

FAQ: OMB Clearance of the CSBG Annual Report

What is OMB Clearance?

Federal government agencies, such as the Office of Community Services, are required to receive approval from the Office of Management and Budget (OMB) prior to collecting data from individuals or grantees. Federal agencies cannot collect data, such as the information contained in the CSBG Annual Report, without approval from OMB (OMB Clearance).

What is the CSBG Annual Report?

The CSBG Annual Report is the OMB-cleared reporting of the administration, use, and outcomes of CSBG allocations provided to states. The CSBG Annual Report has four modules:

- Module 1: State Administration
- Module 2: CSBG Eligible Entity Expenditures, Capacity, and Resources
- Module 3: Community Level
- Module 4: Individual and Family Level

Please consult this list of [Frequently Asked Questions \(FAQs\)](#) about the CSBG Annual Report.

When did the CSBG Annual Report receive OMB Clearance?

The Office of Community Services (OCS) received OMB approval for the CSBG Annual Report on January 12, 2017 for three years.

If the OMB Clearance was obtained for three years, then why have we only submitted one full report?

OCS implemented the CSBG Annual Report using a phased-in approach. Module 1 data has been submitted by the State Offices using the OLDC portal to OCS since the original clearance date. Modules 2, 3 and 4 *were submitted directly to OCS for the first time* this past April. This phased-in approach gave the network two years to build systems, offer training on the new data elements, and build capacity to submit Modules 2-4 data for FY 2018.

When does the current OMB Clearance expire?

The current report clearance expires on January 31, 2020 -- which is *before* the FY 2019 data is collected by OCS (States must submit by March 31, 2020). This means that while eligible entities may have submitted their FY 2019 data to states by January 2020, OCS cannot collect that data from states. Therefore, an updated clearance is needed before January 2020 to ensure the network can seamlessly submit their FY 2019 CSBG Annual Report.

What is the timeline for the OMB Clearance?

To meet the need for a January 2020 clearance, **OCS is submitting an updated package to OMB**, which is **focused on technical updates only**. A notice will be sent to the network when the package has been posted in the Federal Register. This is being called “**Phase I**” and will allow for continued collection and reporting of the same data points that are in the currently-cleared Annual Report **for the near future** (FY 2019). This approach ensures the network will not have to adjust data points and National Performance Indicators reported in the Annual Report for FFY 2019.

What does a focus on technical edits mean?

OCS will focus the edits on technical items such as correcting typos, adding clarifications, and aligning Module 1 with the most recent State Plan format.

I have suggestions for updates to Modules 2, 3, and 4. What should I do with those?

The more substantive changes to Modules 2, 3 and 4 that the network feels are needed will be addressed in the next OMB Clearance process (to be identified as “**Phase II**”) which is projected to begin early 2020. **That is when extensive input on any proposed content is expected and welcomed.** All the national partners will be reaching out to their memberships to secure feedback in order to provide OCS with the information needed to inform any changes or modifications to the Annual Report. Discussion about the challenges, and the solutions to those challenges, will be shared through various communication channels. Be on the look-out for more information about how to submit your feedback and the feedback you hear from your peers. In the meantime, to inform Phase II of the clearance, you can continue to submit your feedback on Modules 2-4 to NASCSP [here](#).