



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
www.acf.hhs.gov/ocs

## Community Services Block Grant Action Transmittal

**AT#:** CSBG-AT-2024-02

**DATE:** October 17, 2024

**TO:** CSBG Tribes

**SUBJECT:** FY24 CSBG Tribal Annual Report Submission

**ATTACHMENT(S):** FY24 CSBG Tribal Annual Report Fillable-PDF Tool  
FY24 CSBG Tribal Annual Report (Short Form) Fillable-PDF Tool  
Tribal Reporting by Allocation List  
CSBG Tribal Annual Report OLDC Instructions

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### RELATED REFERENCES

Section 678E of the Community Services Block Grant (CSBG) Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L.103-252; the FY 1996 CSBG Appropriation Legislation, P.L.104-134; CFR Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P. L. 105-285, Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines; Administration for Children and Families (ACF) CSBG Annual Reports, as approved by the Office of Management and Budget (OMB) (Control No. 0970-0492; Expiration Date — August 31, 2027).

### PURPOSE

To notify CSBG direct-funded tribes and tribal organizations (grant recipient) of reporting requirements for Fiscal Year 2024 (FY24). CSBG grant recipients must submit the FY24 CSBG Annual Report by March 31, 2025 using the ACF GrantSolutions On-Line Data Collection (OLDC). CSBG grant recipients will submit an Annual Report using the Tribal Annual Report or the Tribal Annual Report (Short Form) based on funding levels<sup>1</sup>.

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<sup>1</sup> This requirement does not apply to tribes approved for consolidated funding under [PL 102-477](#) on or *before* October 1, 2023.

## BACKGROUND

The release of the Office of Community Services (OCS) FY24 CSBG Tribal Annual Report and Tribal Annual Report (Short Form) meets the provision outlined in the CSBG Act Section 678E and demonstrates a commitment to documenting the role OCS-funded grants play in addressing persistent poverty and pervasive disparities and inequities. Tribes and tribal organizations are respected and recognized as key contributors to this work; therefore, demonstrating effectiveness and outcomes is vital to the administration of CSBG. The FY24 CSBG Tribal annual reporting provides an opportunity for tribes and tribal organizations to document their success in addressing the unique needs of the communities they serve.

## SUBMISSION CONTENT AND REQUIREMENTS

### *New for FY24 Tribal Annual Report Submissions*

CSBG direct-funded tribal grant recipients are required to complete **either** the Tribal Annual Report or Tribal Annual Report (Short Form). The CSBG Tribal Annual Report is required for CSBG direct-funded grant recipients receiving \$50,000 or more in annual funding. The Short Form version of the CSBG Tribal Annual Report is required for CSBG direct-funded tribes and tribal organizations receiving less than \$50,000 in annual funding. The aim of offering two reports by funding amount is to reduce burden in an equitable manner for tribes and tribal organizations receiving CSBG funding. The attached allocation table indicates funding levels to ensure tribes and tribal organizations submit the appropriate annual report.

This CSBG Annual Report using the Tribal Annual Report or Tribal Annual Report (Short Form) covers activities completed during FY24 (October 1, 2023 - September 30, 2024). The deadline for all CSBG grant recipients to submit their required and **complete** FY2024 CSBG Annual Report is March 31, 2025. A complete submission includes:

- Tribal Administration (Module 1)
- Tribal CSBG Expenditures (Module 2)
- Individual and Family (Module 3)

## TOOLS, TRAINING, AND TECHNICAL ASSISTANCE

### *Tools*

CSBG direct-funded tribes and tribal organizations have tools available to ensure a complete and timely submission to include fillable forms and the Online Data Collection system.

All CSBG Tribal Annual Report materials and information can be found in the CSBG Tribal Annual Report Toolkit including the following:

- FY24 CSBG Tribal Annual Report Tool (tribal grant recipients receiving \$50,000 or more in annual funding)
- FY24 CSBG Tribal Annual Report (Short Form) Tool (tribal grant recipients receiving less than \$50,000 in annual funding)
- CSBG Tribal Annual Report OLDC Submission Step-by-Step instructions
- Reporting by Allocation List

OCS encourages all tribal grant recipients to save their content in the fillable tool and review submission prior to attaching the form in OLDC. It is important to follow [OLDC Step-by-Step Instructions](#) to complete the applicable Tribal Annual Report form and attach the completed form in OLDC.

If the tribe or tribal organization requires any staff member to obtain access to OLDC, complete both the [Recipient User Account Request Form](#) and the [OLDC Access Form](#), and submit the forms to the [GrantSolutions Helpdesk](#) to request a new account. If you have questions regarding OLDC access, please send an email to [CSBGData@acf.hhs.gov](mailto:CSBGData@acf.hhs.gov)

*Training*

OCS will host two training webinars to review the Tribal Annual Report and Tribal Annual Report (Short Form) and explain how to utilize OLDC to ensure a complete and timely submission of the FY24 CSBG Annual Report for tribes and tribal organization. The webinar requires advance registration and additional information is available on the [CSBG Events Calendar page](#). Recordings and slides will be added to the site after the webinar for on-demand access.

**Understanding the CSBG Annual Report for Performance**

<b>Date</b>	<b>Time</b>	<b>Webinar Title</b>	<b>Objective</b>
October 24, 2024	3:00-4:30 p.m. ET	Understanding the Tribal Annual Report and Tribal Annual Report (Short Form)	Intended for Tribal Administrators and Tribal Program Managers completing the annual report. The webinar will review the requirements and how to submit the report.

*Technical Assistance*

In addition to the webinars, OCS is pleased to offer two additional methods for targeted training and technical assistance (TTA): OCS Annual Report Office Hours and OCS Targeted TTA referrals.

OCS will host office hours to support tribes and tribal organizations in submitting their annual reports on:

- Tuesday, February 11, 2025, 3:00 - 4:00 p.m. ET

Tribes and tribal organizations will receive additional information on registration for Annual Report Office Hours in January 2025.

As part of OCS commitment to providing [effective training and technical assistance](#), tribes and tribal organizations may request targeted TTA with an OCS-funded TTA provider available at no-cost by [submitting a request](#) to their assigned [Data and Evaluation Specialist](#) and copying [CSBGData@acf.hhs.gov](mailto:CSBGData@acf.hhs.gov).

### *Resources and Support*

If you have any questions regarding this communication or your CSBG Annual Report, please contact your [assigned Data and Evaluation Specialist](#). We ask that you copy [CSBGData@acf.hhs.gov](mailto:CSBGData@acf.hhs.gov) to ensure a timely response. OCS encourages grant recipients to use the CSBG Tribal Report Toolkit to support successful submissions.

Submitting the FY24 CSBG Annual Report by March 31, 2025, ensures grant recipient compliance as outlined in Section 678(b) of the CSBG Act, and helps describe the effectiveness and outcomes of the CSBG Network to be included in the FY24 OCS Annual Report.

Thank you for your attention to these matters. OCS looks forward to continuing to provide high-quality services to OCS partners.

/s/

Charisse Johnson  
Director, Division of Community Assistance  
Office of Community Services