



**CSBG Goal 4 – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved**  
**Agency Goal – Page 1**

<b>Table 1</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</b>			
<p><b>A partnership or collaborative effort is defined as a formal relationship documented by a written agreement. In column 4, please identify the type of organization with whom you partnered or collaborated by using the list below. Enter the number of partnerships achieved in columns 2 and 3.</b></p>			
	<b>New Units Achieved (Since July 1)</b>	<b>Units Achieved (Continued from Previous Year)</b>	<b>Type of Partnership or Collaboration</b>
	<b>If none, leave blank</b>	<b>If none, leave blank</b>	
Career Link Operating Consortium Partnerships.			
WIA Boards.			
Faith Based agencies.			
Food bank pantries or other food and nutrition agencies.			
Family Service System Reform/Family Centers.			
Health care service agencies.			
School districts.			
Public libraries.			
Other education/training providers.			
Economic development agencies.			
Transportation service agencies.			
Public entities.			
Other: Please identify:			

**Instructions for Column 4: Please enter one or more of the following numbers to identify the type of partnership or collaboration.**

- a) Partnerships to Coordinate Service Delivery and Eliminate Duplication of Services.
- b) Partnerships to Improve Community Planning.
- c) Partnerships to Achieve Specific Family Outcomes (please identify the outcomes in the Narrative Comments).
- d) Partnerships to Improve Program Efficiency and Streamline Administration.
- e) Partnerships to Support Cultural, Ethnic and Special Needs Considerations of Low-Income People.
- f) Other Types of Partnerships (please identify the outcome(s) of the partnership in the Narrative Comments).



Pennsylvania Department of Community and Economic Development

**CSBG Goal 4 – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved**  
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**Narrative Comments—Impact (outcomes achieved) of the Partnership(s):**



**CSBG Goal 5 – Agencies Increase Their Capacity to Achieve Results – Agency Goal – Page 1**

<b>Table 1 – Number of Funding Sources</b>		
<b>1</b>	<b>2</b>	<b>3</b>
<b>Funding Sources</b>	<b>Number in Current Year</b>	<b>Number in Previous Year</b>
a) Total number of funding sources (include your CSBG allocation).		
b) Total number of contracts from these funding sources.		
c) Total number of cash donors, business or individual.		
d) Total number of in-kind donors, business or individual.		

**Narrative Comments:**

<b>Table 2 – Total Agency Funding in Current Year</b>	
<b>1</b>	<b>2</b>
<b>Funding Sources</b>	<b>Dollars</b>
a) CSBG.	
b) Federal Government – non-CSBG.	
c) State Government (includes federal dollars passed through a state agency) non-CSBG.	
d) Other Government entity (county, township, etc.).	
e) Other Government entity (county, township, etc.).	
f) Local (list source).	
g) Private (list source).	
h) Other (please identify).	
<b>Total Funds (lines a-h)</b>	
<b>Total Agency Budget (if different please explain in Narrative Comments below)</b>	

**Narrative Comments:**



**CSBG Goal 5 – Agencies Increase Their Capacity to Achieve Results – Agency Goal – Page 2**

<b>Table 3 – In-Kind and Donated Resources</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Sources of In-Kind and Donated Resources</b>	<b>Estimated Number of Hours</b>	<b>Estimated Average Value of Single Hour</b>	<b>Total Estimated Value</b>
<b>1. Volunteer or Donated Staff Hours</b>			<b>Enter Column 2 x Column 3 Below</b>
a) In your agency or agency supported activities from the <i>general public</i> .			
b) In your agency or agency supported activities from your <i>clients</i> .			
c) In your agency or agency supported activities from your <i>board members</i> .			
d) In your agency or agency supported activities from <i>other non-profit or government agencies</i> .			
e) In your agency or agency supported activities from the <i>business community</i> .			
f) Other (please identify).			
<b>Total</b>			
<b>2. Donated or In-Kind Space</b>	<b>Estimated Number of Square Feet</b>	<b>Estimated Value of Square Foot</b>	<b>Total Estimated Value</b>
a) Space in your agency.			
b) Space in the community for CAA supported programs, services or activities.			
c) Other (please identify).			
<b>Total</b>			
<b>3. Other Non-Cash Donations</b>			<b>Total Estimated Value</b>
a) Equipment.			
b) Materials and supplies.			
c) Food.			
d) Other (please identify).			
<b>Total</b>			

***Narrative Comments: Volunteer or Donated Staff Hours***

***Narrative Comments: Donated on In-Kind Space***

***Narrative Comments: Other Non-Cash Donations***



**CSBG Goal 5 – Agencies Increase Their Capacity to Achieve Results – Agency Goal – Page 3**

<b>Table 4 – ROMA Implementation and Capacity Building – Page 1</b>		
<b>1</b>	<b>2</b>	<b>3</b>
<b>Outcomes for ROMA Implementation and Capacity Building</b>	<b>Agency Has Achieved Implementation of Activity</b>	<b>Agency Has Formal Plan to Address and Implement Activity</b>
<ol style="list-style-type: none"> <li>1. <b>Agency is Organized Around the Client/Customer and has the Capacity to Measure and Report on Client/Customer Progress Towards Self-Sufficiency.</b></li> <li>2. <b>Agency has Implemented Results-Oriented Management and Accountability Systems.</b></li> <li>3. <b>Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.</b></li> <li>4. <b>Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.</b></li> <li>5. <b>Agency Obtained a Level of Excellence in Organizational Quality.</b></li> </ol>		
<b>Outcomes with Indicators</b>	<b>Enter Y Only</b>	<b>Enter Y Only</b>
<ol style="list-style-type: none"> <li>1. <b>Agency is Organized Around the Client/Customer and has the Capacity to Measure and Report on Client/Customer Progress Towards Self-Sufficiency.</b> <ol style="list-style-type: none"> <li>a) Agency utilizes a common, universal in-take process for all clients and programs.</li> <li>b) Agency utilizes a common ID# for clients across all agency programs.</li> <li>c) Agency utilizes a relational database and a common ID# for all clients of the agency for use in intake and assessment only (demographic and characteristic data).</li> <li>d) Agency utilizes a relational database and a common ID# for all clients of the agency for use in intake and assessment and provision of services.</li> <li>e) Agency utilizes a relational database and a common ID# for all clients of the agency for use in intake and assessment, provision of services and outcomes.</li> <li>f) Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale.</li> <li>g) Agency utilizes outcome scales to measure customer movement toward self-sufficiency.</li> </ol> </li> <li>2. <b>Agency has Implemented Results-Oriented Management and Accountability Systems.</b> <ol style="list-style-type: none"> <li>a. Agency management staff has completed Introduction to ROMA training.</li> <li>b. Agency supervisory staff has completed Introduction to ROMA training.</li> <li>c. Agency line staff has completed Introduction to ROMA training.</li> <li>d. Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered, cost of service per client. (Carter Question 5)</li> <li>e. Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome. (Carter Question 7)</li> <li>f. Agency has capacity to compare cost of service with the cost of the outcome, measuring both efficiency and effectiveness. (Carter Questions 5 and 7)</li> </ol> </li> </ol>		

**Narrative Comments:**



**CSBG Goal 5 – Agencies Increase Their Capacity to Achieve Results – Agency Goal – Page 4**

<b>Table 4 – ROMA Implementation and Capacity Building – Page 2</b>		
<b>1</b>	<b>2</b>	<b>3</b>
<b>Outcomes for ROMA Implementation and Capacity Building</b>		
<ol style="list-style-type: none"> <li>1. <b>Agency is Organized Around the Client/Customer and has the Capacity to Measure and Report on Client/Customer Progress Towards Self-Sufficiency.</b></li> <li>2. <b>Agency has Implemented Results-Oriented Management and Accountability Systems.</b></li> <li>3. <b>Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.</b></li> <li>4. <b>Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.</b></li> <li>5. <b>Agency Obtained a Level of Excellence in Organizational Quality.</b></li> </ol>	<b>Agency Has Achieved Implementation of Activity</b>	<b>Agency Has Formal Plan to Address and Implement Activity</b>
<b>Outcomes with Indicators</b>		
<b>3. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.</b>		
a. Early Childhood care and education sites receive NAEYC or other recognized form of accreditation.		
b. Programs achieve other form of recognized accreditation. (Please describe in the narrative comments below.)		
<b>4. Agency Obtained a Level of Excellence in Organizational Quality. (aggregate of score from agency scales listed below).</b>		
a) Board and Governance Scale (Score 1-10)		
b) Operational Management & Organizational Structure Scale (1-10)		
c) Planning, Marketing, Fundraising, Community Investment Scale (1-10)		
d) Information Technology Scale (1-10)		
e) Human Resources Scale (1-10)		
f) Finance and Budget Scale (1-10)		
<b>5. Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.</b>		
	<b>Number of Staff That Have Received Credentials</b>	<b>Number of Staff Working Towards Credentials</b>
a) Staff that work with families obtain the Family Development Specialist credential.		
b) Staff that work with children obtain the Child Development Associate credential, or higher form of credential/degree.		
c) Staff that have received CCAP credential.		
d) Staff that have received Associates Degree.		
e) Staff that have received Bachelors Degree.		
f) Staff that have received Masters Degree.		
g) Staff that have received Doctorate Degree.		
h) Agency staff obtained other credentials that increase their capacity to achieve results. (Please describe in the narrative comments below.)		

**Narrative Comments:**

Instructions and Tables for Reporting Outcomes and Indicators, a product of the CSBG ROMA Task Force, supported by the Office of Community Services, DCED and the Community Action Association of Pennsylvania, CAMP Pilot 10/1/02.