



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
[www.acf.hhs.gov/ocs](http://www.acf.hhs.gov/ocs)

## Community Services Block Grant

### Dear Colleague Letter

**DCL#:** ACF-OCS-CSBG-DCL-24-06  
**DATE:** December 23, 2024  
**TO:** CSBG Network  
**SUBJECT:** CSBG Annual Report 3.0 Update  
**ATTACHMENT(S):** CSBG Annual Report 3.0 (OMB Approved)

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Dear Colleague,

The Office of Community Services (OCS) is writing to notify the public of the approval of the Community Services Block Grant (CSBG) Annual Report 3.0 (OMB No. #0970-0492) by the Office of Management and Budget (OMB) on December 17, 2024, with an effective expiration date of December 31, 2027.

#### Background

On April 22, 2024, the Administration for Children and Families (ACF) published a notice seeking public comments about proposed revisions to the CSBG Annual Report as part of the Paperwork Reduction Act (PRA) regulatory process.<sup>1</sup> Included in this notice were the proposed revised Annual Report (CSBG Annual Report 3.0), which represented substantial revisions to the current CSBG Annual Report and other related revisions: CSBG Annual Report 2.1, the CSBG Tribal Annual Report, and the CSBG Tribal Annual Report (Short Form).

On June 28, 2024, following the close of the 60-day comment period, ACF published the second notice for public comment on the CSBG Annual Report 2.1, the CSBG Tribal Annual Report, and the CSBG Tribal Annual Report (Short Form), and OCS announced the decision to delay the submission of CSBG Annual Report 3.0 for final public comment to ensure each comment received was reviewed and addressed.<sup>2</sup>

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<sup>1</sup> [ACF-OCS-CSBG-DCL-24-09 Annual Report 3.0 Revisions](#)

<sup>2</sup> [ACF-OCS-CSBG-DCL-24-15 CSBG Annual Report and PRA Clearance Process Updates](#)

On October 11, 2024, ACF published the second notice for public comment on CSBG Annual Report 3.0. A summary of key changes in the instrument following the 60-day comment period include:

- Added an ‘other’ option to all services and performance indicators to enhance flexibility.
- Restored the *Organizational Standards for Eligible Entities* section.
- Updated the *All Characteristics* section to increase clarity.
- Expanded the *Transportation Services* section to address diverse transportation support needs.

Following the close of the final 30-day comment period, OCS received 35 responses, reviewed each, and made minor revisions to the instrument to include the following changes:

- Restored the *State Linkages and Coordination at the State Level* section.
- Revised several services to increase clarity.
- Revised several performance indicators across all domains to enhance clarity and measure direction of increase for service.
- Updated terms related to Head Start based on revised performance standards.<sup>3</sup>
- Revised units of measurements across service domains to provide flexibility in service types.
- Updated the *All Characteristics* section to comply with government guidance.<sup>4</sup>

### **Implementation Timeline**

OCS remains committed to ensuring there is sufficient time to implement Annual Report 3.0 via a phased approach with the option for grant recipients and subgrant recipients to opt-in for the first implementation year or continue using the current instrument (CSBG Annual Report 2.1). In the second year of implementation, the 3.0 version would become required for all grant recipients and subgrant recipients. OCS will issue specific guidance on the phased implementation to address detailed questions and concerns for grant recipients and subgrant recipients.

### **Training and Technical Assistance**

In alignment with our ongoing training and technical assistance (TTA) priorities, OCS intends to provide comprehensive TTA through reference materials, trainings, and one-on-one assistance where necessary to support grant recipients and subgrant recipients with implementation. Whether directly through OCS staff or CSBG-funded TTA providers, the CSBG network can trust OCS to provide TTA that is thoughtfully designed, intentional, inclusive, and effective as we deliver on our promise to administer high-quality programs.

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<sup>3</sup> [Head Start Program Performance Standards](#)

<sup>4</sup> [HHS Implementation Guidance on Data Collection Standards for Race, Ethnicity, Sex, Primary Language, and Disability Status](#)

We appreciate your partnership and will continue to work diligently on our shared goal to harness data to highlight the tremendous impact of CSBG.

*/s/*

Cheryl Zuni

Interim Director

Division of Community Assistance

Office of Community Services