TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
Community Services Block Grant (CSBG)

MONTHLY PERFORMANCE REPORT AND MONTHLY EXPENDITURE REPORT

Instructions for Eligible Entities

(Revised April 2024)

OVERVIEW OF CSBG MONTHLY REPORTS

Community Services Block Grant (CSBG) Eligible Entities must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's electronic Community Affairs Contract System. Eligible Entities must carefully read this instruction document in conjunction with the 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: Eligible Entities 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 is expected to complete and/or review the MER/MPRs must submit a System Access Request Form, available for download on the Community Affairs Contract System web page, to Elmis Hermosilla, Contract Specialist with the Department's Community Affairs Fiscal and Reporting section. Passwords and access to the contract system are to be used only by the person assigned to, not provided to other staff. Eligible Entities must submit a new form every program year for each user, even if staff has been granted a password or username in previous years. This provides the Department with an updated record of all users.

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 Monthly Performance Report captures assisted households and individuals and applicant households who were denied for 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.
Projected: This column, on the expenditure report, is used to make projections for the upcoming month; to request an advance of funds. A request for a large advance will require additional support documentation provided to fiscal staff to substantiate the request. Changes made to this column will potentially affect the amount of funding you will receive for the month. Guidance for advance requests are outlined in your program contracts and TAC §6.7.
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. Adjustments can be positive or negative numbers.
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.

CSBG 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 (NASCSP) on the NASCSP website, located 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 NASCSP.

Module 1. State Administration

This module is completed by the State Office. It contains information on the distribution of funds to CSBG Eligible Entities, 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. Eligible Entities 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 has partnerships 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) along with 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:

1. Initiative Name: Enter the initiative name which should be something easily recognizable from year to year.
2. Initiative Year: Enter the current initiative year, if it is the third year of a five-year initiative, enter "3".
3. Problem Identification: Enter a brief narrative about the scope of the problem the initiative seeks to address.
4. Goal/Agenda: Enter a narrative of the initiative's overall goal.
5. Issue/CSBG Community Domains: Enter one or more of the CSBG Community Domains that best describe the initiative.
6. Ultimate Expected Outcome: Enter the CNPI that measures the ultimate expected outcome of the initiative. There may be more than one CNPI selected.
7. Identified Community: Enter the community type in which to implement the initiative.

8. Expected Duration: Enter the range of years the initiative is expected to operate in order to achieve its outcome(s).
9. Partnership Type: Enter the level of partnership the CSBG Eligible Entity is engaged in the initiative.
10. Partners: Provide a brief narrative on the partners participating in the initiative.
11. Strategy(ies): Enter the strategies that the CAA will be able to choose from that connect with the domains chosen in line 3.
12. Progress on Outcomes/Indicators: Enter the progress level each quarter that indicate the progress, including *No Outcomes to Report, Interim Outcomes or Final Outcomes.*
13. Impact of Outcomes: If there are interim or final outcomes to report, provide a narrative on the outcomes'' scope of impact and provide detail and context to the number being reporting on the domain tab(s).
14. Outcomes/Indicators to Report: Enter the outcome data on the CNPI domain tab related to the initiative as a count of change or rate of change indicator.
15. Final Status: Enter Initiative Active when the initiative is still in progress. Once the initiative ends, enter one of the remaining options.
16. Lessons Learned: Enter a narrative on any lessons learned during the implementation of the initiative once the initiative has ended.

The Department will review each CIS submitted as part of the annual CAP Plan review. After the plan is approved the CIS are reported quarterly for the following program year to show progress made to achieve the original target set or rate of change achieved and uploaded quarterly to the Wufoo link above.

Section B. Community National Performance Indicators (CNPIs)

CSBG Eligible Entities should select indicator(s) based on the community-level initiatives in which they are engaged and the goals they are trying to achieve. Eligible Entities 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 quarterly. Report "zero" if there are no changes and upload the CIS form.

Rates of Change - Report the rates of change percentage of a community level indicator quarterly.

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 Eligible Entities 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 NATIONAL PERFORMANCE INDICATORS (FNPIS)

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

Report the number of unduplicated persons enrolled in agency activities under the related FNPI's (I. Number of Participants Served in Program(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. Outcomes cannot be achieved without services to support the FNPIs.

Targets for outcomes are entered by Reporting staff, and obtained from the Eligible Entities approved CAP Plan.
Accuracy check: Use the "FNPI Crosswalk to SRVs" located on the Department website to ensure your services align with outcomes being reported.

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) or Working Relationship (partner who agency staff can speak with directly and refer customers to for services) is in place with a partner agency and the participant is enrolled in an Eligible Entity program. Outcomes cannot be achieved without services to support the FNPIs.

Accuracy check: Use the "FNPI Crosswalk to SRVs" located on the Department website to ensure your services align with outcomes being reported.

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 Eligible Entity. 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 eligible entity 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, and Military Status.

Information reported in Modules 4 and 5 may be compiled from local software programs. Eligible Entities 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.

Accuracy check: Use the "FNPI Crosswalk to SRVs" located on the Department website to ensure your services align with outcomes being reported.

A. – C. INDIVIDUALS

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained
Accuracy check: This should be the biggest number reported in this section.
B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained
Accuracy check: This should be equal to, or smaller, than the numbers reported in Part A.
C. 1. Individual Level Characteristics: Gender
Accuracy check: The total should match the total reported in Part A of this section.
C. 2. Individual Level Characteristics: Age
Accuracy check: The total should match the total reported in Part A of this section.
C.3. Education Levels: 1. Ages14-24
C.3. Education Levels: 2. Ages 25+
C.4. Disconnected Youth
C.5. Health
Accuracy check: No individual number reported in c. 1.- 8. should be greater than the number reported for b.1.
C.6. Ethnicity/Race: A. Ethnicity
Accuracy check: The total should match the total reported in Part A of this section.
C.6. Ethnicity/Race: B. Race
Accuracy check: The total should match the total reported in Part A of this section.
C.7. Military Status
Accuracy Check: The total individuals reported should match the total persons reported who are 18 and older.
C.8. Work Status (Individuals 18+)

D. HOUSEHOLDS

D.9. Household Type
Accuracy check: The total should match the total reported in Part B of this section.
D.10. Household Size
Accuracy check: The total should match the total reported in Part B of this section.
D.11. Housing
Accuracy check: The total should match the total reported in Part B of this section.
D.12. Level of Household Income
Accuracy check: The total should match the total reported in Part B of this section.
D.13. Sources of Household Income
Accuracy check: The total should match the total reported in Part B of this section.
D.14. Other Income Source
D.15. Non-Cash Benefits

Accuracy Check: No individual source of non-cash benefits can be greater than the sum of non-cash benefits listed in D.13. c., d., f. and h.

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., #5 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 5., SECTION A., #5. People Served by County.**

MODULE 5. SECTION A.

Accuracy check: Use the "FNPI Crosswalk to SRVs" located on the Department website to ensure your services align with outcomes being reported.

1. **PEOPLE 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.**

2. **PEOPLE 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 consecutive days due to the subrecipient's assistance**. These clients' income must be tracked for 90 consecutive 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 consecutive days. This is an unduplicated count of persons transitioned out of poverty.

3. **BOARD SEATS BY SECTOR/BYLAWS**

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

4. **BOARD VACANCIES BY SECTOR**

Report the number of Board vacancies, by sector, per the agency bylaws. TAC RULE §6.212 (1) Vacancies . Except as allowed under §6.211(d) of this subchapter (relating to Interim Appointments) the board shall not allow a public, private, or low-income sector board position to remain vacant for more than 90 days.

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.

Accuracy check: These total numbers reported should be equal to or greater than the number reported in Module 4., Section C., Part A.
Accuracy check: These total numbers reported should equal the cumulative sum totals of Module 4., Section C., Parts A. + E.

APPROVAL

Persons authorized to prepare and sign reports (as indicated on the Access Request Form submitted to TDHCA) must click on the box for Preparer. If anything has been entered into the Adjusted Column, a reason must be entered into the data entry box before the system will allow the report to be saved. Please be advised that once a reason is entered and the report is saved, the reason cannot be changed.
Lastly, click on the **SAVE** button.

CSBG 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. Identification Data – Subrecipient Contract Information (system generated)

PART II. Financial Expenditures
Column A. - Categories – Categories based on CSBG requirements (system generated)

Column B. - Budgeted - Budgeted items based on Department formula (system generated).

Column C. - 1-5 Expenditures
- **Projected** - Enter the amount of expenses projected over the next 30 days.
- **Monthly** - Enter actual expenditures for the month being reported.
- **Adjusted** - Enter adjustments for the previously reported expenditures.
- **Returned** - Entered by TDHCA Staff.
- **Cumulative** – System generated totals of prior months' expenditures and current months reported expenditures.

Row #1	Personnel: Report Personnel expenses here.
Row #2	Fringe Benefits: Report Fringe Benefits expenses here.
Row #3	Travel: Report Travel expenses here.
Row #4	Equipment: Report Equipment expenses here. *Definition of equipment can be found in 2 CFR 200 and TxGMS. Ensure equipment is properly procured.*
Row #5	Supplies: Report Supplies expenses here. *Definition of supplies can be found in 2 CFR 200 and TxGMS. Ensure supplies are properly procured.*
Row #6	Contractual: Report Contractual expenses here. *Ensure contractual services are properly procured.*
Row #7	Other: Report Other expenses here.
Row #8	Indirect Costs: Report Indirect Costs expenses here.
Row #9	*System Generated:* Total by Column for budget and all reported monthly expenditures
Row #10	*System Generated*: Sum of Projected and Cumulative expenditures.
Row #11	*System Generated*: Total of all CSBG funds requested in previous reports.
Row #12	*Entered by TDHCA Staff*: Refunds
Row #13	*System Generated*: Total TDHCA funds requested for the current contract period – Total Returned Expenditures + Refund
Row #14	*System Generated*: Net amount of this request – (Total Projected) + (Total Cumulative Expenditures) – (TDHCA funds requested to date)
Row #15	*System Generated*: Remaining balance of funds, after this request

	(Budgeted total) – (Cumulative Expenditures total) – (Projected total)
Cash on Hand	*System Generated*: Row 13 – row 11

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.