

IS Survey for 2013

Overview of IS Survey Submission
process for NJ CAAs

History

- This is the 30th year of surveys on local uses of Federal CSBG funds.
- First survey was in 1983 - National Association for State Community Services Programs (NASCSPP) and National Governors' Association.
- Since FY 1987, NASCSPP coordinated IS Surveys.

Due Dates

Survey data from NJ CAAs
due in electronic form, via email, to
DCA on February 24, 2014 by 5 pm.

Add'l due dates:

- March 31, 2014 -NJ data due to NASCSP.
- April of 2014 - NASCSP sends memo on error and questions to NJ.
- April 2014 - NJ CAAs are contacted by DCA to resolve issues raised by NASCSP
- May 2014 – responses to questions due to DCA.

Reporting Forms

- Data base forms were sent to all agencies.
- Additional copies of forms available at:
<http://www.nascsp.org/CSBG-IS-Survey/608/CSBG-Survey-Forms.aspx?iHt=21>
- Use only Excel forms!
If data is sent to DCA in PDF format it will be returned for resubmission in Excel.

Form Instructions

- Please fill out all sections. If zero, enter 0.
- Please fill in the comment sections on each page. This provides NASCSP with additional information on outcome or data anomalies and prevents need for follow up questions, for example:
 - Why the number of participants increased from last year by 200% . Possible answer - because agency received additional funding.

Form Instructions, continued

Provide comment on:

- Anything that seems anomalous, even if this also occurred last year. For example, two of our agencies reported relatively large numbers of people of Native American heritage. To NASCSP, these percentages seemed high, however, these agencies serve areas with large populations of Native American ancestry.
- Why outcome data for NPIs is outside standard reporting range of an 80% to 120% success. DCA must explain to NASCSP any variations outside this range.

Section D

- Ensure narratives inserted into Section D are visible in the box reporting form box.
- The narrative box may need to be enlarged; a test print will confirm all narrative is visible.
- If the data is not visible in the box, data cannot be copied and clipped into the State level database, and the CAA will be required to resubmit section D.

Section E

- Section E is for reporting CSBG dollars received from NJ and the categories in which they were expended.
- Enter dollar amount of administration funds utilized in FY13 grant. This figure was included in each agency's FY13 contract and can be accessed in the State's electronic grant system, SAGE.

Section E, continued

- At the bottom of Section E, note the CSBG dollars used to serve Youth and Seniors. ONLY enter CSBG NJ dollars.
- Double check that the Youth/Senior dollar figures in Section E are, at minimum, correlated to the number of clients reported in Section G for Youth/Seniors.

Section E, continued

- Agencies which serve Youth or Seniors with non-CSBG funds should check that Section G numbers for these groups are greater than those served by the dollars reported in Section E.

Section F

- All Federal funding sources must be identified with a Catalogue of Federal Domestic Assistance number (CFDA).
- These numbers identify the specific source of funds by department, agency and program. CFDA numbers can be found at www.cfda.gov.

Section F, continued

- For example, CSBG funds are #93.569.
- However, a search for 'Head Start' on the CFDA website provides 41 discrete Head Start funding sources, all within Health and Human Services.
- Check the website for exact CFDA Federal funding numbers to ensure proper reporting.

Section G

- Ensure that the number of people being reported in the various parts of Section G match each other.
- Fill in all four lines of items 3 through 6, as these lines denote persons and families served *with and without* reported characteristics.
- Double check that the number of families listed is *smaller* than the number of individuals served.

Section G, slide 2

Section G Program Participant Characteristics

1. Name of Agency Reporting

2a. Total Non CSBG Resources Reported in Section F

2b. Total amount of CSBG Funds allocated

Total Resources for FY 2013 (2a + 2b)

3. Total unduplicated number of **persons** about whom one or more **characteristics were obtained**:

4. Total unduplicated number of **persons** about whom **no characteristics** were obtained:

5. *Total unduplicated number of families about whom one or more characteristics were obtained:*

6. *Total unduplicated number of families about whom no characteristics were obtained:*

Note that #3 and #4 both deal with individuals.

#3 is for people who provided characteristic info, like age or race

#4 is for the people served who did not provide characteristic info,
for example, those served by a Food Bank.

Section G, slide 3

7. Gender	Number of Persons*
a. Male	
b. Female	
TOTAL*	0

Note that #7, total number of persons served by Gender must equal #3 plus #4.

Section G, slide 4

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

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

Note that the total number of persons on whom education levels are reported in #10, on the right, should NOT equal the total number of persons report by age in #8, on the left. The educational level question is only applicable to persons served over the age of 24.

Section G, slide 5

11. Other Characteristics	Number of Persons*		
	Yes	No	TOTAL*
a. Health Insurance			0
b. Disabled			0

Enter BOTH the number of people who had health insurance or who were disabled, as well as the number of people who were not insured and were not disabled. If zero, enter 0.

Section G, slide 6

#12d should be similar to #13a

12. Family Type	Number of Families***
a. Single Parent Female	
b. Single Parent Male	
c. Two Parent Household	
d. Single Person	
e. Two Adults NO children	
f. Other	
TOTAL***	0

13. Family Size	Number of Families***
a. One	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six	
g. Seven	
h. Eight or more	
TOTAL ***	0

Section G, slide 7

Note that 14a is usually much less than 14l, as 14a is families reporting one or MORE types of income and 14l is a total of all income sources reported by all families.

14. Source of Family Income	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.***	0
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 Source	
j. Employment Only	
k. Other	
l. Total (Items c-k)	0

Tips on NPI Reporting

- The NPIs represent all Community Action (CA) activities, not only activities funded through CSBG. All CA should be reported.
- Each agency does not provide every program. Agencies need only report on NPI categories in which they have programs or activities.

Tips on NPI Reporting, continued

- For 3.1, enter both the total number of volunteers *and* the number of those volunteers that were people with low incomes.
- For 4.1 please add in all agency partnerships, entering *at least 1*, the CSBG office!
- For 4.1 there is an additional partnership column, so you can report the total number of agencies with which you partner as well as the total number of partnerships.

NASCSP reporting guidance

- Guide to Reporting on Race and Ethnicity

http://www.nascsp.org/data/files/csbg_is_survey/additional/guideforethnic_racecategories.pdf

- Definitions of Homelessness used in IS Survey

http://www.beta.nascsp.org/data/files/csbg_is_survey/webinars/csbg-is-fy-2012-database-webinar-presentation.pdf

- IS Survey Lexicon

http://www.nascsp.org/data/files/csbg_is_survey/additional/lexicon2007_001.pdf

For Additional Information or Technical Assistance

Contact the Community Services Office

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