



**Texas Department of Housing and Community Affairs  
Community Services Block Grant  
Monthly Performance Report and Monthly Expenditure Report Instructions for  
Subrecipients**

**(Revised October 24, 2018)**

## OVERVIEW OF CSBG MONTHLY REPORTS

Community Services Block Grant (CSBG) Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's electronic [Community Affairs Contract System](#). Subrecipients must carefully read this instruction document in conjunction related reporting information located on the [Community Services Program Guidance](#) web page.

**Monthly Report Uses** - the Department uses the financial and performance information submitted through the monthly reports to improve the administration of the program, and to report performance data to the U.S Department of Health and Human Services (USHHS) through the CSBG Annual Report. The data the Department collects is subject to change based on changes required by USHHS.

**Due Dates** - The MPRs and MERs are due on or before the fifteenth (15th) day of each month of the contract term, following the reporting month. If the 15th falls on a weekend or holiday, the reports must still be entered on or before the 15th.

**Access** - Subrecipients must access the [Community Affairs Contract System](#) with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MER/MPRs must submit a System Access Request Form to Gloria Mitchell, ([Gloria.mitchell@tdhca.state.tx.us](mailto:Gloria.mitchell@tdhca.state.tx.us)), Contract Specialist with the Department's Community Affairs Fiscal and Reporting section. The System Access Request Form can be downloaded from the [Community Affairs Contract System](#) web page.

**Order of Reports & Validations** - A Monthly Performance Report must be added first in the [Community Affairs Contract System](#) before the system allows the user to add a Monthly Expenditure Report. Validations are programmed into the reports to verify data accuracy. If an error message appears, a data validation has been violated and errors must be corrected before the Contract System allows a user to approve and submit the reports.

**Demographic Data**-The CSBG performance report captures assisted households and individuals and applicant households of the CSBG program. In the different sections of the report demographic data is also requested such as: income level, race, ethnicity, age, gender, military status and poverty level.

### **Definitions:**

**Monthly**-This column is used for entry of monthly data in all sections of the report.

**Adjusted**-This column is used to make adjustments for errors made in prior month's reports. Changes made to this column will only affect your cumulative column and not the monthly data entered.

**Cumulative**-This column is auto populated by the contract system. It will equal the monthly column in the first month of reporting. Afterward, it will add the monthly amount and adjusted amount to the cumulative to create the new cumulative amount.

**Unduplicated**-The household/individuals(s) are counted only once for each specific type of assistance provided when the initial assistance is provided.

**Counting of Persons Served**- Count the number of persons that receive the benefit. For ex: Food - Count all persons in the household that received the food; General Equivalency Diploma (GED) assistance - Count the person that is receiving the GED service.

## **Monthly Performance Report Instructions**

*CSBG Annual Report Instruction Manuals provide instructions for reporting performance data collected in Modules 2, 3 and 4. Please see the manuals created by the National Association for State Community Services Programs (NASCSPP) on the NASCSPP website, at the following link:*

<https://nascsp.org/csbg/csbg-data-collection-and-reporting/csbg-annual-report/instruction-manuals/>

*The following information will provide supplemental information and guidance to the instructions manuals created by NASCSPP.*

### **Module 1 State Administration**

*This module is completed by the State Office. It contains information on the distribution of funds to CSBG Subrecipients, use of State administrative funds and discretionary funds, as well as the Subrecipient progress on meeting organizational standards and the state's progress on meeting accountability measures. Subrecipients are asked to submit information annually to complete this portion of the report.*

### **Module 2, Section A. CSBG Expenditures By Eligible Entity (Subrecipient)**

*This information will be collected at year end by the Department through Smart Forms or another method determined by the Department.*

- 1. CSBG Reporting Period*
- 2. CSBG Expenditure Domains*
- 3. Administrative Costs*
- 4. Agency Capacity Building Activities funded by CSBG*

### **MODULE 2. SECTION B. CSBG ELIGIBLE ENTITY CAPACITY BUILDING**

The information requested for this module should be reported each month or as it is collected; quarterly or annually.

- 1. Reporting Period (reported by the Department)*
2. Hours of Agency Capacity Building
3. Volunteer hours of Agency Capacity Building
4. The number of staff certifications
5. The number of organizations that the CSBG eligible entity works with

## **MODULE 3. COMMUNITY LEVEL**

*This module is currently reported quarterly in spreadsheets provided by the Department and submitted through the Wufoo website (online upload). Community Initiatives are selected in the annual Community Action Plan. However, new projects may be added at any time. See the Wufoo website at:*

<https://tdhca.wufoo.com/forms/community-initiatives-report/>

### **Section A. Community Initiative Status Form**

Complete the Community Initiative Form (CIS) provided in the Annual Community Action Plan for each community initiative the agency will participate in. The CIS form is a central location for reporting information about each community initiative that was started, continued or ended during the program year. The form will include information about how a problem was identified, the strategies being employed to address it, the expected outcomes and the partners involved. The Department will review projects as part of the annual CAP Plan review. After the plan is approved the projects may be reported quarterly for the following year.

### **Section B. Community National Performance Indicators (CNPIs)**

CSBG Subrecipients should select indicator(s) based on the community-level initiatives in which they are engaged and the goals they are trying to achieve. Subrecipients should report outcomes for any project reported in Section A. Any count of change indicators or rate of change indicators may be selected.

**Counts of Change** - Report the number of outcomes targeted and achieved for each initiative.

**Rates of Change** - Report the percentage change of a community level indicator from one year to the next.

#### **CNPIs:**

CNPI 1 Employment

CNPI 2 Education and Cognitive Development

CNPI 3 Infrastructure and Asset Building

CNPI 4 Housing

CNPI 5 Health and Social Behavioral

CNPI 6 Civic Engagement and Community Involvement

### **Section C. Community Strategies List**

CSBG Subrecipients must identify strategies used to develop/implement each community level initiative. Report on the strategies identified for each community level initiative.

**Strategies:**

STR 1 Employment

STR 2 Education and Cognitive Development

STR 3 Infrastructure and Asset Building

STR 4 Housing

STR 5 Health and Social Behavioral

STR 6 G2 Civic Engagement and Community Involvement Goal 2

STR 6 G3 Civic Engagement and Community Involvement Goal 3

STR 7 Community Support

STR 8 Emergency Management

**MODULE 4. SECTION A. INDIVIDUAL AND FAMILY PERFORMANCE INDICATORS (NPIS)**

This module collects information on Family National Performance Indicators (FNPI's) and Services (SRV) provided to individuals and families. This module also collects demographic characteristics of people served by CSBG.

Report the number of persons enrolled in agency activities under the related FNPI's. Enrollment occurs when the person fills out an application for a service and is deemed eligible or when the person begins receiving services. Outcomes may be reported when the person or persons in the household achieve an outcome for an indicator. Outcomes achieved may be reported in the same month as when the outcome is achieved or later.

**CSBG Domains and related FNPI's**

1. Employment (FNPI 1)
2. Education and Cognitive Development (FNPI 2)
3. Income and Asset Building (FNPI 3)
4. Housing (FNPI 4)
5. Health and Social/Behavioral Development (FNPI 5)
6. Civic Engagement and Community Involvement (FNPI 6)
7. Outcomes Across Multiple Domains (FNPI 7)

**MODULE 4. SECTION B. INDIVIDUAL AND FAMILY SERVICES**

Report unduplicated counts of individuals receiving any of the services listed on the Individual and family Services Form. Services provided through referral may be reported only when a Memorandum of Understanding (MOU) is in place with a partner agency and the participant is enrolled in a Subrecipient program.

1. Employment Services (SRV 1)

2. Educations and Cognitive Development Services (SRV 2)
3. Income and Asset Building Services (SRV 3)
4. Housing Services (SRV 4)
5. Health and Social/Behavioral Development Services (SRV 5)
6. Civic Engagement and Community Involvement Services (SRV 6)
7. Services Supporting Multiple Domains (SRV 7)

## **MODULE 4. SECTION C. ALL CHARACTERISTICS REPORT**

This section represents statistical information on all household members for which a CSBG Intake/universal intake has been completed and where at least one household member has received a service from the CSBG subrecipient. This information is reported only **one time** during the CSBG programmatic reporting period. In the Total unduplicated number of all individuals/households and in each of eight demographic categories: Gender; Age; Education Levels; Disconnected Youth; Health; Ethnicity/Race, Military Status and Work Status; the subrecipient shall report the number of unduplicated persons/households served for the month being reported. The demographics of individuals in households served should be reported in this module even if the service or assistance received does not fall under an NPI and is not reported in the Module 4, Section A., Individual and Family National Performance Indicators section. **The totals in some of these categories will validate against each other and must match. (Ex: Gender, Age, Ethnicity/Race, Health: Disabling Condition, Health Insurance) If they do not match, the report cannot be signed. Those categories that do not have validations are noted in headers (Ex: Disconnected Youth, Health Insurance Sources, Military Status.**

**Information reported in Modules 4 and 5 may be compiled from local software programs. Subrecipients shall report information collected each month including the first month of the report period. For the first month, the monthly and cumulative amounts will be the same.**

**Note: Education Levels and Work Status validate against the ages of persons reported in the age categories that are listed in the headers for these categories. For ex: Education Level Total for persons aged 14-24 must match the total of the number of persons reported in the age categories c. 14-17 plus d. 18-24.**

### **INDIVIDUALS**

- A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained
- B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained
- C. 1. Individual Level Characteristics: Gender
- C. 2. Individual Level Characteristics: Age
- C.3. Education Levels: 1. Ages14-24
- C.3. Education Levels: 2. Ages 25+
- C.4. Disconnected Youth
- C5. Health
- C.6. Ethnicity/Race: A. Ethnicity

C.6. Ethnicity/Race: B. Race

C.7. Military Status

C.8. Work Status (Individuals 18+)

## HOUSEHOLDS

D.9. Household Type

D. 10. Household Size

D. 11. Housing

D. 12. Level of Household Income

D. 13. Sources of Household Income

D. 14. Other Income Source

D. 15. Non-Cash Benefits

### **E. Number of Individuals Not Included in the Totals Above (due to data collection system integration barriers)**

Report the number of individuals not included in the totals above due to data collection system integration barriers. These individuals would likely have received a service where the program does not require that a CSBG Intake or a centralized intake is completed; for example: congregate meals or transportation assistance. **These individuals must be reported in MODULE 5., SECTION A., People Served by County.**

### **F. Number of Households Not Included in the Totals Above (due to data collection system integration barriers)**

Report the number of households not included in the totals above due to data collection system integration barriers. These households would likely have been served with congregate meals or received transportation assistance and a CSBG Intake/universal intake was not completed. **The persons in these households must be reported in MODULE V., SECTION A., 5. People Served by County.**

## **MODULE 5. SECTION A. PERSONS WORKING TOWARDS TRANSITIONING OUT OF POVERTY**

Case management is a service that is provided on an ongoing basis and includes individual assessment, the development of a case management service plan, arranging for necessary services, conducting follow-up, phone calls/visits, ongoing monitoring of the participant status and the services delivered, and periodic revisions of the case management service plan as necessary. This service is provided to assist persons to transition out of poverty.

Report every person in household served for the month with case management. Report persons who are receiving case management services, have the goal of transitioning out of poverty, and have not previously been reported.

**NOTE: When carrying-over case management clients from one year to the next, they must be reported again in Module 5. at the beginning of the next program year. The system does not carryover clients from the previous year who are still working to transition out of poverty.**

#### **MODULE 5. SECTION A. PERSONS TRANSITIONED OUT OF POVERTY**

Report the number of persons who have achieved incomes above the CSBG Poverty Guidelines and maintained the household income at 125% of the poverty level or higher for at least 90 days due to the subrecipient's assistance. **These clients' income must be tracked for 90 days and documentation must be kept on income, services provided and follow-up.** DO NOT report persons in this section until they have sustained an income level above 125% the poverty level or higher for at least 90 days. This is an unduplicated count of persons transitioned out of poverty.

#### **MODULE 5. SECTION A. BOARD SEATS**

Report the number of Board seats, by sector, per the agency bylaws.

#### **MODULE 5. SECTION A. BOARD VACANCIES**

Report the number of Board vacancies, by sector, per the agency bylaws. NOTE: It is recommended that no more than 25% of either the Public or Poverty Sectors of the Board of Directors remain vacant for more than 90 days.

#### **MODULE 5. SECTION A, 5. PEOPLE SERVED BY COUNTY**

Report the number of persons served in each county of the CSBG service area. If a county is served outside of the CSBG service area it may be added by clicking on the add button. People reported in Module 4., Section C., E. and F. Number of Individuals/Households Not Included in the Total Above must be also reported in this section.

#### **APPROVAL**

**Staff persons with report approval roles may sign the report. The date will be auto populated when a signature is added.**



## MONTHLY EXPENDITURE REPORT - INSTRUCTIONS

The Monthly Expenditure will serve as a request for advance or reimbursement. This report is to be received by the Texas Department of Housing and Community Affairs no later than the 15th day after the end of the month being reported. The expenditures portion of the monthly report should be prepared even if no funds are being requested.

### **PART I. Subrecipient Information**

1. System Generated

### **PART II. CSBG Financial Data**

**Budgeted Column** - Budgeted items based on Department formula (blank for CSBG).

**Projected Column** - Enter the amount of expenses projected over the next 30 days.

**Monthly Column** - Enter actual expenditures for the month being reported.

**Adjusted Column** - Enter adjustments for the previously reported expenditures.

**Returned Column** - Entered by TDHCA Staff. This column is used for disallowed costs.

**Cumulative Column** - System generated totals of prior months' expenditures plus current month's reported expenditures.

**Line 10** Sum of Projected and Cumulative expenditures (system generated).

**Line 11** Total of all CSBG funds requested in previous reports (system generated).

**Line 12** Refunds (Entered by TDHCA Staff)

**Line 13** Total TDHCA funds requested for the current contract period - (Total Returned Expenditures + Refund) (system generated)

**Line 14** Net amount of this request-Total Projected plus Total Cumulative Expenditures minus TDHCA funds requested to date (system generated)

**Line 15** Remaining balance of funds, after this request (Budgeted total minus Cumulative Expenditures total minus Projected total (system generated)

**Approval** Persons authorized to prepare and report must click on the box for Preparer and Executive Approval, as indicated on the Access Request Form submitted to TDHCA. If anything has been entered into the Adjusted Column, a reason must be given before the system will allow the report to be saved. Please be advised that once a reason is given and the report is saved, the reason cannot be changed.

**Lastly, click on SAVE button.**