

# CSBG Fourth Quarter Reporting Checklist

## 1. Progress

- Review the number of participants, targets, actual results, percentage outcome, and performance target for all four quarters.
- The number of people receiving a service should be reported, not the number of services provided.

## 2. Family NPI's

- Column I, the number of participants served should be completed.
- Column I should always be larger than column III, **not** the other way around.
- Make sure services listed on the Progress tab transferred to the FNPI page and are correct.
- Ensure no service total or outcome total is higher than your total number of individuals served on your demographics form. If there is a higher number, either revise your demographics form or progress report.
- If Head Start is applicable to your agency, ensure that the number of children is reported in the children's section of the demographics form.

## Community NPI's (If Applicable)

- Make sure services listed on the Progress tab transferred to the CNPI page and are correct.
- Complete every column of the Community Initiative Status form and Service only piece.

## 4. Demographics

- Complete all sections and fields.
- Check the number of unduplicated individuals.
- Check each section to make sure it calculates the number of unduplicated count of individuals served.
- All sections entered should add up to the number of unduplicated numbers served, **except Work Status**. That total should total the number of people over age 18.

## 5. Financials

### Expenditures

- Ensure CSBG Expenditures Domains and agency activities checklist are completed.
- The CSBG expenditure total for July 1 through June 30 should be shown under this tab. You can confirm the total by looking at the total expended shown on your June invoice under the "Expenses" tab which is located within the "Financials" tab

### Capacity Building

- Complete all four sections.
- Ensure you have accounted for all partnerships. You should at least have 1 partnership with a Statewide Membership Organization (VACAP) and one state government partnership (State CSBG Office)

## CSBG Resources

- The CSBG allocation as shown in your contract should be inserted under “Fiscal 20\_\_ Allotment”, not your expenditures. The TANF allocation shown in your contract should be inserted under “Federal Resources Allocated (Other than CSBG).”

## 6. ROMA Implementer Plan

- Activities for all four quarters are listed and completed.