



FY 2021 CSBG Annual Report Kick-Off

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

January 26, 2022

Agenda

- Annual Report Overview
- Reporting Requirements
- Timelines and Process
- GrantSolutions Login and Access
- Upcoming Webinars and Contacts
- Questions

Annual Report Overview



CSBG Performance Management System



Statute

112 STAT. 2746

PUBLIC LAW 105-285—OCT. 27, 1998

42 USC 9917.

“SEC. 678E. ACCOUNTABILITY AND REPORTING REQUIREMENTS.

“(a) STATE ACCOUNTABILITY AND REPORTING REQUIREMENTS.—

“(1) PERFORMANCE MEASUREMENT.—

“(A) IN GENERAL.—By October 1, 2001, each State that receives funds under this subtitle shall participate, and shall ensure that all eligible entities in the State participate, in a performance measurement system, which may be a performance measurement system for which the Secretary facilitated development pursuant to subsection (b), or an alternative system that the Secretary is satisfied meets the requirements of subsection (b).

“(B) LOCAL AGENCIES.—The State may elect to have local agencies that are subcontractors of the eligible entities under this subtitle participate in the performance measurement system. If the State makes that election, references in this section to eligible entities shall be considered to include the local agencies.

“(2) ANNUAL REPORT.—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. Prior to the participation of the State in the performance measurement system, the State shall include in the report any information collected by the State relating to such performance. Each State shall also include in the report an accounting of the expenditure of funds received by the State through the community services block grant program, including an accounting of funds spent on administrative costs by the State and the eligible entities, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served under this subtitle in the State, based on data collected from the eligible entities. The State shall also include in the report a summary describing the training and technical assistance offered by the State under section 678C(a)(3) during the year covered by the report.

CSBG Annual Report

Modules 2 – 4

States: Module 1, Section 7
Eligible Entities: Module 2

Module 4

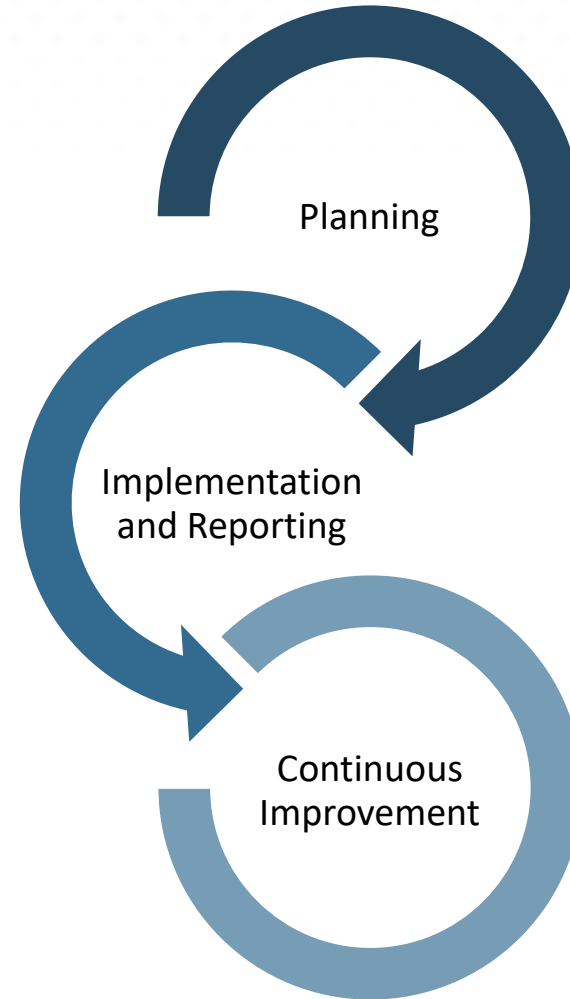
Module 1

The Why?

From Service Delivery & Compliance to Continuous Improvement & Outcomes

Accountability, Efficiency, and Effectiveness at 3 levels (local, state, federal)

Stronger results for people with low income at **individual, family, and community** levels



Community Needs Assessments & State Plan

CSBG Annual Report

Implementing lessons learned & best practices for the future

Reporting Requirements

FY2021 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

The Reporting Requirements remain the same as last year

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

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).	State 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.	State 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](#)

Eligible Entity Expenditures (Module 2)

Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Eligible Entity Expenditures (Module 2)	Eligible entities will report as normal.	Eligible entities will report using a simplified version of Module 2 focused on expenditures of CSBG CARES Supplemental funds. SECTIONS A & C ONLY	Eligible entities will report using a simplified version of Module 2 focused on expenditures of CSBG Disaster Supplemental funds. SECTIONS A & C ONLY

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

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](#)

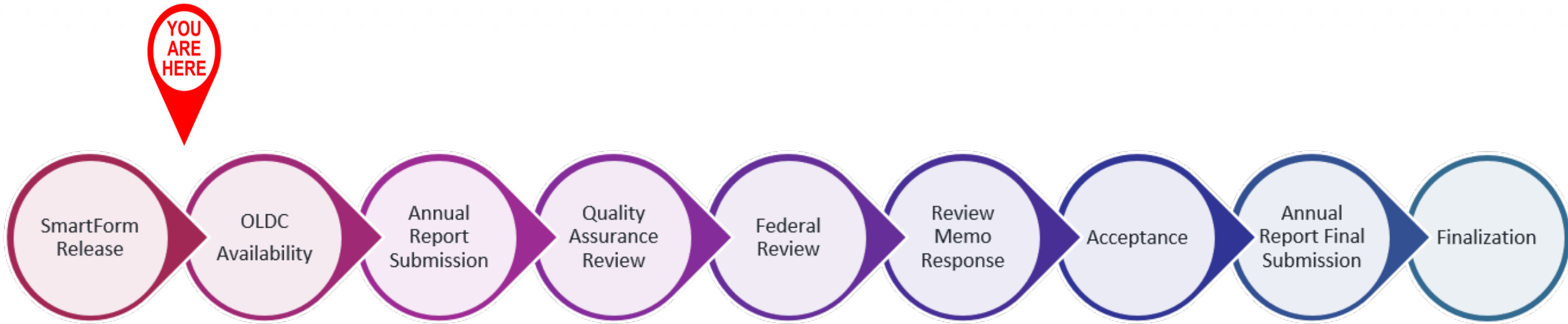
Individual and Family Level (Module 4) Reporting Strategy

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 as normal.	Eligible entities will report using a simplified version of the Module 4 focused on outcomes, services, and people served using CSBG CARES Supplemental funds. Section B Only	Eligible entities will report using a simplified version of the Module 4 focused on outcomes, services, and people served using CSBG Disaster Supplemental funds. Section B Only

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

Timelines and Process

Reporting Process and Timeline



Reporting Process and Timeline – Current



- **SmartForm Release:** Released January 26 for most states
- **OLDC Availability:** January 31, 2022
- **Annual Report Submission:** March 31, 2022

GrantSolutions Login and Access



Logging into GrantSolutions using Login.Gov

Do not have a [Login.gov](#) account?

- [Create](#) a Login.gov account
- Link On-Line Data Collection (OLDC) account to Login.gov account

Already have a [Login.gov](#) account?

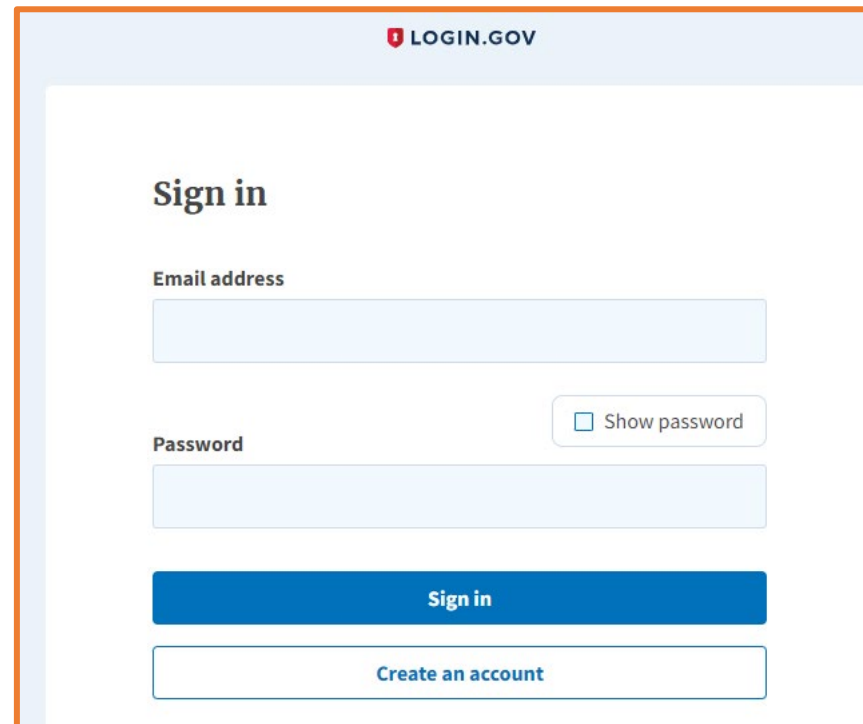
- Link account from [GrantSolutions.gov](#)
- [Manage Account](#) at Login.gov
 - Verify your GrantSolutions account is listed in your Login.gov account



New Users: Send an OLDC Access Request to Monique and Niki

Linking Accounts – Step One

- Sign into your [Login.gov](https://login.gov) account



The screenshot shows the Login.gov sign-in interface. At the top, it says "LOGIN.GOV". Below that is the heading "Sign in". There are two input fields: "Email address" and "Password". To the right of the password field is a checkbox labeled "Show password". Below the input fields are two buttons: a blue "Sign in" button and a white "Create an account" button.



You must use the same email address associated with your GrantSolutions account

Linking Accounts – Step Two

- Sign into your [GrantSolutions.gov](https://www.grantsolutions.gov) account by clicking the *Login.gov for Recipients and Grantors* button

GrantSolutions
PARTNERS IN INNOVATION

ABOUT BENEFITS

Login

In accordance with the President's executive order on [Improving the Nation's Cybersecurity](#), GrantSolutions is working to ensure all users are accessing the ecosystem through either a PIV card or [Login.gov](#) multi-factor (2FA) credentials.

Login using any of the following services

GrantSolutions Username:

GrantSolutions Password:

Submit

OR

LOGIN.GOV
for Recipients & Grantors

AMS for Grantors

[Forgot username or password?](#)

Dont have a GrantSolutions account? [Request new user account.](#)

Linking Accounts – Step Three

- Verify that the information is correct and click *Agree and Continue*

The screenshot shows the GrantSolutions login interface. At the top, it displays the 'LOGIN.GOV' and 'GrantSolutions PARTNERS IN INNOVATION' logos. Below the logos is a circular icon containing a person's profile and a green checkmark. The main text reads: 'You are now signing in for the first time'. Underneath, it says 'We'll share this information with GrantSolutions:'. There are two input fields: the first is labeled 'Email address' with a green checkmark and contains the text 'melania.alcantara@acf.hhs.gov'. The second field is empty. Below the fields, a note states: 'GrantSolutions will only use this information to connect to your account'. At the bottom center is a blue button labeled 'Agree and continue'. Three dark blue callout boxes with white text and arrows point to specific elements: 'Correct Email' points to the email address field, 'Correct Website' points to the GrantSolutions logo, and 'Agree and continue' points to the button.

Upcoming Webinars and Contacts



FY 2021 CSBG Annual Reporting Webinar Series

Date	Webinar	Subject
February 1, 3:00pm – 4:15pm	FY2021 CSBG Annual Report Module 1	The Office of Community Services (OCS), Division of Community Assistance (DCA) will provide information about submitting Module 1 for CSBG, CARES, and Disaster and answer FAQs
February 2, 3:00p – 4:15pm <i>*Date Change*</i>	FY2021 CSBG Annual Report Modules 2 – 4	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	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

OCS Webinars

The screenshot shows the website for the Office of Community Services. The header includes the organization's name and tagline, a search bar, and a language selection dropdown. A navigation menu contains links for About, Get Help, Programs, Grants, and Resources. The breadcrumb trail indicates the current page is 'FY 2022 CSBG Webinars'. A 'Listen' button with a play icon is visible. A blue button labeled 'View FY 2021 CSBG Webinars' is present. The main content area features the title 'FY2021 CSBG Annual Reporting Kick-Off', the date 'January 26, 2022 3:00 — 4:00PM ET', a descriptive paragraph, and a 'Pre-registration' link. A circular graphic with the text 'COMING SOON' is positioned to the left of the text.

OCS Program Specialists Contacts

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

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





QUESTIONS



FY 2020 CSBG Annual Reports Status

- Currently under Federal Review
- Expect Module 2 and 4 Review Memos by the end of February
- **Webinar:** February 23, 2022





THANK YOU

