



FY 2021 CSBG Annual Reporting Webinar Series

CSBG Annual Reports: Module 1

Office of Community Services (OCS)
Division of Community Assistance (DCA)

February 1, 2022

Agenda

- Reporting Requirement and Why We Report
- Module 1 Reporting Strategy & Overview
- Pre-Populations Reminder!
- Module 1 Things to Consider
 - Section B Overview
 - Section E Overview
 - Section F Overview
 - Section H Overview
- OCS Contacts
- Q&A
- Upcoming Webinars

Reporting Requirements & Why We Report



Fiscal Year (FY) 2021 CSBG Annual Reports

- A **Complete Submission** includes:
 - CSBG Annual Report
 - CSBG CARES Annual Report
 - CSBG Disaster Supplemental Annual Report (as applicable)
- Referred to collectively as the CSBG Annual Reports
- Due March 31, 2022

Note: The Reporting Requirements remain the same as last year

Reference: [CSBG-Action Transmittal \(AT\)-2022-02, Submission of FY 2021 Annual Reports](#)

Federal Reporting: Why Do We Report?

- Shared Responsibility
- Efficiency, Effectiveness, and Accountability
- Outcomes Management
- Performance Management & Evidence-based Practices

Module 1 Reporting Strategy & Overview

State Administration (Module 1) Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
State Administration (Module 1)	States will report as normal including all funding sources (to include CARES & Disaster).	States will report using a simplified version of Module 1 focused on CSBG CARES Supplemental , including allocations to eligible entities, state usage of CARES Supplemental funds, and lessons learned.	States will report using a simplified version of Module 1 focused on CSBG Disaster Supplemental , including allocations to eligible entities, state usage of Disaster Supplemental funds, and lessons learned.

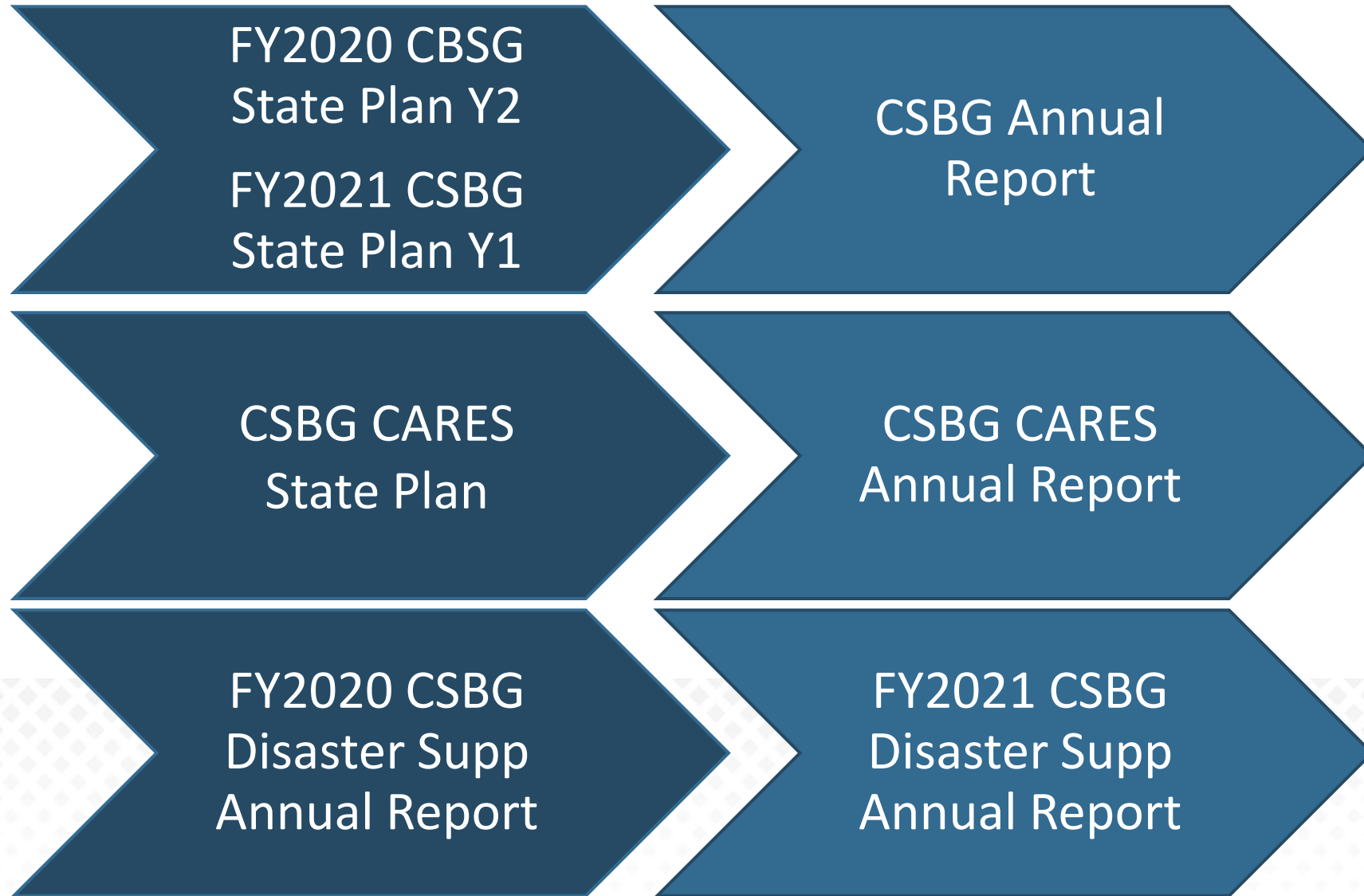
Reference: [CSBG-Dear Colleague Letter \(DCL\)-2021-04, CARES and Disaster Supplemental Reporting Strategy](#)

State Administration (Module 1)

General Overview	Regular CSBG	CARES Supplemental	Disaster Supplemental
Completed By	State CSBG Administrators	State CSBG Administrators	State CSBG Administrators
Reporting Period	October 1, 2020 – September 30, 2021	October 1, 2020 – September 30, 2021	October 1, 2020 – September 30, 2021
Reporting Includes	<p>Section A: CSBG Administrative Information</p> <p>Section B: Statewide Goals and Accomplishments</p> <p>Section C: CSBG Eligible Entity Update</p> <p>Section D: Organizational Standards for Eligible Entities</p> <p>Section E: State Use of Funds</p> <p>Section F: State Training and Technical Assistance</p> <p>Section G: State Linkages and Communication</p> <p>Section H: Monitoring, Corrective Action, and Fiscal Controls</p> <p>Section I: ROMA</p>	<p>Section A: CSBG Administrative Information</p> <p>Section B: Statewide Goals and Accomplishments</p> <p>Section E: State Use of Funds</p> <p>Section F: State Training and Technical Assistance</p> <p>Section G: State Linkages and Communication</p> <p>Section H: Monitoring, Corrective Action, and Fiscal Controls</p>	<p>Section A: CSBG Administrative Information</p> <p>Section E: State Use of Funds</p> <p>Section F: State Training and Technical Assistance</p> <p>Section H: Monitoring, Corrective Action, and Fiscal Controls</p>
Reporting Strategy	Includes information for all grants: CSBG, CARES, and Disaster	An extension of the regular CSBG report: only include CARES information	An extension of the regular CSBG report: only include Disaster Supp information
Reference:	<u>CSBG-IM-152, Annual Report</u>	<u>CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy</u>	<u>CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy</u>

Pre-Populations Reminder!

Pre-Populations






Module 1 Things to Consider

Module 1: Things to Consider for all Reports

- **Confirm information in relation to administering CSBG at the state-level**
 - Consult with various departments
- **Consider feedback from outside sources:**
 - Eligible entities
 - Surveys
 - OCS
- **Consider performance advancement:**
 - Display and assess results for fluctuations from year to year
 - Assure accountability and outcomes
- **Final Check**
 - Ensure all parts of each section are addressed in the report for the proper year
 - Look for consistency, ensure unique answers, and catch small errors like incorrect dates
 - Ensure Plan is updated to reflect changes and report reflects progress on Plan

Section B: Statewide Goals and Accomplishments

- CSBG & CARES Reports
- Applicable Statute, Legislation, or Regulation
- Type of Information to Provide
- Why OCS asks for this Information

- All Goals Accomplished 
- Goals Partially Accomplished 
- Not Accomplished 

Section E: State Use of Funds

FY20 CSBG Award	FY21 CSBG Award
10/1/2019 – 9/30/2020 Year 1	10/1/2020 – 9/30/2021 Year 1
10/1/2020 – 9/30/2021 Year 2	10/1/2021 – 9/30/2022 Year 2

FY 2021 Annual Report for CSBG Regular, CARES, Disaster

Regular CSBG Annual Report			CARES Annual Report			Disaster Annual Report		
90% Passthrough to Subrecipient	State Administrative Funds	Discretionary	90% Passthrough to Subrecipient	State Administrative Funds	Discretionary	90% Passthrough to Subrecipient	State Administrative Funds	Discretionary
Include CARES and Disaster			Report CARES Only			Report Disaster Only (if applicable)		

Section E: State Use of Funds cont.

- **E.2: Actual Allocation** – Amount of funds obligated from the 90%
- **E.2: Obligations** – Total obligations of Current Year funds
 - May be higher than Actual Allocations of funds if state provides additional funding for an agency
- **E.4: State Administrative Funds**– Follow state definition of Obligation.
 - Only enter amount of Current Year Funds obligated in the federal fiscal year
 - **Obligation Period FY2021 (10/1/2020 – 9/30/2021)**
- **E.7: Obligation of Remainder/Discretionary funds**
 - Do not include any of the amounts that were reported in E.2 or E.4
 - If no discretionary/remainder funds are provided to the subrecipients, enter zero.

Section E: State Use of Funds cont.

- **E.9a: Prior Year Carryover (FY20 CSBG Award)**
 - Should equal the amount obligated but not liquidated at the end of the previous fiscal year.
 - Include amounts not yet paid to eligible entities and unspent state portion of CSBG.
 - Note: this amount should not be added to the obligations in the current year
- **E.9b: Carryover for This Fiscal Year (FY21 CSBG Award)**
 - Should equal the authorized amount less the amount paid to eligible entities and drawn for state expenditures.
 - Should reconcile to the balance reported in the Payment Management System (PMS) and to the SF-425.

Section F: State Training and Technical Assistance (T/TA)

	Regular CSBG	CARES Supplemental	Disaster Supplemental
Activities	Describes T/TA activities funded by ALL funding streams	Describes T/TA activities funded by CSBG CARES Supplemental funding only	Describes T/TA activities funded by CSBG Disaster Supplemental funding only
Funds	Includes trainings funded by Administrative and Discretionary funds	Includes trainings funded by Administrative and Discretionary funds	Includes trainings funded by Administrative and Discretionary funds
Reporting Period	October 1, 2020 – September 30, 2021	October 1, 2020 – September 30, 2021	October 1, 2020 – September 30, 2021

Section H: Monitoring, Corrective Action, and Fiscal Controls

H.1 Monitoring of CSBG Eligible Entities– Brief description of actual monitoring visits

- What OCS is looking for?
 - Scheduled, Unscheduled or Follow –up
 - Better understand the risks and challenges faced by our grantees

H.6 Single Audit Review

- OCS reconciles the data in the CSBG Annual Report to that reported in [Federal Audit Clearinghouse \(FAC\)](#)
 - Date Accepted
 - Findings reported
 - Management Decision

OCS Contacts



OCS Program Specialists Contacts

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**Please send all TA questions to
Monique and Niki!**

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on all emails





QUESTIONS

FY 2021 CSBG Annual Reporting Webinar Series

Tomorrow

Date	Webinar	Subject
February 2, 3:00p – 4:15pm	FY2021 CSBG Annual Report Modules 2 – 4 <i>OPEN TO CSBG ELIGIBLE ENTITIES</i>	The Office of Community Services (OCS), Division of Community Assistance (DCA) will provide information about submitting Modules 2 – 4 for CSBG, CARES, and Disaster and answer FAQs
February 9, 3:00pm – 4:15pm	FY2021 CSBG Annual Report What Should States Look For?	The National Association for State Community Services Program (NASCSPP) will provide information about what states should look for when reviewing Eligible Entities’ submissions for Modules 2 and 4 for the CSBG, CARES, and Disaster reports.
February 16, 3:00p – 4:00pm	FY2021 CSBG Annual Report SmartForms Refresher <i>OPEN TO CSBG ELIGIBLE ENTITIES</i>	The National Association for State Community Services Program (NASCSPP) will provide a refresher on using the SmartForms
February 17, 3:30pm – 4:30pm	FY2021 CSBG Annual Report OLDC Refresher	The Office of Community Services (OCS), Division of Community Assistance (DCA) will provide a refresher on submitting in OLDC



THANK YOU

