

To: Gatekeepers
From: CSBG Program Coordinator
Date: March 17, 2023

Please distribute to: Executive Directors Fiscal Staff Homeless Services Program Staff
 Rental Assistance Program Staff

Category: Program Informational

Update For:

Other: 2023-25 CSBG MGA IR Resources

Greetings All,

You will find attached to this memo the word documents for the CSBG 2023-25 MGA IR application, and Linkages forms for the MGA 2023-25 Smartsheet. These may be used as a tool to assist in completing the Smartsheet application as you will not be able to save and return to the Smartsheet. I am also attaching the NPI list as a resource to quickly look for targets/outcomes in addressing the Community Needs Assessment section.

As we haven't received our full CSBG FY23 award amount, the CSBG budget form will be postponed until further notice.

The 2023-25 CSBG MGA IR Application and the Linkages form will be due on **May 15, 2023**.

Please don't hesitate to reach out to me if you have any questions.



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Community Services Block Grant (CSBG)

2023-2025 MGA Implementation Report/ Funding Application

INSTRUCTIONS:

This form includes conditional logic, which allows for only the sections you need to complete to be visible based on your choices within the application. Once you complete required fields for each section, additional fields will pop-up, allowing you to easily move through the application. Please note that all fields are required to be completed. Use this form to apply for the Community Services Block Grant (CSBG) funding as part of the 2023-2025 Master Grant Agreement. If you have any questions about the use of this form, please contact Leeann Marx at leeann.marx@hcs.oregon.gov.

SECTION 1: Subgrantee Information

Enter the information below for the organization submitting this 2023-2025 Implementation Report/Funding Application

Select Organization

Requestor Name

Phone Number

Email

Please list the names and email addresses of contact points that will need to receive notices regarding this application for funding

Date Submitted

SECTION 2: Tripartite Board

Sub-grantee shall notify OHCS of changes in key personnel within 5 business days. For the purposes of this work plan application, key personnel are defined as, at a minimum, the CSBG coordinator and their immediate supervisor and/or any other person who has authority or responsibility for, or significant influence over, planning, directing, or controlling the activities of the CSBG program. Sub-grantees shall also notify the CSBG Program Analyst of changes in the board of directors. Within 5 business days of filling vacant positions, sub-grantees shall email a copy of the updated roster to the CSBG Program Analyst. Please upload your current tripartite board of directors' roster that details the sector in which they serve (elected official, low income, organizational or private representative), their start and end dates, their full contact information, and the county they represent.

Please upload your documents in section 9.

Tripartite Board Roster – Uploaded in Organizational Standards or Updated Roster Attached

Options include (single select):

-In Organizational Standards

-Updated Roster Attached

Does your board of directors have any current vacancies?

-Yes

-No

If yes is selected, the following questions in bold text will appear. If no is selected, you will be taken to Section 3: General Questions

How long has the position(s) been vacant?

If the position(s) has been vacant for longer than 90 days, please explain why

What is the agency's plan for filling the vacancy? Describe specific actions and timeline to fill the position.

SECTION 3: General Questions

Usage of CSBG Funds: CSBG Funds may be used to undertake a broad range of activities, including administrative, direct program costs, linking, and strengthening other anti-poverty programs and services.

ROMA and Data Management: ROMA is a key performance management process required through the CSBG Act. The importance of ROMA training and implementation and data collection, evaluation and analysis is braided throughout. It is important that we learn from the data and adjust programs to be efficient and effective.

How does the agency use CSBG funds? (select all the apply)

Options include (multi-select):

Administrative

Program Costs

Direct Services to Clients

If "Direct Services to Clients" is selected, the following questions in bold text will appear.

If you checked direct services to clients, how much of the estimated annual CSBG funds will be utilized to provide direct client assistance?

What types of direct client assistance will be provided?

The recommended administrative efficiency measure is 17%. What is your agency's projected administrative percentage for CSBG? If your administrative percentage does not meet the parameters stated above, please explain why and what steps the agency will take in the future to meet this standard.

Describe the use of CSBG funds to support innovative community and neighborhood-based initiatives related to the purposes of CSBG. (Support means that either CSBG funds can directly fund an initiative or support an organization that provides such, i.e. Module 3 in the Annual Report)

Is there a ROMA-certified staff member in the agency?

-Yes

-No

If yes is selected, the following question will appear:

If yes, certified how?

Options include (multi-select):

Trainer

Implementer

If no is selected, the following question will appear:

If no, how does your agency utilize the ROMA principles in implementation of the strategic plan, community needs assessment, program delivery?

What target areas are CSBG funds used for?

Options include (multi-select):

Employment

Education & Cognitive Development

Income, Infrastructure and Asset Building

Housing

Health & Social/Behavioral Development (includes Nutrition)

Civic Engagement & Community Involvement

Linkages (partnerships that support multiple domains)

Services Supporting Multiple Domains (ex: case management,etc.)

Agency Capacity Building (see below)

Disaster Relief

Emergency Management

Other (describe)

If "Other" is selected, the following question will appear:

If you selected "Other" to the question above, please describe below

If "Agency Capacity" is selected, the following question will appear:

If the target area "Agency Capacity" was selected, please identify which activities will be funded by CSBG. Select all that apply.

Options include (multi-select):

Community Needs Assessment

Data Management & Reporting

Strategic Planning

Training & Technical Assistance

Other (ex. Board development, etc.)

If "Other" is selected, the following question will appear:

If you selected "Other" to the question above, please describe below

How is (demographics, NPIs) data gathered and reported to the administrative office from each field office and subrecipients?

How frequently does the supervisor review the collected CSBG performance data?

What process/methodology is used to verify accuracy and how the data is used to evaluate and analyze performance measures?

What software is used to gather data (demographics, NPIs) for CSBG performance reports? (mark all that apply)

Options include (multi-select):

Opus

HMIS

Other

If "Other" is selected, the following question will appear:

If you selected "Other" to the question above, please describe below.

SECTION 4: Service Area

Service Area - Population, Poverty Population, and Unemployment Data. Complete the following questions below specific to programs, activities, and use of CSBG funds for your Community Action Agency. Include data for all counties in the CSBG service area, Agencies may pull this data from their most recent Community Needs Assessment. Describe your agency's main branch and any satellite offices/branches, include outreach sites.

Please provide all programs that use CSBG funds for each county.

County #1

County (drop-down list, single select)

Total Population

Total Population in Poverty

Poverty Rate

Total # of Persons Unemployed

Unemployment Rate

Agency Office Location Address, City, Zip

Is this location a main branch or satellite office?

If "Satellite" is selected, the following question will appear:

If satellite, are there certain services or activities not available at this office for which the client must be referred to the main office? If Are applicants able to apply for this program by means other than in person? yes, please list

Name of program, service, or activity using CSBG funds

How are CSBG funds used as a part of this program, service, or activity

When are services provided (days of week and hours) i.e. (Monday – Friday, 8am – 5pm)

Describe the intake process for this program

How is your agency documenting that income eligibility requirements are met for clients that receive assistance through this program, service, or activity? (CSBG requires 125% FPL or the maximum assigned by HHS-ACF-OCS)

Are applicants able to apply for this program by means other than in person?

-Yes

-No

If yes is selected, the following question will appear:

If yes, please describe the application methods available

Select the ROMA Categories which apply to this program, service, or activity

Options include (multi-select):

Employment

Education & Cognitive Development

Income, Infrastructure and Asset Building

Housing

Health & Social/Behavioral Development (includes Nutrition)

Civic Engagement & Community Involvement

Linkages (partnerships that support multiple domains)

Services Supporting Multiple Domains (i.e.. Case management, etc.)

Agency Capacity Building

Disaster Relief/Emergency Services

Other (describe)

If “Other” is selected, the following question will appear:

If you selected "Other" to the question above, please describe below

If “Agency Capacity Building” is selected, the following question will appear:

If agency capacity building is selected, please identify which activities will be funded by CSBG under “Agency Capacity” (check all that apply)

Options include (multi-select):

Community Needs Assessment

Data Management & Reporting

Strategic Planning

Training & Technical Assistance

Other (describe, i.e. Board development, etc.)

If “Other” is selected, the following question will appear:

If you selected "Other" to the question above, please describe below

Would you like to add an additional entry?

-Yes

-No

If yes is selected, County #2 entry field will populate. These questions are the same as County #1. You may add up to five counties. If no is selected, you will be taken to Section 5: Linkages and Primary Referral Organizations

SECTION 5: Linkages and Primary Referral Organizations

The CSBG Act requires CSBG eligible entities to coordinate between anti-poverty programs and establish linkages between governmental and other social service providers to assure the effective delivery of services and to coordinate with Workforce Investment Act programs.

Linkages and Primary* Referral Organizations and Subrecipients, List the partner agencies (primary partners): Provide the requested information regarding how the Subgrantee will coordinate and establish or maintain linkages between city and county governments, school districts, colleges, faith-based organizations, non-profit organizations, State agencies, etc. to address client’s needs.

*(Note: “Primary” refers to those most influential in your implementation of anti-poverty work.)

Check the box once the linkages/referral form is completed. The CSBG 21-23 MGA Implementation Report/Funding Application - Linkages and Referrals Form can be located on the 23-25 MGA Implementation Reports Dashboard.

There will be a checkbox here that will move you to the next section once marked.

SECTION 6: Community Needs Assessment

Every 3 years, subgrantees must conduct a Community Needs Assessment. CSBG eligible entities are expected to utilize CSBG funds to address the needs identified by the community. The needs can be addressed either directly by the subgrantee or through coordination and referrals with partner organizations.

Instructions: Complete the questions below, identifying the Top 5 Needs and Top 5 Gaps in Services. Briefly describe the program or service that will be provided or developed. Identify who will address the need or gap: either subgrantee, partner agency or both. Note the corresponding National Performance Indicator, of the CSBG Annual Report (Modules 2-4), if applicable.

Top 5 Needs

Need #1

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this need

List funding streams other than CSBG that your agency uses to address this need

Need #2

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this need

List funding streams other than CSBG that your agency uses to address this need

Need #3

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this need

List funding streams other than CSBG that your agency uses to address this need

Need #4

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this need

List funding streams other than CSBG that your agency uses to address this need

Need #5

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this need

List funding streams other than CSBG that your agency uses to address this need

Top 5 Gaps

Gap #1

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this gap

List funding streams other than CSBG that your agency uses to address this gap

Gap #2

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this gap

List funding streams other than CSBG that your agency uses to address this gap

Gap #3

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this gap

List funding streams other than CSBG that your agency uses to address this gap

Gap #4

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this gap

List funding streams other than CSBG that your agency uses to address this gap

Gap #5

Addressed By

If the agency provided above is a CAA or subrecipient, provide the FNPI#/SRV

If this is not applicable, please enter N/A

Program(s), Service(s) or Activities delivered by your agency or other providers in your community to address this need funded with CSBG or other funding streams

List funding streams other than CSBG that your agency uses to address this gap

List funding streams other than CSBG that your agency uses to address this gap

SECTION 7: Plan Out of Poverty

Consider anti-poverty programs delivered by your Community Action Agency, that full/partially use CSBG funds, to move a household out of poverty. This may be achieved by making effective use of program coordination related to the purposes of CSBG. Self-sufficiency is defined as the ability to live beyond reliance upon recurring assistance, and is therefore seen to be a product of, amongst other things, finding/keeping meaningful employment, making efficient use of available income, having access to suitable nutrition and social supports, and achieving/maintaining a suitable living environment.

Please provide a brief summary of the ways your Community Action Agency removes obstacles and solve problems that block the achievement of self-sufficiency.

Please provide a brief summary of the ways your Community Action Agency removes obstacles and solve problems that block the achievement of self-sufficiency.

How many households are expected to be served annually directly with CSBG funds?

What programs are supported by CSBG?

SECTION 8: Diversity, Equity and Inclusion

What efforts has your agency made related to the staff and board training or awareness of DEI issues?

How is the agency committed to improving the diversity of its employees? (i.e., hiring practices, staff engagement, etc.)

What data are you collecting specifically for use in evaluating Diversity, Equity, and Inclusion in your agency's hiring/culture, your agency's programs that are offered, and the communities you serve?

How have you, and/or will you, incorporate community diversity into your community action planning processes (discuss needs assessments, strategic plan, program development, measurement tools, etc.)

Has the agency created any innovative ways to engage the community and staff in DEI work? If yes, explain. If not, what are your plans for FY23-34?

Anything else you would like to share in regard to agency DEI efforts?

SECTION 9: Document Attachment

Use the function below upload your current tripartite board of directors' roster that details the sector in which they serve (elected official, low income, organizational or private representative), their start and end dates, their full contact information and the county they represent.

[You may upload up to ten documents here](#)

SECTION 10: Authorized Representative Signature

Authorized Representative Signature

Today's Date

Linkages and Referrals for the CSBG

2023-2025 MGA Implementation Report/Funding Application

Linkages and Primary* Referral Organizations

The CSBG Act requires CSBG eligible entities to coordinate between anti-poverty programs and establish linkages between governmental and other social service providers to assure the effective delivery of services and to coordinate with Workforce Investment Act programs.

List the top 10 partner agencies (primary partners) and provide the requested information regarding how the Subgrantee will coordinate and establish or maintain linkages between city and county governments, school districts, colleges, faith-based organizations, non-profit organizations, State agencies, etc. to address client’s needs.

*(Note: “Primary” refers to those most influential in your implementation of anti-poverty work.)

SECTION 1: Subgrantee Information

Select Organization

Requestor Name

Phone Number

Email Address

Date Submitted

SECTION 2: Primary Referral Organizations

Primary Referral Organization #1

Name of Referral Organization - Primary Referral Organization #1

City / County of Referral Organization – Primary Referral Organization #1

Description of Services Clients are Referred To – Primary Referral Organization #1

Method of Referral (verbal, written, etc.) – Primary Referral Organization #1

Type of Follow-Up Conducted by Subgrantee with Client – Primary Referral Organization #1

Type of Follow-Up Conducted by Subgrantee with Referral Organization – Primary Referral Organization #1

Describe System Used to Receive Enrollment and Outcome Data from Referral Organization – Primary Referral Organization #1

Would you like to add an additional primary referral organization?

-Yes

-No

If yes is selected, you will be taken to the Primary Referral Organization #2 entry fields. The same questions as Primary Referral Organization #1 will populate. You may enter up to ten primary referral organizations. If no is selected, you will be taken to Section 2: Authorized Representative Signature.

SECTION 3: Authorized Representative Signature

By entering my name, I certify that the information is true and correct to the best of my knowledge and that I am an authorized representative for the organization identified in this IR and have the authority to submit this IR on behalf of my organization. I acknowledge that this funding application is identified by reference in the OHCS Contract/Agreement and is subject to all rules, regulations, requirements, terms and conditions of said agreement.

Authorized Representative Signature

Today's Date

FNPI 1	Employment Indicators (FNPI 1)
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).
FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).
FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.
FNPI 1h.1	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.
FNPI 1h.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.
FNPI 1h.3	Of the above, the number of employed participants who increased benefits related to employment.
FNPI 1z	Other Employment Outcome Indicator (FNPI 1)
FNPI 1z.1	Other
FNPI 1z.2	Other
FNPI 1z.3	Other
FNPI 2	Education and Cognitive Development (FNPI 2)
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).
FNPI 2c.1	Early Childhood Education (ages 0-5)
FNPI 2c.2	1st grade-8th grade
FNPI 2c.3	9th grade-12th grade
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)
FNPI 2d.1	Early Childhood Education (ages 0-5)
FNPI 2d.2	1st grade-8th grade
FNPI 2d.3	9th grade-12th grade
FNPI 2e	The number of parents/caregivers who improved their home environments.
FNPI 2f	The number of adults who demonstrated improved basic education.

FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.
FNPI 2i	The number of individuals who obtained an Associate's degree.
FNPI 2j	The number of individuals who obtained a Bachelor's degree.
FNPI 2z	Other Education and Cognitive Development Outcome Indicator (FNPI 2)
FNPI 2z.1	Other
FNPI 2z.2	Other
FNPI 2z.3	Other
FNPI 3	Income and Asset Building (FNPI 3)
FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.
FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.
FNPI 3c	The number of individuals who opened a savings account or IDA.
FNPI 3d	The number of individuals who increased their savings.
FNPI 3e	The number of individuals who used their savings to purchase an asset.
FNPI 3f	The number of individuals who purchased a home.
FNPI 3g	The number of individuals who improved their credit scores.
FNPI 3h	The number of individuals who increased their net worth.
FNPI 3i	The number of individuals engaged with the Community Action Agency who report improved financial well-being.
FNPI 3z	Other Income and Asset Building Outcome Indicator (FNPI 3)
FNPI 3z.1	Other
FNPI 3z.2	Other
FNPI 3z.3	Other
FNPI 4	Housing (FNPI 4)
FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.
FNPI 4b	The number of households who obtained safe and affordable housing.
FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.
FNPI 4e	The number of households who avoided eviction.
FNPI 4f	The number of households who avoided foreclosure.
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.
FNPI 4z	Other Housing Outcome Indicator (FNPI 4)
FNPI 4z.1	Other
FNPI 4z.2	Other
FNPI 4z.3	Other
FNPI 5	Health and Social/Behavioral Development (FNPI 5)

FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/caregivers.
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.
FNPI 5f	The number of seniors (65+) who maintained an independent living situation.
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.
FNPI 5i	The number of individuals with no recidivating event for six months.
FNPI 5i.1	Youth (ages 14-17)
FNPI 5i.2	Adults (ages 18+)
FNPI 5z	Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5)
FNPI 5z.1	Other
FNPI 5z.2	Other
FNPI 5z.3	Other
FNPI 6	Civic Engagement and Community Involvement Indicators (FNPI 6)
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.
FNPI 6a.1	Of the above, the number of Community Action program participants who improved their leadership skills.
FNPI 6a.2	Of the above, the number of Community Action program participants who improved their social networks.
FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.
FNPI 6z	Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6)
FNPI 6z.1	Other
FNPI 6z.2	Other
FNPI 6z.3	Other
FNPI 7	Outcomes Across Multiple Domains (FNPI 7)
FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.
FNPI 7z	Other Outcome Indicator (FNPI 7)
FNPI 7z.1	Other
FNPI 7z.2	Other
FNPI 7z.3	Other