



Fiscal Year (FY) 2021 CSBG Annual Reporting Webinar Series

SmartForms Refresher

Office of Community Services (OCS) | Division of Community Assistance (DCA)
National Association for State Community Services Programs (NASCSPP)

February 16, 2022



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Agenda

- Reporting Requirements
- SmartForms Details
- SmartForms Refresher
- Tools and Resources
- Contacts
- Q&A

REPORTING REQUIREMENTS



In partnership with the
**National Association for State
Community Services Programs (NASCSPP)**

“

Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State...the State shall include in the report any information collected by the State relating to such performance...**expenditures of funds...including an accounting of funds spent on administrative costs by the State and eligible entities...direct delivery of local services, and shall include information on the number of and characteristics of clients served.**

CSBG Act Section 678E(a)(2) [42 USC § 9917]

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
- **ALL 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](#)

What is a Complete Module 2 (M2) & Module 4 (M4)?

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




CSBG Eligible Entities
Submit Data
(and comments)
to States

- Via state database or **SmartForms**




States
Review &
Export to XMLs



States
Upload XMLs to the
On-Line Data
Collection
system
(OLDC)



XMLs Save
(OLDC auto-
function)



States
Submit State-Level Form
(including **attaching**
comments)
in OLDC

SmartForm Details



In partnership with the
**National Association for State
Community Services Programs (NASCSPP)**

SmartForms Release

- **SmartForms:** Module 2 (M2) & Module 4 (M4) released to 85% of states
 - Remaining states should expect by Tuesday, February 22
 - If not received contact Monique Alcantara
 - Copy csbgstates@acf.hhs.gov
- **State Databases:** Module 3 (M3) released to all
 - If not received contact Paige Milson
 - Copy Muska Kamran

SmartForms General Information

- Pre-populated with:
 - Eligible Entity Name
 - DUNS #
 - Previous Year Data
- Eligible entities complete and submit **SmartForms** to state
- States **export** M2 and M4 to an **XML** file to **upload** to OLDC
 - M3 is **attached** as a **SmartForm**

M2 & M4 SmartForms – Standard Functions

- M2 and M4 SmartForms have:
 - An Instructions tab
 - An Errors and Warnings tab
 - Previous year's data
 - Macros
 - Must “**Enable Editing**” to activate macros
 - **If you do not see this button when you open the form, email Paige**



Applies to regular CSBG, CARES, and Disaster Supplemental

M2 & M4 SmartForms – Processes

- Similar processes:
 1. Download SmartForms
 2. Enable editing & enable content
 3. Enter data
 4. **Export XML**

Applies to regular CSBG, CARES, and Disaster Supplemental

SmartForm Refresher



In partnership with the
**National Association for State
Community Services Programs (NASCSPP)**

Enabling Editing

The image shows two overlapping screenshots of a Microsoft Word document. The top screenshot displays a yellow 'PROTECTED VIEW' banner with the text 'Be careful—email attachments can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' and an 'Enable Editing' button. A green arrow points to this button. Below the banner, the document content is visible, including the text 'Instructional Notes' and 'Module 2 SmartForm'. The bottom screenshot shows a yellow 'SECURITY WARNING' banner with the text 'Macros have been disabled.' and an 'Enable Content' button. A green arrow points to this button. Below the banner, the same document content is visible. The interface elements like the ribbon (Undo, Clipboard, Font, Alignment, Number) and the formula bar are also visible.

REMEMBER: This activates the macros that allows the form to work properly

M2 – Entering Data

A.1 CSBG Eligible Entity Reporting Period:

A.1a. July 1-June 30	<input checked="" type="checkbox"/>
A.1b. October 1-September 30	<input type="checkbox"/>
A.1c. January 1-December 31	<input type="checkbox"/>

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	\$ 2,344
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	\$ 5,500
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$ 150,000
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	\$ 80,015
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$ 450,321
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$ 155,000
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	\$ 843,180

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	
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[*for more information on what qualifies as Administration, refer to IM37](#)

WARNING

A.1 CSBG Eligible Entity Reporting Period:

A.1a. July 1-June 30	
A.1b. October 1-September 30	
A.1c. January 1-December 31	

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$ -
A.2b. Education and Cognitive Development	\$ -
A.2c. Income, Infrastructure, and Asset Building	\$ -
A.2d. Housing	\$ 4,498.00
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$ 176,421.00
A.2f. Civic Engagement and Community Involvement	\$ -
A.2g. Services Supporting Multiple Domains	\$ 76,824.00
A.2h. Linkages (e.g. partnerships that support multiple domains)	\$ 521,901.00
A.2i. Agency Capacity Building (detailed below in Table A.4)	\$ -
A.2j. Other (e.g. emergency management/disaster relief)	\$ -
A.2k. Total CSBG Expenditures (auto calculated)	\$ 779,644.00

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$ 64,432.00
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[*for more information on what qualifies as Administration, refer to IM37](#)

ERROR

*There should be no **ERRORS** (red cells) in the final submission.

M2 – C.2 Typo

C.2. Amount of FY 2020 CSBG allocated to reporting entity	c.2	<input type="text"/>
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- Should be FY 2021 allocation
- Only applies to states that received SmartForms in January

CFDA Numbers

C.3f. Corporation for National and Community Service (CNCS) programs			C.3f.	
C.3g. Federal Emergency Management Agency (FEMA)			C.3g.	
C.3h. Department of Transportation			C.3h.	
C.3i. Department of Education			C.3i.	
C.3j. Department of Justice			C.3j.	
C.3k. Department of Treasury			C.3k.	
C.3l. Other Federal Resources				
C.3l.i.	X	CFDA #:	00.000	C.3l.i. \$ 1
C.3l.ii.		CFDA #:		C.3l.ii.
C.3l.iii.		CFDA #:		C.3l.iii.
C.3l.iv.		CFDA #:		C.3l.iv.
C.3m. Total Other Federal Resources (autocalculated)			C.3m.	\$ 1
C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)			C.3n.	\$ 1

M4 – Entering Data

FY 2019 CSBG Annual Report

Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Employment Indicators

Name of CSBG Eligible Entity Reporting:	Community Action Partnership					
State:	Idaho	DUNS:	021818786			
Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [(III)/ I = IV] (%) auto	V.) Performance Target Accuracy [(III)/II = V] (%)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	100	85		0%	0%	Row Incomplete
FNPI 1b The number of unemployed adults who obtained employment (<u>up to a living wage</u>).						
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (<u>up to a living wage</u>).	100	150	14	14%	9%	OK
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days (<u>up to a living wage</u>).						
FNPI 1e The number of unemployed adults who obtained						

[Go to instructions](#)

[Table of Contents](#)

[Go to Errors and Warnings](#)

M4 – Comparison Tabs

A B C D E F G H I J K L M N O

Name of CSBG Eligible Entity Reporting:	Community Action Partnership		
State:	Idaho	DUNS:	021818786

Indicators:	FY 2018	FY 2019	% Change	Change from FY18 - FY19	FY 2018	FY 2019	% Change	Change from FY18 - FY19
	I.) Number of Participants Served in program(s)	I.) Number of Individuals Served in program(s)	I.) Number of Participants Served in program(s)	I.) Number of Individuals Served in program(s)	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)	III.) Actual Results (#)
Employment (FNPI 1)								
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	7	100	1329%	93	0			
FNPI 1b The number of unemployed adults who obtained employment (<u>up to a living wage</u>).	130				36			
FNPI 1c The number of unemployed adults who obtained and maintained employment for at least 90 days (<u>up to a living wage</u>).	0	100		100	0	14		14
FNPI 1d The number of unemployed adults who obtained and maintained employment for at least 180 days	0				0			
FNPI 1e The number of unemployed adults who obtained employment (<u>with a living wage or higher</u>).	0				0			
FNPI 1f The number of unemployed adults who obtained and maintained employment for at least 90 days (<u>with a living wage or higher</u>).	0				0			
FNPI 1g The number of unemployed adults who obtained and maintained employment for at least 180 days (<u>with a living wage or higher</u>).	0				0			
FNPI 1h The number of employed participants in a career-advancement related program who <u>entered or transitioned</u> into a position that provided increased income and/or benefits.	0				0			
FNPI 1h.1 Of the above, the number of employed participants who increased income from employment through <u>wage or salary amount increase</u> .	0				0			
FNPI 1h.2 Of the above, the number of employed participants who increased income from employment through <u>hours worked increase</u> .	0				0			

...
Support Services
ALL Characteristics
Year to Year Comparisons NPIs
Year to Year Comparisons SRVs
Year to Year ALL Characteristic

M2 & M4 Considerations: Outstanding Errors and Warning

Note:

- Use this Errors and Warnings tab
- You can double click on any item, and it will take you to the error.

Note: The list of errors and warnings will refresh every time the user saves the SmartForm

Module 4 Errors and Warnings		
Tab	Data Field	Error/Warning Message Description
Employment NPIs	FNPI 1b The number of unemployed adults who obtained employment (up to a living wage).	ERROR: FNPI 1b is incomplete. You must fill in Column I, II, or III. WARNING: Values entered in columns II and III exceed the benchmarks of 80-120% performance target accuracy.
Employment NPIs	FNPI 1e The number of unemployed adults who obtained employment (with a living wage or higher).	WARNING: Please verify that all the participants served achieved the outcome.
Employment NPIs	FNPI 1h The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	WARNING: Please verify that all the participants served achieved the outcome.
Employment NPIs	FNPI 1h.3 The number of employed participants in a career advancement related program who increased benefits related to employment.	WARNING: Please verify that all the participants served achieved the outcome.
Employment NPIs	General Comments Section	ERROR: You reported participants served in programs under at least one FNPI based on a living wage definition (FNPI 1b, FNPI 1c, FNPI 1d, FNPI 1e, FNPI 1f, or FNPI 1g). You must provide the definition of 'living wage' you used in the General Comments section.
Education NPIs	FNPI 2b The number of children (0 to 5) who demonstrated skills for school readiness.	WARNING: Please verify that all the participants served achieved the outcome.
	FNPI 2c.1 Early Childhood Education (ages 0-5): The	

XML Export

Return to previous tab

M2 – Errors and Warnings

A.1 CSBG Eligible Entity Reporting Period:

A.1a. July 1-June 30	<input checked="" type="checkbox"/>
A.1b. October 1-September 30	<input type="checkbox"/>
A.1c. January 1-December 31	<input type="checkbox"/>

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$ 300,000
A.2b. Education and Cognitive Development	\$ 400,000
A.2c. Income, Infrastructure, and Asset Building	\$ 4,000
A.2d. Housing	\$ 915,000
A.2e. Health and Social/Behavioral Development (includes nutrition)	\$ 90,000
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (e.g. partnerships that support multiple domains)	
A.2i. Agency Capacity Building (detailed below in Table A.4)	
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	\$ 1,709,000

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$ 600,000
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[*for more information on what qualifies as Administration, refer to IM37](#)

A.4 Details on Agency Capacity Building Activities Funded by CSBG:

A.1 CSBG Eligible Entity Reporting Period:

A.1a. July 1-June 30	
A.1b. October 1-September 30	
A.1c. January 1-December 31	

A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development (includes nutrition)	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages (e.g. partnerships that support multiple domains)	
A.2i. Agency Capacity Building (detailed below in Table A.4)	
A.2j. Other (e.g. emergency management/disaster relief)	
A.2k. Total CSBG Expenditures (auto calculated)	

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	
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[*for more information on what qualifies as Administration, refer to IM37](#)

A.4 Details on Agency Capacity Building Activities Funded by CSBG:

The value you have entered is greater than 20% of total CSBG expenditures (A.2k) reported. The value entered for the current year is either more than double or less than half of the value reported last year. for

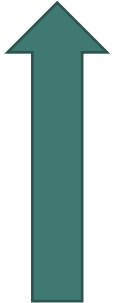
M4 – Errors and Warnings

Employment Indicators

Name of CSBG Eligible Entity Reporting:						
State:			DUNS:			
Employment (FNPI 1)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (%)	V.) Performance Target Accuracy (III/II = V) (%)	NPI Entry Status
FNPI 1a The number of unemployed youth who obtained employment to gain skills or income.	100	200		0%	0%	Row Incomplete

Go to Errors a

Column III is required.



A Comment about Comments for CEEs

- Agencies should review all their Errors and Warnings.
- If the data is correct but it flags in the form, agencies should consider providing a comment that explains that the data is correct.
 - This will minimize the amount of follow-up post submission to the state and to OCS.
- In the FY 21 data review will not be flagging:
 - Targeting that is outside the 80-120% benchmarks.
 - NPIs where all targeted outcomes were obtained.
 - Year-to-Year Variances for NPIs, Services, and All Characteristics Report Sections C-F.
 - Do not submit comments on these.



FY2021 Comments

- You can use the following template to submit comments to your state.

Please provide comments on any errors and warnings that exist in the data in the SmartForms that will be submitted to OCS.
Thank you for your work on this submission of the CSBG Annual Report!

State	Agency	Module	Section	Data Point	Message Description	Justification

A Comment about Comments for States

- Review your agency's comment memo before submitting to OCS
 - The agency may not be addressing the error/warning in question
 - The agency may be trying to communicate preliminary that would not be appropriate for a final data submission
 - The agency's response may not resolve the issue
- If the agency does not sufficiently address the error/warning, you should reach back out to agencies for further clarification.

Exporting to XML

XML Export

Double click in any row to go to the cell that generated the error or warning.

Module 2 Errors and Warnings			
Tab	Data Field	Severity	Message Description
Section A. Local CSBG Expen	A.2b. CSBG Expenditures Domains - Education and Cognitive Development	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Section A. Local CSBG Expen	A.2i. CSBG Expenditures Domains - Agency Capacity Building	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Section A. Local CSBG Expen	A.3. CSBG Expenditures Domains - Administration	Warning	The value entered for the current year is \$0.00, while last year, the value reported here was greater than \$0.00.
Section A. Local CSBG Expen	A.1 CSBG Eligible Entry Reporting Period	ERROR	Select only one CSBG Eligible Entry Reporting Period
Section A. Local CSBG Expen	A.4 - Details on Agency Capacity Building Funded by CSBG	ERROR	You must select at least one checkbox since you reported funds in A.2i.
Section B. Local Agency Capacit	B.2a. Hours of Agency Capacity Building - Board Members	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.2b. Hours of Agency Capacity Building - Agency Staff	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.3a. Volunteer Hours of Agency Capacity Building - Total Hours	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.3a.1. Volunteer Hours of Agency Capacity Building - Low-Income Hours	Warning	The value entered for the current year is 0.00, while last year, the value reported here was greater than 0.00.
Section B. Local Agency Capacit	B.4c. Staff with Certifications - CCAP	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4e. Staff with Certifications - Family Development	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4g. Number of Staff with Home Energy Professional Certifications	Warning	The value entered for the current year is 0, while last year, the value reported here was greater than 0.
Section B. Local Agency Capacit	B.4i.1. Number of Energy Auditors	Warning	The value entered for the current year is 0, while last year, the value reported

Submitting FY2021 Comments

- **Attach** comments to the state-level form in OLDC

Please provide comments on any errors and warnings that exist in the data in the SmartForms that will be submitted to OCS.
Thank you for your work on this submission of the CSBG Annual Report!

State	Agency	Module	Section	Data Point	Message Description	Justification

Module 3

Module 3, Section A: Community Initiative Status Form		Print
Name of CSBG Eligible Entity Reporting:		
State:	DUNS:	
Use the dropdown menu to select the response where appropriate.		
1. Initiative Name		
2. Initiative Year		
3. Problem Identification		
4. Goal/Agenda		
5. Issue/CSBG Community Domains		
6. Ultimate Expected Outcome		
7. Identified Community		
8. Expected Duration		
9. Partnership Type		
10. Partners		
11. Strategy(ies)	EDUCATION AND COGNITIVE DEVELOPMENT STRATEGIES (STR 2) STR 2i Education and Cognitive Development Policy Changes	
12. Progress on Outcomes/Indicators		

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form

Module 3, Section B: Community National Performance Indicators (NPIs) - Data Entry Form

Education... | Infastructure... |

Education and Cognitive Development (check all NPIS for which CAA has outcomes to report)

- CNPI 2a Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.
- CNPI 2b Number of accredited or licensed affordable child care facilities added in the identified community.
- CNPI 2c Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.
- CNPI 2d Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)
- CNPI 2e Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)
- CNPI 2f Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)
- CNPI 2z Other Counts of Change for Education and Cognitive Development Indicators.
- CNPI 2g Percent increase of children in the identified community who are kindergarten ready.
- CNPI 2h Percent increase of children in the identified community at (or above) the basic reading level.
- CNPI 2i Percent increase of children in the identified community at (or above) the basic math level.

To enter data into text fields on the left-hand side of the screen (items 3, 4, 10, 13, and 16), select the field (e.g. cell C8) and then click the edit button, below. A text box will pop-up. Enter your narrative data into the pop-up.

Edit

TOOLS AND RESOURCES



In partnership with the
**National Association for State
Community Services Programs (NASCSPP)**

CSBG Annual Report Resources

- Want to know learn about definitions of terms in the Annual Report? → Check out the **Annual Report Lexicon**
- Want to know what community level work is and how to report in Module 3? → Review the **Instruction Manuals**
- Additional Resources
 - FAQs – Data Analysis, General Annual Report Questions
 - Crosswalks
 - List of Other Indicators
 - Modules 2 and 4 Review Checklist
 - Module 3 Review Checklist
 - SmartForm Instructions

The screenshot displays the NASCSP website's navigation and content. At the top, the NASCSP logo (National Association For State Community Services Programs) is on the left, and navigation links (ABOUT, CSBG, WAP, NEWS/EVENTS, CONTACT) and buttons (FIND A PROVIDER, MEMBER LOGIN) are on the right. The main content area features a purple header for 'Data Collection and Reporting' with social media icons. Below this are four blue-tinted cards: 'CSBG Annual Report' (with a document icon), 'DATA Task Force' (with a house icon), and two partially visible cards. A right-hand sidebar lists 'CSBG Resources' including 'Data Collection and Reporting' (highlighted), 'Annual Report', 'DATA Task Force', 'CSBG IS Survey', 'National Report and State Fact Sheets', and 'Advocacy'. A dark banner at the bottom right reads 'NASCSP Data keeps its'.

<https://nascsp.org/csbg/csbg-data-collection-and-reporting/csbg-annual-report/>

Contacts



In partnership with the
**National Association for State
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Please send all GrantSolutions TA questions to Monique and Niki!

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Please send all SmartForms TA questions to Muska and Paige!

Please copy
CSBGStates@acf.hhs.gov
on all emails





QUESTIONS

CSBG – A.2 and C.2

- Regular CSBG does not have A.2.
- Report C.2 as normal:

FY 2021 ALLOCATION

CSBG, CSBG CARES (smalls states only), & CSBG Discretionary

+

FY 2020 CARRYOVER

CSBG, CSBG CARES, CSBG Disaster & CSBG Discretionary

CARES – A.2

YEAR	MAJORITY STATES	SMALL STATES
FY2020 CARES Annual Report	FULL ALLOCATION	FY2020 ALLOCATION
FY2021 CARES Annual Report	FULL ALLOCATION <i>(report same amount from FY2020)</i>	FY2020 + FY2021 ALLOCATION

CARES – C.2

YEAR	MAJORITY STATES
FY2020 CARES Annual Report	AMOUNT SPENT
FY2021 CARES Annual Report	CARRYOVER FROM 2020

DISASTER – A.2

YEAR	ALL STATES
FY2020 Disaster Annual Report	STAGE 1 & STAGE 2 ALLOCATION
FY2021 Disaster Annual Report	STAGE 1 & STAGE 2 ALLOCATION

DISASTER – C.2

YEAR	ALL STATES
FY2020 Disaster Annual Report	AMOUNT SPENT
FY2021 Disaster Annual Report	CARRYOVER FROM 2020



THANK YOU

