



Department of Community &
Economic Development

CENTER FOR COMMUNITY SERVICES

Title: Reporting Requirements

Directive #: C2016-05

Effective: July 1, 2016

To: Community Action Agency/Limited Purpose Agency Directors

From: Lynette Praster, Director – Center for Community Services

1.0 Purpose:

Provides direction on the reporting requirements of programs administered and funded by the Community Services Block Grant.

2.0 Revision History:

This CSBG Directive replaces C2014-05 and is effective July 1, 2016.

3.0 Policy:

Program Reports

1. Community Organization Planning and Outcome System (COPOS)

COPOS collects data on the entire Pennsylvania system of-Community Services Block Grant eligible entities and it parallels the data collected through the Community Services Block Grant Information Survey (CSBG-IS) administered by the National Association of Community Services Program (NASCSPP). DCED and the federal government will use this information to evaluate the effectiveness of Community Action Agencies in Pennsylvania.

COPOS is Pennsylvania’s recognized electronic reporting format to collect information regarding the programs administered by CSBG eligible entities. COPOS is the only data collection tool that will be used by DCED to complete the CSBG-IS. Data reported through COPOS will assist agencies to prioritize their resources and achieve outcomes. Data will be provided to Congress and other federal departments to demonstrate how CSBG eligible entities improve local communities.

CSBG eligible entities in Pennsylvania must adhere to the following reporting schedule:

- **Proposed numbers (aka targets):** of clients to be served as determined by the community needs assessment and plan submitted as part of the contractual work plan are to be submitted electronically into COPOS. The proposed target numbers entered in to COPOS will reflect the work to be

performed by the agency during the calendar year. These numbers will be due 45 days after the start of the calendar year. The exact due date for these numbers will be electronically transmitted to users by COPOS. Upon approval from DCED permission may be granted to edit target numbers after the due date.

- COPOS outcome reports (aka achievements) are to be submitted electronically four times during a contract year at three month intervals. Each quarterly outcome entered will be cumulative for the calendar year. Quarterly reporting will be due 30 days following the end of quarter. Yearly reporting will be due 45 days after the close of the calendar year. The exact due dates for these numbers will be electronically transmitted to users by COPOS. Data needs to be entered into COPOS by the lock dates to allow sufficient time for DCED to review and analyze the data prior to submitting it to meet the federally mandated deadline.
- Failure to meet any of the deadlines may negatively impact the processing of funds.

The COPOS User Manual is available at www.pa-copos.org for instruction and guidance when using the system.

2. Fiscal Status Reports (FSR)

Invoicing accompanied by a Fiscal Status Report are required on a monthly basis. Once all funds have been received a final FSR is required. See Financial Management Center Directive 2014-01 for additional instruction.

3. Property Inventory

A Property Inventory Report is due 30 days following the conclusion of the contract. See CSBG Directive CW2014-02: Property Inventory Control Procedures for the reporting format.

4. Organizational Standards Assessment Report

Effective FY 2016 (October 1, 2015) OCS IM 138 requires States to ensure CSBG Eligible Entities meet all Organizational Standards. As part of Pennsylvania's implementation of the Organizational Standards, all Community Services Block Grant Sub-grantees (Community Action Agencies) are required to continuously review and update the Organizational Standards Assessment Tool during each state fiscal year. The Assessment will be submitted to the State annually in conjunction with the 12 month COPOS Report (no later than 45 days following the beginning of each calendar year). The tool is accessible at the COPOS website. The Assessment should be approved by the agency's Chief Executive Officer.

4.0 Effective Date:

This directive shall take effect July 1, 2016 and replaces Directive #C2014-05. It shall remain in effect, in its entirety, until such time as it is amended, replaced, superseded, or nullified. Only a directive from the Center for Community Services or equivalent office may countermand any statement herein contained.

cc: Center for Community Services Staff