

OMB CLEARANCE PROCESS

Tuesday, May 14, 2019

3:00-4:00pm ET



Agenda

- Overview of OMB Clearance Process
- Messaging to the Network
 - Talking Points

BACKGROUND

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.
- An updated clearance is **needed in order to submit FY2019 data** in OLDC on March 31, 2020.
 - This clearance will cover FY2020 as well.

OMB CLEARANCE PROCESS

Phase I Clearance

- OCS will submit an updated clearance package to OMB **around June 2019**.
 - The new clearance will cover data collection for **FY2019-2020**.
 - Changes will include technical updates only.
 - Correcting typos
 - Adding clarification
 - Aligning Module 1 with the new State Plan

Phase II Clearance

- OCS plans to initiate another clearance package:
 - Revisions to Modules 2-4 will be included.
 - We will work with states to move to the federal reporting period.
 - Data collection for FFY2021-2023

PHASE ONE MESSAGING

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 II Clearance

- 60-day comment period will begin in June.
 - Two webinars:
 - State Office Webinar
 - Network-Wide Webinar

Messaging

- We need to be intentional with messaging during this clearance process to ensure we are being responsive to the Network, but also limiting comments during this comment period as we will not be making any non-technical changes.
- **We will need the help of the National Partners and the DATA TF to help with this messaging.**

Talking Points

- **Why are we only pursuing technical changes?**
 - A new report needs to be cleared in order to submit FY2019 data in March 2020.
 - This option will be the least burdensome to states and local agencies as it will allow them to continue collecting the data they are already collecting without having to worry about new data points.

Talking Points

- **What are the future opportunities for revisions and comments on Module 2-4?**
 - Phase II Clearance process to begin during or shortly after Phase I, Fall/Winter of 2019
 - This is when we will hold listening sessions and collect extensive feedback from the Network around the changes they would like to be made to the Annual Report.

Talking Points

- **What comments/feedback are requested during Phase I?**
 - The Annual Report will go through the regular OMB Clearance process, which includes a 60-day and 30-day comment period during Phase One.
 - OCS is soliciting and prioritizing Module I comments. (However, the entire Report Modules 1-4 must be cleared for network use.) The field will be encouraged to comment on Module 2-4 during Phase II Clearance to begin Fall/Winter 2019

Talking Points

- **How will the Phase I clearance process impact the reporting timeline for FY2019?**
 - There will be little to no impact as there will be very minimal changes to the data being collected. Module 1 mainly impacts states.
 - For Module 1, OCS will be able to provide a word document of the module that will align with the State Plan during the 30-day (FRN 2) comment period.
 - For Modules 2-4, NASCSP and OCS will be able to provide updated SmartForms prior to submission/reporting.

