



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
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## Community Services Block Grant

### Dear Colleague Letter

**DCL#:** CSBG-DCL-2020-02  
**DATE:** October 10, 2019  
**TO:** CSBG States and Territories  
**SUBJECT:** CSBG Annual Report: 60 Day Open Comment Period  
**ATTACHMENT(S):** CSBG Annual Report; CSBG Annual Report Module 1 Revisions

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Dear Colleagues,

The Office of Community Services (OCS) is pleased to announce the *Federal Register Notice* for the revised Community Services Block Grant (CSBG) CSBG Annual Report. The *Federal Register* is available [here](#). This message will provide information on the:

- Office of Management and Budget (OMB) Clearance, and
- Revisions to the previously approved CSBG Annual Report

#### Background

The CSBG Annual Report replaced the CSBG Information Survey (CSBG-IS) as of Fiscal Year (FY) 2018 with the first submissions of all four Modules directly to OCS via the Administration for Children and Families (ACF) On-Line Data Collection system (OLDC). The CSBG Annual Report serves as the requirement for an annual report as stipulated in the Section 678E of the CSBG Act. The CSBG Annual Report includes the following four modules:

- **State Administration (Module 1):** *Completed by State CSBG Administrators* – aligns the with the CSBG State Plan and includes information on state administration of CSBG funding, including information on distribution of funds to eligible entities, use of state administrative funds and discretionary funds for training and technical assistance, as well as information on the progress of organizational standards for eligible entities, and the state’s progress meeting accountability measures related to state monitoring, training and technical assistance, and other critical areas.

- **Agency Expenditures, Capacity, and Resources (Module 2):** *Completed by eligible entities; reviewed, evaluated, and analyzed by state CSBG lead agencies* – includes information on eligible entity funds usage on the direct delivery of local services and strategies and capacity development and administrative costs.
- **Community Level (Module 3):** *Completed by eligible entities; reviewed, evaluated, and analyzed by State CSBG Lead Agencies* – includes information on the implementation and results achieved for community-level strategies.
- **Individual and Family Level (Module 4):** *Completed by eligible entities; reviewed, evaluated; analyzed by State CSBG Lead Agencies* – includes information on eligible entity services provided to individuals and families, demographic characteristics of people served and the results of the services.

### Revisions to the CSBG Annual Report

This OMB clearance is to collect the CSBG Annual Report from states and eligible entities for FY2019 – FY2021. Because services and activities for FY 2019 are already underway or have been completed, the OMB clearance does not make substantive changes to the data elements collected by eligible entities. Instead, the CSBG Annual Report included within this clearance includes primarily technical revisions, including:

- Aligning the *State Administration (Module 1)* with the OMB-approved CSBG State Plan, including clarifying Section E and aligning with the SF-425 Federal Financial Report.
- Minor technical enhancements or minor corrections to language within Modules 2, 3, and 4.

Beginning in early 2020, OCS plans to seek input from the CSBG Network before issuing another OMB clearance that will include more significant revisions. Prior to starting the next clearance, OCS will seek feedback from the CSBG Network. For more information, see *Feedback and Comments* below. For specific information about the revisions made within this clearance see Attachment *GDL\_CSBG\_Annual Report Revisions Summary*.

### OMB Paperwork Reduction Act (PRA) Clearance Process

OCS originally received clearance for the CSBG Annual Report on January 12, 2017. The *Federal Register* notices allow the public to comment on the CSBG Annual Report; specifically on the burden estimate and the clarity of the requested information.

- **Federal Register No. 1:** October 2, 2019 – December 1, 2019 – *This is a 60-day clearance that solicits comments from the public to OCS. After the 60-day period, OCS will review all comments and revise the CSBG Annual Report, as necessary.*

- **Federal Register No. 2:** Estimated mid-December 2019 – *This is a 30-day clearance that solicits comments **from the public to OMB**. After the 30-day period, OMB has another 30-days to approve the CSBG Annual Report.*
- **Anticipated OMB Clearance:** February 2020.

After OCS receives OMB-approval of the CSBG Annual Report, OCS will open OLDC for submission of the CSBG Annual Report. The Network should maintain existing state data collection and reporting processes during this time.

### **Feedback and Comments**

The *Federal Register* requests feedback on the following:

1. Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility;
2. The accuracy of the agency's estimate of the burden of the proposed collection of information;
3. The quality, utility, and clarity of the information to be collected; and
4. Ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

Please include supportive comments as well as suggestions for improvement, so that OCS receives a balanced perspective on what works and what needs revision. *Please clearly reference your comments by module, section, and page number, as appropriate.*

As this clearance primarily focuses on *State Administration (Module 1)* and technical enhancements, OCS asks that comments are primarily focused on these revisions.

Please submit your comments to [infocollection@acf.hhs.gov](mailto:infocollection@acf.hhs.gov), as directed in the *Federal Register* notice, within the 60-day comment period that began October 2, 2019. OCS encourages you to submit your comments *as soon as possible*, in order to expedite the clearance process.

### **Training and Technical Assistance for the Network**

OCS, along with national partners, will provide technical assistance and training to the CSBG Network. OCS will host a webinar to discuss the revised CSBG Annual Report, and the comment process on **October 17, 2019 at 2:00pm ET** (the official link will be sent shortly).

## Additional Information

For information on the original OMB clearance for the CSBG Annual Report, please review:

- Dear Colleague Letter: [Open Comment Period for CSBG Annual Report](#) (June 19, 2016)
- Dear Colleague Letter: [CSBG Annual Report Revision: OMB Clearance and 30-Day Comment Period](#) (October 25, 2016)
- Dear Colleague Letter: [Federal Register Notice: 30-Day Comment Period on the CSBG Annual Report](#) (November 1, 2016)
- Information Memorandum: [IM No. 152 CSBG Annual Report](#) (January 19, 2017)

If you have questions, please contact your assigned OCS CSBG Program Specialist. The list of OCS staff and contact information is posted on the OCS website, [CSBG Federal Staff by region](#).

Thank you for your attention and OCS looks forward to continuing to provide high quality services to OCS grantees.

/s/

J. Janelle George  
Acting Deputy Director  
Office of Community Services