

FY2020 CSBG Annual Report Kick-off

OFFICE OF COMMUNITY SERVICES (OCS)
DIVISION OF COMMUNITY ASSISTANCE (DCA)
FEBRUARY 16, 2021
2:00PM ET



Agenda

- Fiscal Year (FY) 2020 Annual Reports Overview
- Reporting Requirements
- Annual Report Timelines and Process
- Training and Technical Assistance
- Final Thoughts
- Questions



FY2020 Annual Reports Overview



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

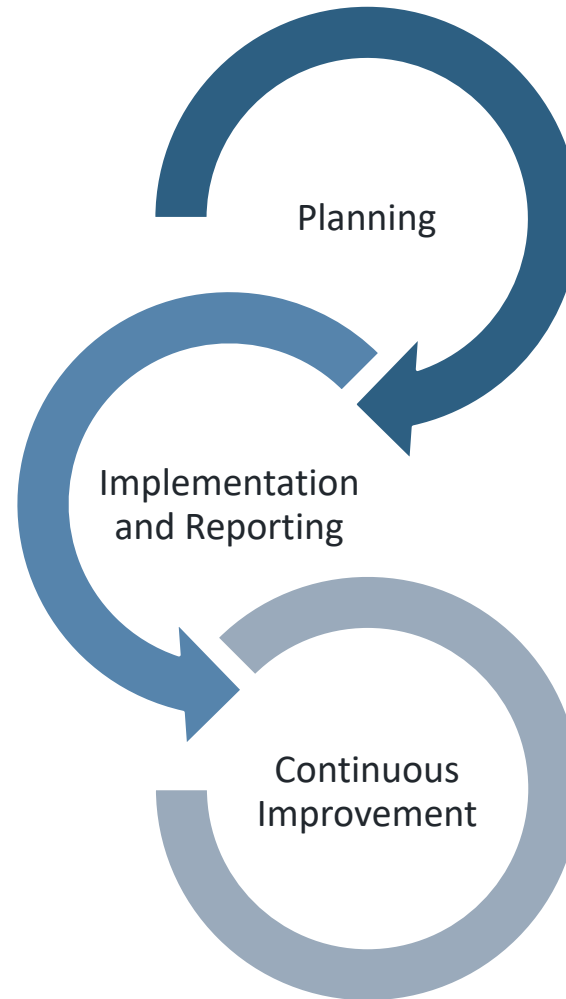


CSBG Management Cycle

From Service Delivery & Compliance to Continuous Improvement & Outcomes

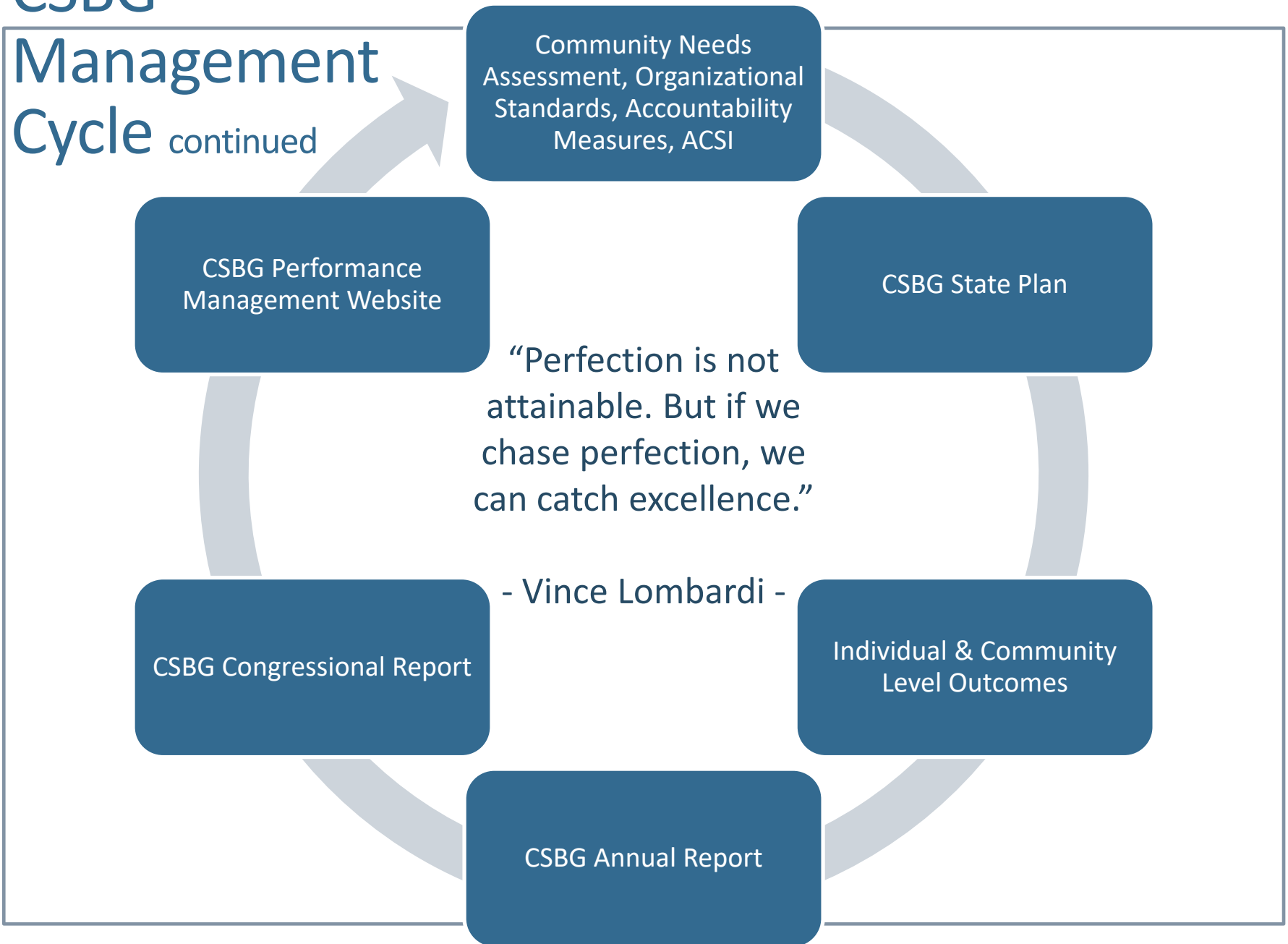
Accountability, Efficiency, and Effectiveness at 3 levels (local, state, federal)

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



CSBG

Management Cycle continued



FY2020 Annual Reports

1. Regular CSBG Annual Report
2. CARES Supplemental Annual Report
3. Disaster Supplemental Annual Report



Reporting Requirements



Module 1 Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Module 1: State Administration	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



Module 2 Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Module 2: Eligible Entity Expenditures	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



Module 3 Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Module 3: Community-Level Transformations	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



Module 4 Reporting Strategy

Annual Report Module	Regular CSBG Annual Report	CSBG CARES Supplemental Annual Report	CSBG Disaster Supplemental Annual Report
Module 4: Individual Family Services	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. FY2020 – 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. FY2020 – Section B Only

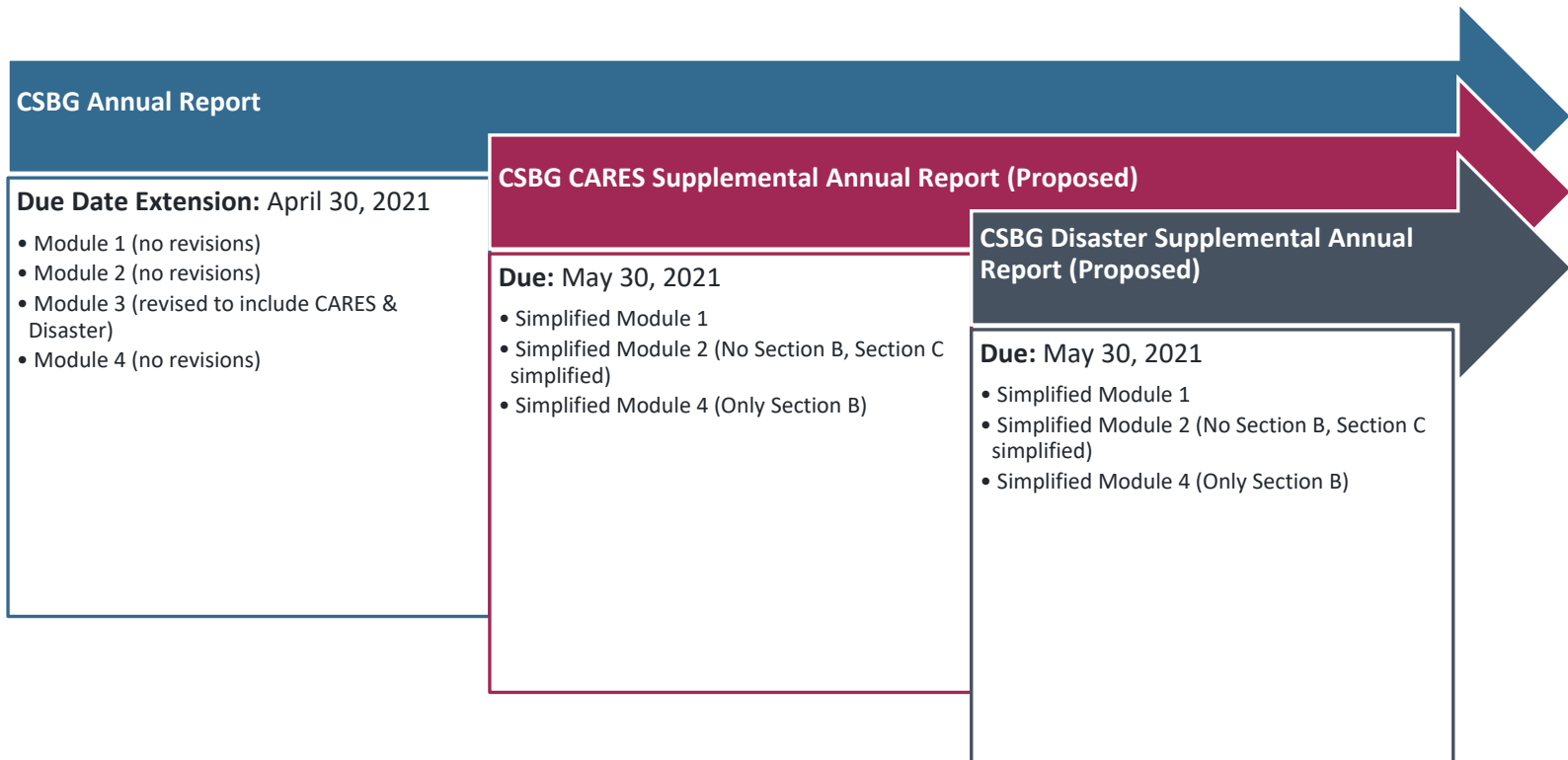
REFERENCE: CSBG-DCL-2021-04, CARES and Disaster Supplemental Reporting Strategy



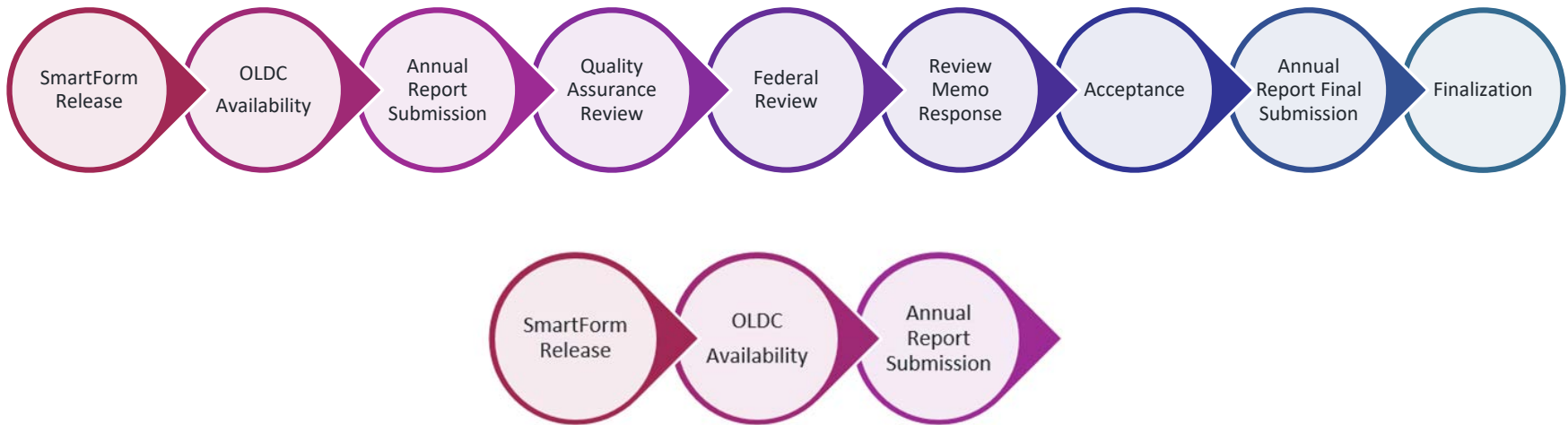
Annual Report Timelines and Process



Reporting Timeline



Reporting Process



- **SmartForm Release:** Pending Finalization of FY2019 Data
- **OLDC Availability:** Early March
- **Annual Report Submission:** Early March – April 30

Training and Technical Assistance



Upcoming Webinars & Presentations

Subject	Date & Time
NASCSP CSBG Annual Report Data Review	February 17, 2:00pm – 3:00pm ET
OCS Disaster Supplemental Funds Guidance <i>For Disaster Supplemental grantees only</i>	February 18, 2:00pm – 3:00pm ET
OCS CSBG Annual Report Overview	March 3, 2:00pm – 3:00pm ET
Things to Know About Grants Management <i>At the NASCSP Winter Conference</i>	March 10, 2:30pm – 3:30pm ET
OCS Townhall <i>At the NASCSP Winter Conference</i>	March 10, 2:30pm – 3:30pm ET
SmartForm Refresher	Week of March 17
OLDC Refresher	Week of March 17



Upcoming Communications

- DCL: CSBG Annual Reporting Overview
- AT: FY2021 CSBG Annual Report Requirements
- DCL: OMB Clearance: 30-Day Federal Register Notice 2, CSBG Annual Report
- DCL: OMB Clearance: 60-Day Federal Register Notice 1, CSBG State Plan
- DCL: OCS Virtual Monitoring
- DCL: State On-site and Virtual Monitoring



OCS Contacts

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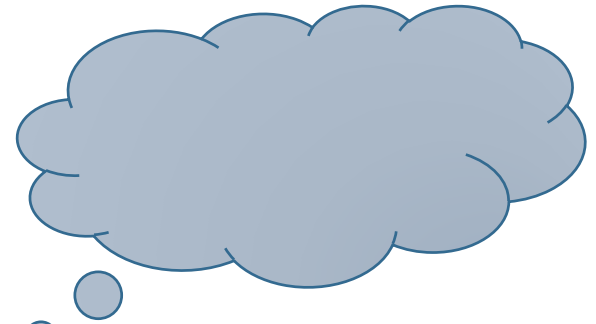
Please copy Monique and Niki on **all** technical assistance requests

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



ADMINISTRATION FOR
CHILDREN & FAMILIES

Final Thoughts



State Virtual Monitoring

- **On Site Monitoring Requirement**
- **Recommended Minimum Standards for Monitoring Eligible Entities**
 - ✓ Risk Assessment
 - ✓ Governance – Tri-Partite Board
 - ✓ Eligibility
 - ✓ Allowable Costs/Allowable Activities
 - ✓ Performance Reporting
- **Other Considerations**
 - ✓ An internal control evaluation
 - ✓ Evaluation of the entities financial health
 - ✓ Linkages



FY2021 Federal Monitoring

- **Engagement Letters – coming soon**
- **Elements of OCS Virtual Monitoring**
 - ✓ Tri-Partite Board
 - ✓ T&TA provided to CAAs
 - ✓ Monitoring – Fiscal/Governance
 - ✓ Monitoring – Program
 - ✓ Performance Reporting
 - ✓ General Ledger – Use of Funds (state portion of CSBG)
 - ✓ Allowability of Costs
 - ✓ Reporting





Questions?

March 3 Webinar

Module	Module 1	Module 2	Module 3	Module 4
Reported By:	CSBG State Administrators	CSBG Eligible Entities; Reviewed, Evaluated, and Analyzed by CSBG State Administrators	CSBG Eligible Entities; Reviewed, Evaluated, and Analyzed by CSBG State Administrators	CSBG Eligible Entities; Reviewed, Evaluated, and Analyzed by CSBG State Administrators
Reporting Includes:	<ul style="list-style-type: none"> ✓ State Administration of CSBG Funding ✓ State Monitoring ✓ Training and Technical Assistance to Eligible Entities ✓ State Accountability Measures Progress ✓ Eligible Entity Organizational Standards Progress ✓ Other Critical Areas 	<ul style="list-style-type: none"> ✓ Eligible Entities Expenditures ✓ Capacity Building ✓ Allocated Resources 	<ul style="list-style-type: none"> ✓ Implementation and Results Achieved for Community-Level Strategies 	<ul style="list-style-type: none"> ✓ Individuals Served (FNPIs) ✓ Services ✓ Characteristics Report

REFERENCE: CSBG Information Memorandum (IM) 152, CSBG Annual Report

