



CSBG Network Discussion: Annual Report & CNA

December 13, 2018

Welcome!

- FY19 Contracts in process
Contract process now conducted by HCD's contracts team.
- Introduction: Matthew Parker
- Clint Cottam, new ED of CAP Utah
- SCSO is working on update to our web page:
 - able to access links to webinars (& other resources)
 - Important dates

Annual Report

- Earliest expected receipt of SmartForms—Dec-Jan
- Use Excel sheets and copy data into SmartForms
- **How much time will be needed for turn around?**
- We will adjust due date—depending on when we receive the SmartForms
- Questions....?
- Clear on what your agency will submit for Module 3....?

Success Stories

Module 1 (completed by SCSO) asks for success stories:

- **Success Stories**
 - State Management Accomplishments
 - CSBG Eligible Entity Management Accomplishments
 - Innovative Solutions Highlights
 - **Continuous Improvement**

Success Stories/Innovative Approaches/Well-Managed Services/Continuous Improvement

Per email KQ sent 11/29/18:

Each agency will submit 3 narratives with their modules 2, 3, 4: **(You are welcome to send them to me anytime before)** 😊

Specific prompts for success stories:

- 1. "(E)xamples of ways in which CSBG Eligible Entities addressed a cause or condition of poverty in the community using an innovative approach." (Including how, specifically, CSBG funds were used to support implementation).
- 2. Specific Management accomplishments by the Eligible Entities--"how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies."
- 3. Continuous Improvement: provide "examples of changes made by CSBG Eligible Entities to improve services delivery and enhance impact for individuals, families, and communities with low-incomes based on their in-depth analysis of performance data."

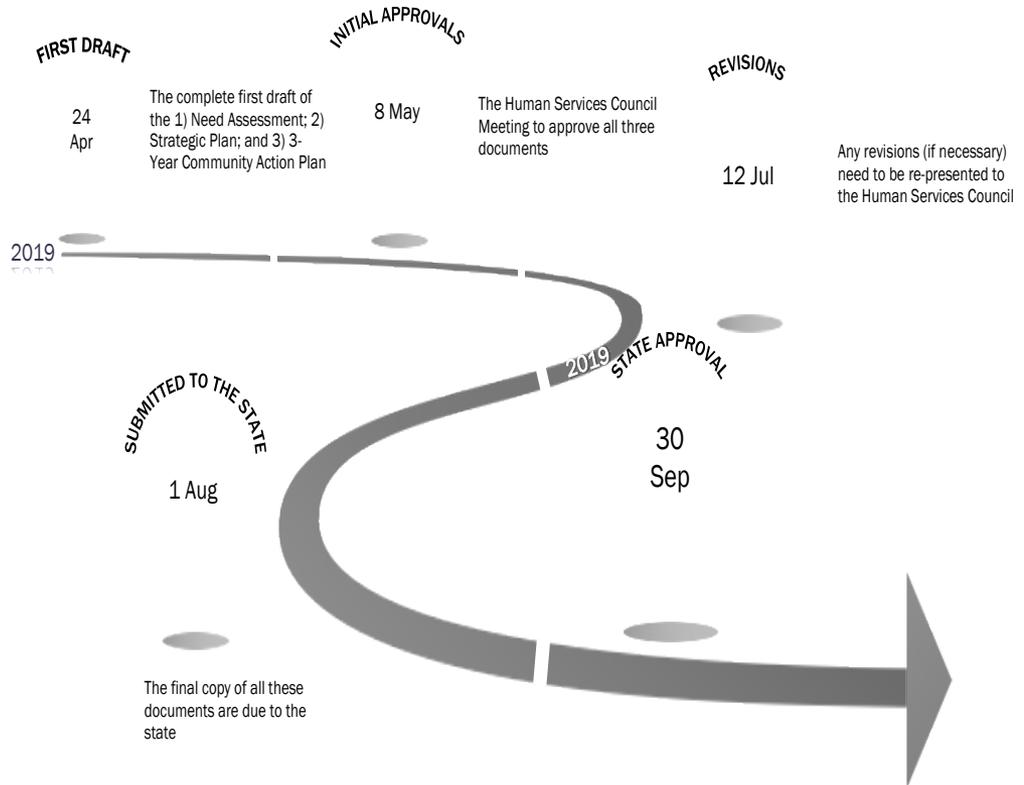
Community Needs Assessment

- NASCSP CNA checklist
 - assures meeting all organizational standards connected with CNA

Project Management and Need Assessment

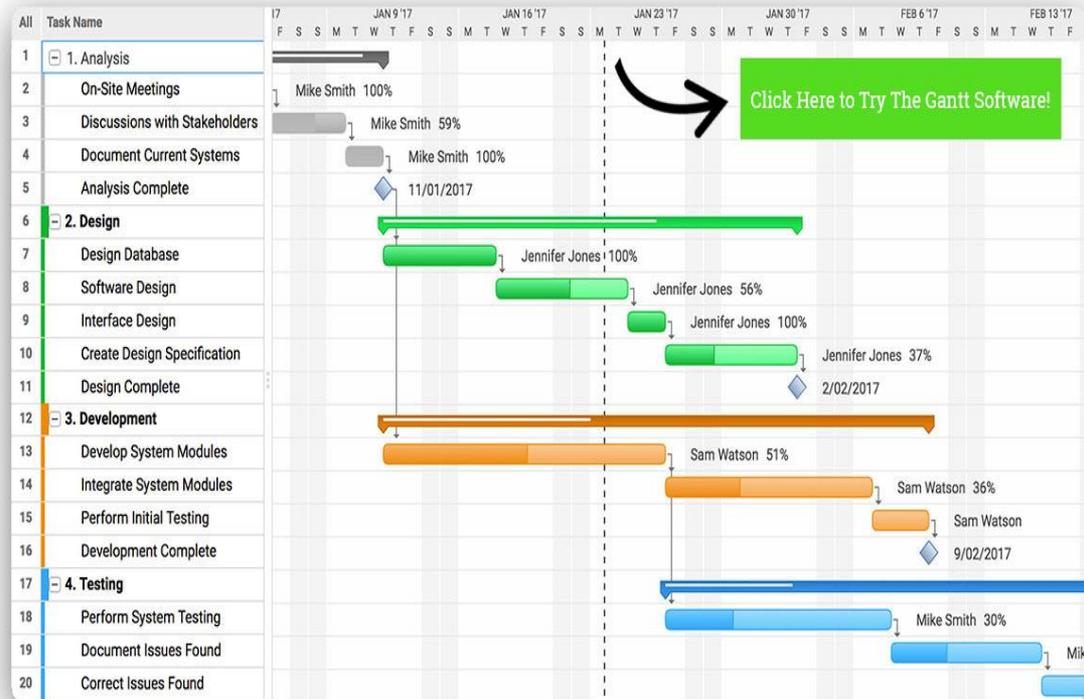
- Many agencies have limited staff and multiple hats
- Deadline far away, but there are unique internal deadlines which can create barriers to meeting state deadline
- Start with end in mind!
- Planning tool is essential
- May want to consider project management platform or process to help reinforce deadlines, send reminders, hold team members accountable, and prioritize activities

Visual Timeline



Credit: Keith Carter, Director of Community Action, Five County Association of Governments

GANTT Charts



Project Management Software

- Outlook timeline with automated reminders / Excel for GNATT (shared doc).
- Google Version:
 - <https://gsuite.google.com/learning-center/products/sheets/create-dynamic-project-plans/#!/section-1>
- Hand-drawn: including white erase board
- Microsoft Project (very good automation tool)
 - TechSoup Program for non-profits
 - AOG's may be able to access through Association's TechSoup licences
- Team Gantt (Free)
 - <https://www.teamgantt.com/signup>

<https://thedigitalprojectmanager.com/microsoft-project-alternatives/>

10 Gantt Chart Tools
(Microsoft Project Alternatives)

The infographic displays ten logos for Gantt chart tools arranged in two rows on a white background with a teal border. The top row includes: a green square with a white 'G', CELOXIS (blue text with a calendar icon), clarizen (blue text), Wrike (black text with a green checkmark), and smartsheet (black text with a checkmark icon). The bottom row includes: ProjectLibre (red text), t@m'splanner (black text with a colorful 't'), THE OMNI GROUP (black text with three vertical bars), a hand cursor icon, teamgant (black text with a blue bar), and Microsoft Project Online Professional (green square with a white 'P' and a download icon).

Consultation / PM Set-up

- If assistance is needed, can arrange in-person or GoTo Meeting consultations.