



FY 2021 CSBG Annual Reporting Webinar Series

CSBG Annual Reports: Modules 2 - 4

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

February 2, 2022

Agenda

- Reporting Requirement and Why We Report
- Eligible Entity Expenditures, Capacity, and Resources (Module 2): Things to Consider
- Individual and Family Level (Module 4): Things to Consider
- OCS Contacts
- Q&A
- Opportunity to Expand the CSBG Story
- Upcoming Webinars and Presentations

Reporting Requirements and Why We Report



CARES Obligation and Expenditure Deadlines

Grant Recipients and Sub-Recipients	10% CSBG CARES State Funds <i>(State Administrative and Remainder/Discretionary Funds)</i>	(Not Less than) 90% CSBG CARES Funds to Eligible Entities
All States	Expend by September 30, 2022	Obligate by September 30, 2022
CSBG Eligible Entities	Not applicable	Expend by September 30, 2022
“Small States” CSBG Eligible Entities	Not applicable	Expend by September 30, 2023

Dear Colleague Letters (DCLs) References:

- CSBG-DCL-2020-20 [Minimum Allotment Provisions CARES Act Funding](#)
- CSBG-DCL-2021-28 [CSBG CARES Spending Schedule](#)
- CSBG DCL-2021-30 [CARES Spending Notice Solution FY2021](#)

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

What is a Complete Module 2 & 4?

- Submission of all XMLs for **all** reporting eligible entities
- Submission of the state-level form within GrantSolutions
- Comments clarifying your data (Optional)

Completing Your Modules 2 and 4 Submission

- Upload XMLs for all Reporting Eligible Entities
 - Upload Blank XMLs if:
 - **CSBG:** if de-designated after October 1, 2020 
 - **CARES & Disaster:** if entity did not expend funds or declined funds
- Submit the state-level form for each Module once all XMLs are Uploaded

If an entity is reported in the State Plan/Application – they must be reflected in the Annual Report

How to Report if No CARES and/or Disaster Funds were Expended?

- **States:**
 - **CARES:** Describe the challenges within **Module 1, Section B** under the progress update of your Goals (B.1) and/or under Lessons Learned (B.3)
 - **Disaster Supplemental:** All states should have obligated all Stage 1 and Stage 2 funds by September 30
- **Eligible Entities:**
 - If an eligible entity declined CARES funds and/or returned Disaster funds:
 - Please note this information in **Module 2, A.6** and upload
 - Upload a blank Module 4 XML

Uploading a Blank XML is the state and eligible entity confirming that they did not expend funds

Eligible Entity Expenditures, Capacity, and Resources (Module 2): Things to Consider

Eligible Entity Expenditures, Capacity, and Resources (Mod 2) Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Eligible Entity Expenditures, Capacity, and Resources (Module 2)	<p>Eligible entities report expenditures, capacity, and resources for all CSBG funds.</p> <p>Include CARES and Disaster in all Sections.</p>	<p>Eligible entities will report using a simplified version of Module 2 focused on expenditures and resources of CSBG CARES Supplemental funds.</p> <p>SECTIONS A & C ONLY</p>	<p>Eligible entities will report using a simplified version of Module 2 focused on expenditures and resources of CSBG Disaster Supplemental funds.</p> <p>SECTIONS A & C ONLY</p>

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

Eligible Entity Expenditure, Capacity, & Resources (Mod 2)

GENERAL OVERVIEW	REGULAR CSBG	CARES	DISASTER SUPPLEMENTAL
Completed By	Eligible Entities	Eligible Entities	Eligible Entities
Eligible Entity Reporting Period*	SFY: Jul 1, 2020 – Jun 30, 2021 FFY: Oct 1, 2020 – Sept 30, 2021 CY: Jan 1, 2021 – Dec 31, 2021	SFY: Jul 1, 2020 – Jun 30, 2021 FFY: Oct 1, 2020 – Sep 30, 2021 CY: Jan 1, 2021 – Dec 31, 2021	SFY: Jul 1, 2020 – Jun 30, 2021 FFY: Oct 1, 2020 – Sep 30, 2021 CY: Jan 1, 2021 – Dec 31, 2021
Reporting Includes	Section A: Eligible Entity Expenditures Section B: Capacity Building Section C: Allocated Resources	Section A: Eligible Entity Expenditures Section C: Allocated Resources	Section A: Eligible Entity Expenditures Section C: Allocated Resources
Reporting Strategy	Includes information for all grants: CSBG, CARES, and Disaster	A subset of the regular CSBG report: only include CARES information	A subset of the regular CSBG report: only include Disaster Supp. information
Reference:	CSBG-IM-152, Annual Report	CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy	CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy

**Eligible Entities have the option to report based on the state reporting period*

State Fiscal Year (SFY)
Federal Fiscal Year (FFY)
Calendar Year (CY)



Module 2: Things to Consider for all Reports

- **Consider how eligible entities are reporting in the CSBG Expenditure chart:**
 - How CSBG leverages the various types of activities
 - Encourage eligible entities to drill down and consider if their work better fits in any of the other domains so that in any of the other domains to tell a more detailed story
- **Remember to report across all programs in Module 2, Section B**
 - Reporting on volunteer hours, support by board members, partnerships, and certifications across all programs at the eligible entity
- **Module 2, Section C reports on eligible entities available resources**
 - Eligible entities report resources that are allocated.
 - This means that these are resources that were made available to the eligible entity during the year: the contracted amount

Module 2: A.2 and C.2

Allocations The Formula Amount

A.2. Amount of FY 20XX CSBG Disaster Supplemental allocated to reporting entity

A.2 matches the Allocation in Module 1, Section E. This amount should not include discretionary or carryover.

C.2. Amount of FY 20XX CSBG CARES funds allocated to reporting entity

C.2 should include discretionary and carryover. This amount may match A.2 but does not need to.

CARES and
DISASTER
ONLY

Module 2: A.6. Details on Use of Funds

- **Narrative Opportunity**

- Include any details and activities not already included elsewhere in this report
 - If CSBG eligible entity did not expend CARES or Disaster funds include here

A.6. Details on Use of CSBG Disaster Supplemental Funds
1. Please provide details on use of the CSBG Disaster funds. Please only include activities not already included in elsewhere in the CSBG Annual Report.

Individual and Family Level (Module 4): Things to Consider

Individual and Family Level (Module 4) Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Individual and Family Level (Module 4)	Eligible entities will report on outcomes, services, and people served using all CSBG funds . Include CARES and Disaster in all Sections.	Eligible entities will report using a simplified version of Module 4 focused on services using CSBG CARES Supplemental funds . Section B Only	Eligible entities will report using a simplified version of Module 4 focused on services using CSBG Disaster Supplemental funds . Section B Only

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

Individual and Family Level (Mod 4)

GENERAL OVERVIEW	REGULAR CSBG	CARES	DISASTER SUPPLEMENTAL
Completed By	Eligible Entities	Eligible Entities	Eligible Entities
Eligible Entity Reporting Period*	SFY: Jul 1, 2020 – Jun 30, 2021 FFY: Oct 1, 2020 – Sept 30, 2021 CY: Jan 1, 2021 – Dec 31, 2021	SFY: Jul 1, 2020 – Jun 30, 2021 FFY: Oct 1, 2020 – Sep 30, 2021 CY: Jan 1, 2021 – Dec 31, 2021	SFY: Jul 1, 2020 – Jun 30, 2021 FFY: Oct 1, 2020 – Sep 30, 2021 CY: Jan 1, 2021 – Dec 31, 2021
Reporting Includes	Section A: Individual and Family National Performance Indicators (FNPIs) Section B: Individual and Family Services Section C: All Characteristics Report	Section B: Individual and Family Services	Section B: Individual and Family Services
Reporting Strategy	Includes information for all grants: CSBG, CARES, and Disaster	A subset of the regular CSBG report: only include CARES information	A subset of the regular CSBG report: only include Disaster Supp. information
Reference:	CSBG-IM-152, Annual Report	CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy	CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy

State Fiscal Year (SFY)
Federal Fiscal Year (FFY)
Calendar Year (CY)



Module 4: Things to Consider for all Reports

- Information reported should be an **unduplicated count** of people
 - NPIs – ensure that column I includes all people who are working towards the indicator, even if they did not meet the outcome
- The services and NPIs should tell a story **together, not in exclusion** of each other. The data between the **two should correlate** to some extent
 - Example: if children ages 0-5 are being reported in the education NPIs, there should be some services reported for school children in the services section.
- FNPI 7a is the **unduplicated** count of people who obtained one or more outcomes from any of the domains
 - If someone only obtained a job they would be reported in the employment domain and then in FNPI 7a
 - If someone obtained a job and obtained safe housing, then they would be reported in the employment and housing domain, as well as once in FNPI 7a
- FNPI 7a should be **at least as high as the highest** NPI reported for an agency

Section B Reporting (Regular vs. Supplementals)

- **Regular CSBG Annual Report** – eligible entities should include information on services and activities supported with **all** CSBG funds
- **CARES Annual Report** – include services and activities supported **only with CSBG CARES** funds
- **Disaster Annual Report** – include services and activities supported **only with CSBG Disaster** funds

OCS Contacts



OCS Program Specialists Contacts

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

Please copy
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on all emails



FY 2021 CSBG Annual Reporting Webinar Series

Date	Webinar	Subject
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



QUESTIONS

FAQ

Should all funding sources be included in the regular CSBG Annual Report?

- Yes, all funding sources should be included in the regular CSBG Annual Report, including:
 - Capacity (Module 2, Section B)
 - Outcomes (Module 4, Section A)
 - People Served (Module 4, Section C)
- Remember that the CARES and Disaster Supplemental Annual Report should only include activities funded by CARES and/or Disaster.

FAQ

Can you provide any general guidance or tips on separating out CARES from regular annual report numbers?

- All CARES (and Disaster) funding and associated activities should be tracked separately. Therefore, our preference is that you are as specific as possible.
- If you did not track separately, please use your most informed estimate.
- Please also begin tracking separately immediately.

Opportunity to Expand the CSBG Story



Community-Level Transformations (Module 3)

Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Community-Level Transformations (Module 3)	Eligible entities will report as normal with new fields to identify CSBG funding source(s).	No separate form A dropdown added to the existing form to identify CSBG CARES Supplemental as a funding source.	No separate form A dropdown added to the existing form identify CSBG Disaster Supplemental as a funding source.

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



THANK YOU

