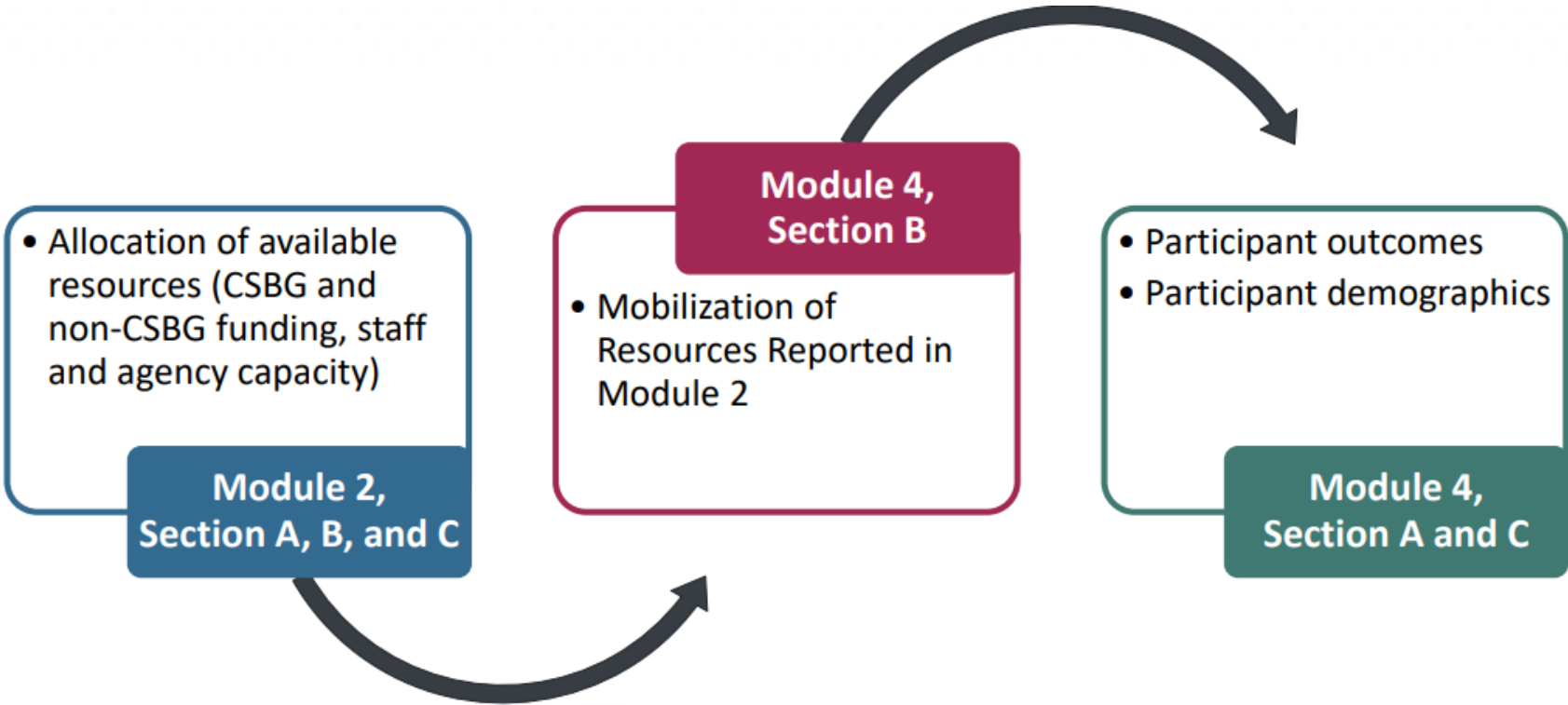
Module 3

- Community Level Transformation over time
- Narrative based

Module 4

- Where National Performance indicators (NPIs) are reported.
- Includes all outcomes and individuals served by the agency.

Connecting Parts of the CSBG Annual Report



Module 2 Best Practices

- **Section A: Report all CSBG Expenditures.**
 - Consider how CSBG leverages the various types of activities.
 - Look for the best fitting domain.
- **Section B: Remember to report across all programs.**
 - Report on volunteer hours, support by board members, partnerships, and certifications across all programs at the eligible entity.
- **Section C: Report all available resources that contribute to the outcomes, services, and people served that are reported in Module 4.**
 - Report resources that were available during the reporting period.

Module 2- Capacity Building, Section A, A.2i. and A.4.

Items A.2i and A.4 are connected:

- If **expenditures** are reported under **A.2i.**, then you must specify the funded **activities** under **A.4.**

Reporting Expenditures and Services

If there are CSBG expenditures reported under a specific domain (Module 2), then there will be services in that same domain reported in Module 4, Section B.

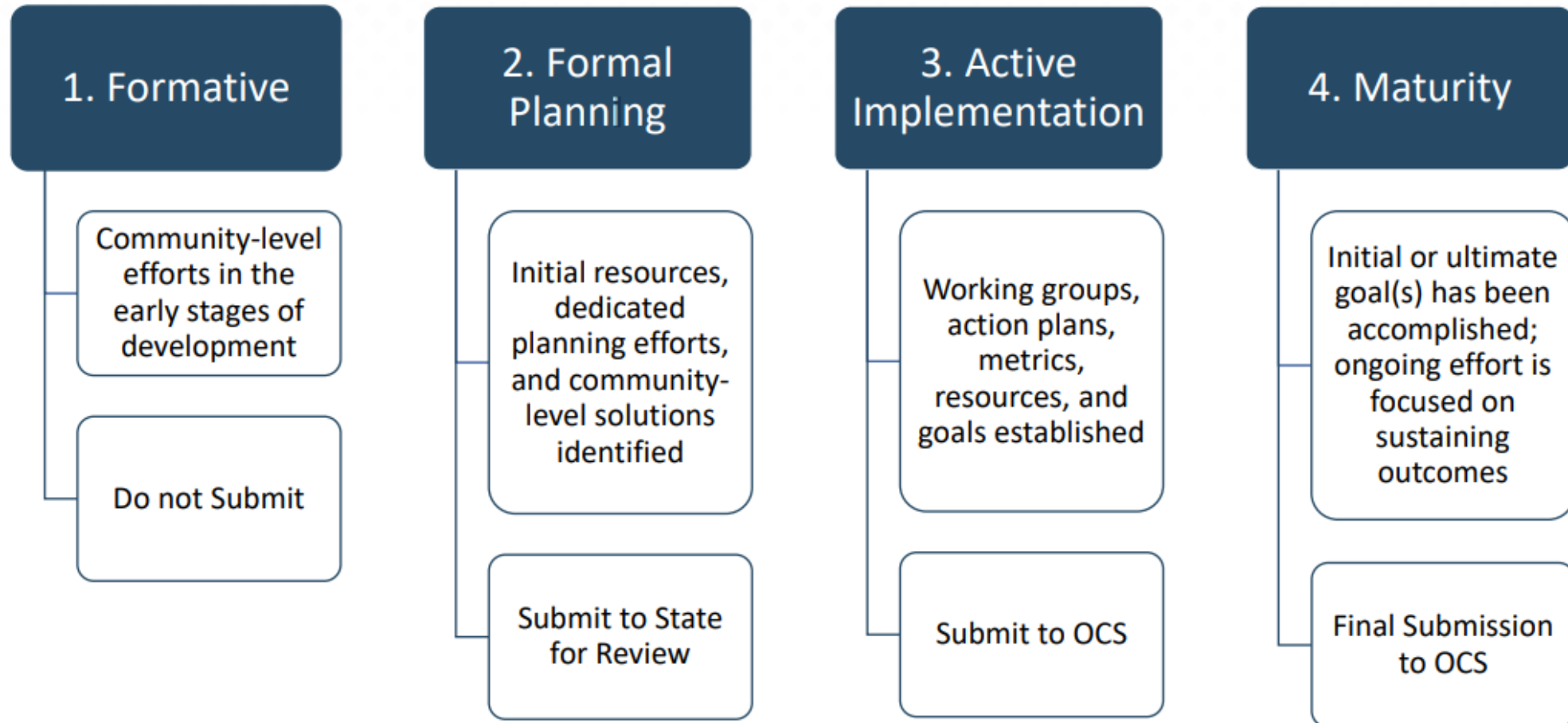


Overview of Module 3

Section A: Community Initiatives Status Form	Section B: Community Level National Performance Indicators (NPIs)	Section C: Community Strategies List
<ul style="list-style-type: none">• Purpose: To report information about a <i>single</i> community initiative that started, continued, or ended during the current reporting period.• How-To: Information reported on the status form is selected from dropdown menu or written as a narrative.	<ul style="list-style-type: none">• Purpose: To collect data for the community level outcomes based on the initiative in Section A.• How-To: Data reported is either selected from the indicators outlined or unique indicators that capture the outcomes achieved.	<ul style="list-style-type: none">• Purpose: A list of strategies, arranged by domain and by topic area to inform the submission.• How-To: Strategies are selected in Section A, A.11. The list is not all-inclusive; as such, CSBG Eligible Entity can identify their own strategy.

- This is where you report the impact specific programs have had on your community ***over time***. It is different from other modules in that narrative is used to tell the story of Community Action – changes that aren't as easily grasped through quantitative data reporting.
- There is very specific criteria for this module and should build on what you reported last year.
- Single-purpose agencies exempt (FRH & UMOS).
- An updated Module 3 guide can be found [here](#).

When an initiative is ready to be submitted in Module 3:



Overview of CSBG Annual Report Modules

- **Module 4**
 - “Individual and Family Level”
 - This is where you report your National Performance Indicators (NPIs). These include the numbers and characteristics of the individuals and families you served in the previous year, and the outcomes they achieved.
 - This **includes all outcomes/individuals served by the agency**, regardless of funding source (e.g.: CSBG, USDA, HUD, DOE, etc.).

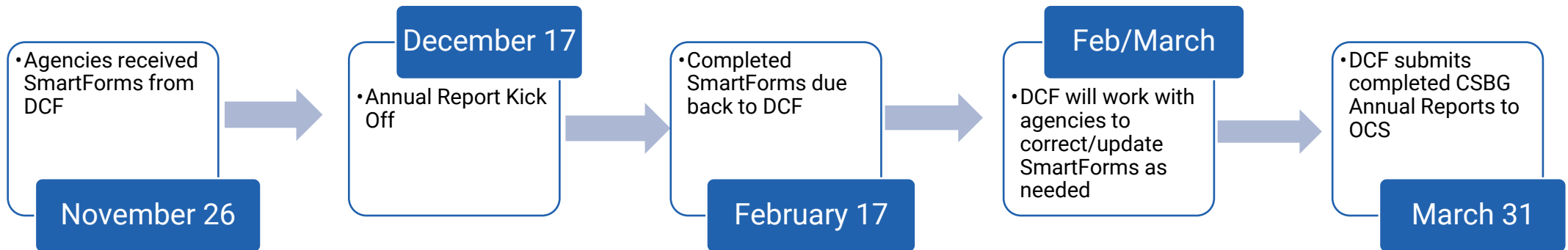




Due Dates

- All modules (2, 3, and 4) are required for 2024 regular CSBG Annual Report
- All CSBG modules are **due to DCF by Monday, February 17, 2025**

Timeline:

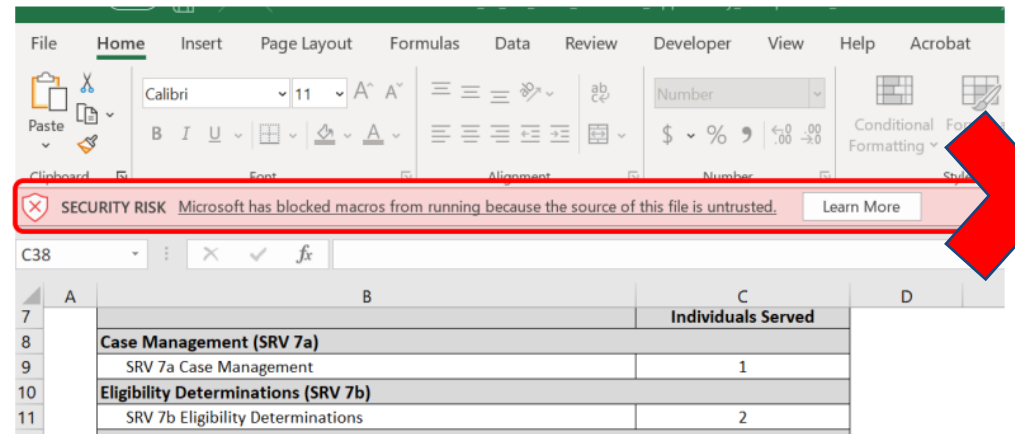
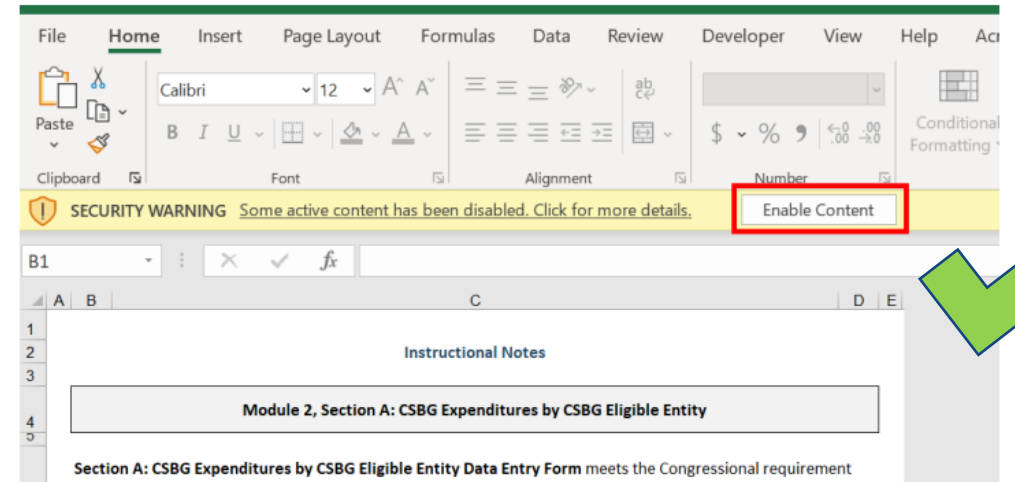




Enable Macros!

Open your SmartForms, and if you see the “SECURITY RISK” error message instead of the standard “Enable Content” warning bar, you need to follow the instructions provided with your SmartForms to unblock the macros.

Macros must be enabled for the forms to work properly.





Errors and Warnings Tab

State	Agency	Module	Section	Data Point	Message Description	Justification

Once your SmartForms are completed, please check the “Outstanding Errors and Warnings” tab. Review the list and see if anything needs to be corrected. For anything that is correct but shows up as an error or warning on this tab, please complete the **FY2024 M2 and M4 Comments Template** to explain why your data is accurate. The comments template was provided with your SmartForms and should be submitted back to DCF with them on February 17.

NOTE: M4 NPI “percentage achieving outcome” and “target accuracy” columns will no longer be flagged as a warning if outside the recommended range and do not require an explanation this year.



Resources

- [Module 2 Instruction Manual & Resources Page](#)
- [Module 3 Instruction Manual & Resources Page](#)
- [Module 4 Instruction Manual & Resources Page](#)

- [OCS Webinar Trainings](#)





Questions & Discussion



💡 If I don't know,
I will find out!



Thank you!

A copy of this presentation will be made available to you.
Please send questions, comments, and requests for assistance to:

Barb Schachern & Lauren Frederick
CSBG Contract Manager
Department of Children and Families

