# CSBG DATA, ANALYSIS, AND TECHNICAL ASSISTANCE (DATA) TASK FORCE WEBINAR

Thursday, April 25, 2019 2:00-3:00pm ET





## **Agenda**

2:00 p.m. – 2:05 p.m. **Welcome** 

2:05 p.m. - 2:10 p.m. Introduce new members

2:10 p.m.—2:20 p.m. **OMB Clearance Updates** 

2:20 p.m. – 2:30 p.m. **Reporting Updates** 

2:30 p.m. - 2:45 p.m. Conference Session

2:45 p.m. – 2:55 p.m. In-Person Meeting Updates

## **INTRODUCTIONS**





## **Ann Sirois (Sear-Way)**

Director of Planning and Quality Improvement
Community Teamwork (CTI)
Lowell, MA

#### **About Me:**

17 years in non-profits

- 10 years in Head Start in Kansas
- 3 years in Head Start and childcare at CTI
- 4 years in compliance and data at CTI

#### **About Community Teamwork:**

- 500 employees
- 50,000 clients annually
- Community Action Agency, Regional Housing Agency, and Community Development Corporation





## **Megan Meadows**

Assistant Deputy Chief, Office of Community Assistance

#### **Current Role:**

 Provide oversite to all OCA programs including CSBG, LIHEAP, HWAP, and State Energy Programs

### **Previous Experience:**

 Worked at the Lancaster-Fairfield Community Action Agency. Began as a Case Manager and left as the Director of Planning and Operations

## OMB CLEARANCE UPDATES

## **Current Report**

OCS has a current clearance for the CSBG
 Annual Report for fiscal years (FY) 2017-2020.

• The current clearance for the Annual Report expires on January 31, 2020.

## **Phase One Clearance**

 An updated clearance is needed in order to submit FY 2019 data in OLDC on March 31, 2020.

- OCS will submit an updated clearance package to OMB around May 2019.
  - The new clearance will cover **FFY 2019-2020**.
  - Changes will include technical updates only.

## **Clearance Process**

### **Process to Revise the CSBG Annual Report Form**

60-Day OMB Comment Period

Revised Annual Report Form Based on Formal OMB Comments from the Network

Communicate with and update the Network on the Revised Annual Report forms

30-Day OMB Comment Period

System adaptation as needed, Tools and Training & Technical Assistance

Reporting Implementation

## **Phase Two Clearance**

- OCS plans to initiate another clearance package:
  - Revisions to Modules 2-4 will be included
  - All states will move to the federal reporting period
  - Data collection for FY2021

## **REPORTING UPDATES**

## Submissions Update

- States have been successfully uploading data, and we're working with other states to correct technical issues.
- We've learned a lot of things in the process that will improve our processes/guidelines in the future.



#### **Community Services Block Grants**

#### Dear Colleague Letter

DCL#: CSBG-DCL-2019-09

DATE: April 16, 2019

TO: CSBG State Grantees

SUBJECT: CSBG Annual Report – What We Have Learned

ATTACHMENT(S): Not Applicable.

#### Dear Colleagues,

The Fiscal Year (FY) 2018 Community Services Block Grant (CSBG) Annual Report is due April 30, 2019, which means that we are just about two weeks away. The Office of Community Services (OCS) would like to take a moment to provide some lessons learned during this submission period

#### Attachment File Types

#### Module 1

Module 1 allows for cell-level attachments. These are attachments to a specific question. While Module 1 allows for different file types, we request that all Module 1 attachments are PDF, when possible. Additionally, OCS requests that all filenames include the related question number, the question header (when applicable), and a distinguishing description. For example, using the image below as an example, the filename would be: G.3a State Assurance of CSBG Eligible Entity Linkages and Coordination Additional Information.



(6.3.a) State Assurance of CSBG Eligible Entity Unkages and Coordination; Describe how the State assured that the CSBG Eligible Entities coordinated and established linkages to assure the effective delivery of and coordination of CSBG services to people with lowincomes and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5). Attach additional information as needs

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## Review Process

- OCS and NASCSP will review Modules 1 and 3 first, followed by Modules 2 and 4.
- Since this is a T/TA year for Module 3, OCS and NASCSP are planning to review submissions and then work with states over the course of the year in anticipation of the FY19 submission.



## **CONFERENCE SESSION**

## **Conference Session**

 One hour session led by the DATA TF at the 2019 NASCSP Annual Conference in Little Rock, AR

## **OTODAY'S GOAL:**

 Conference planning committee consisting of one member from each committee to plan out the session

Who's Interested?

## IN PERSON DATA TF MEETING

## **DATA TF Meeting**

## Date/Time:

- July 31 and August 1
- Begins at 8:00 a.m. on July 31<sup>st</sup> and ends at 2 p.m. on August 1<sup>st</sup>

### Location:

- Washington D.C.
- NASCSP Office
- ❖ In-Person Meeting Details to be sent out shortly with the draft agenda.

## **Meeting Goals**

- Make progress on sub-committee deliverables
- Review updates and provide final recommendations made to the Instruction Manuals for Modules 2-4
- Develop the DATA TF Conference Session for the 2019
   NASCSP Annual Conference
- Develop T/TA Recommendations for FY19 Module 3 Submissions to align with OCS' overall direction for community initiatives
- Determine DATA TF priorities and timeline
- Develop recommendations for a Task Force after the end of this term

