Appendix N: CSBG Resources

FEDERAL AND STATE REGULATIONS

2 CFR 200
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

45 CFR 75
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

Community Services Block Grant Act
- Overview of the Federal CSBG Act (CAPLAW)

2020 Indiana Code for Community Action Agencies

NATIONAL PARTNERS

HHS Office of Community Services: CSBG
The Office of Community Services (OCS) in the Administration for Children and Families (ACF) in the US Department of Health and Human Services (HHS) administers the CSBG grant at the federal level.

National Community Action Partnership (NCAP)
NCAP is a national nonprofit membership organization that provides technical assistance, training, and other resources to Community Action Agencies, nonprofits, and public groups funded by the Community Services Block Grant (CSBG).

Community Action Program Legal Services (CAPLAW)
CAPLAW provides legal and financial services for community action.

National Association for State Community Services Programs (NASCSP)
NASCSP is the lead organization for State Community Service Programs. The organization provides advocacy and leadership for states, and informs its members about issues related to CSBG and DOE/WAP.

STATE PARTNERS AND RESOURCES

Indiana Community Action Association (IN-CAA)
INCAA's mission is strengthen the capacity of Indiana's Community Action Agencies to address community needs and poverty.

211 Indiana 211 Partnership Inc.
2-1-1 is a free, confidential service helping Hoosiers find local resources (crisis/emergency, food, health, housing/utilities, jobs/support, disaster assistance,

reentry, veterans). 211 also provides a variety of community related reports.

Charitable Advisors LLC
Helping mission-focused nonprofit leaders with strategic planning, board development, leadership searches, and the Not-for-Profit News (e-newsletter for Indianapolis and surrounding areas).

Indiana United Ways (IUW)
IUW provides the ALICE (Asset, Limited, Income, Constrained, Employed) Report for Indiana households struggling to afford the basic necessities of housing, childcare, food, healthcare and transportation.

Prosperity Indiana
The Indiana Association for Community Economic Development, d/b/a Prosperity Indiana, is a statewide membership organization for individuals and organizations strengthening Hoosier communities. Prosperity Indiana often hosts webinars, in-person training sessions, and an annual conference on non-profit related issues.

STATS Indiana
STATS Indiana provides easy, one-stop access to critical statistics for states, counties, cities and towns, townships, regions, census tracts and more.

CSBG TOPICS AND RESOURCES

ROMA Next Generation
ROMA (Results Oriented Management and Accountability) Next Generation promotes continuous quality improvement so that Community Action Agencies can measure, analyze and communicate performance. ROMA encourages a culture of continuous learning rather that a culture of compliance and reporting that will help the CSBG Network achieve results for the low-income community. ROMA resources include:
- NASCSP ROMA web page
- National CAP ROMA web page
- ROMA National Peer to Peer Training Project

Theory of Change
A Theory of Change (TOC) is a conceptual road map for how an organization expects to achieve its intended impact. While similar to a logic model (which has detailed information about needs, activities, inputs, outputs, outcomes, and indicators), a Theory of Change demonstrates the "big picture" about how all of these components work together. It also includes the core principles of the network, identification of strategies and services, and how the network will convert their organizational and financial resources into the desired results. TOC resources include:
- NASCSP Theory of Change webpage
- National Theory of Change graphic
- NASCSP Theory of Change FAQs
- NASCSP Guide to Creating a Local Theory of Change

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- [ROMA Next Generation Training Series: Creating a Local Theory of Change](#)

CSBG Annual Report

The CSBG Annual Report is a part of the greater CSBG Performance Management Framework and Results
Oriented Management and Accountability (ROMA) Next Generation efforts. The CSBG Annual Report supports an enhanced focus on improved data collection, analysis, and continuous learning. Information will be used at all levels (National, State, and Local) to improve performance, track results from year to year and assure accountability for critical outcomes. Annual Report resources include:

- [NASCSP Annual Report web page](#)
- [NASCSP Annual Report instruction manuals](#)
- [NASCSP Module 3 Review Document](#)
- [NASCSP Modules 2 & 4 Checklist](#)
- [NASCSP Annual Report Lexicon](#)

Community Needs Assessment

A Community Needs Assessment is a process conducted by all Community Action Agencies every three years to determine the underlying causes and conditions of poverty within the community they serve and identify the available resources to address the unmet needs of the community's most vulnerable residents. The Community Needs Assessment is the first phase of the Results Oriented Management and Accountability (ROMA) Cycle, grounding and guiding the work to develop and implement programs and services that lift families and communities out of poverty.

The execution of a regular Community Needs Assessment is a requirement for all CSBG Eligible Entities, and one of the nine category's (Category 3) of the Organizational Standards. Community Needs Assessment resources include:

- [National CAP Community Needs Assessment Resource Guide](#)
- [NASCSP Community Action Guide to Comprehensive Community Needs Assessments](#)
- [NASCSP Checklist for Monitoring Community Needs Assessments for State CSBG Offices](#)

Tools for Board of Directors

Community Action boards are uniquely structured to ensure maximum feasible participation by the entire community, including those the network serves. By law, Community Action boards are comprised of at least 1/3 low-income consumers (or their representatives), 1/3 elected officials (or their appointees), and the remainder private-sector community members. To make this structure work as intended, agencies must recruit board members thoughtfully, work within communities to promote opportunities for board service, orient, and train and support them in their oversight role. Boards are foundational to good organizational performance and the time invested to keep them healthy and active is significant, but necessary. (IM-138)

Tool to help CAAs ensure their boards are structured correctly and function well include:

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- [CAPLAW Video Series: All a-Board! The Purpose, People and Process of CAA Boards.](#)