Welcome

Charisse Johnson, Director
Division of Community Assistance

Program Operations Branch Overview of CSBG Annual Report

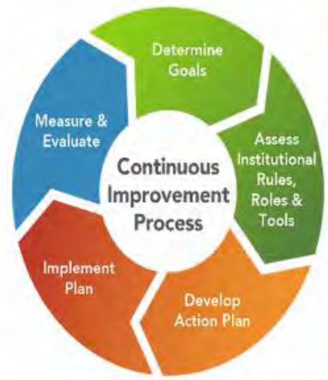
Maxine M. Maloney, Branch Chief
CSBG Program Operations

Agenda

- **Program Branch Overview**
  - Modules 1 – 4
- **Financial Branch Overview**
  - Module 1, Section E
  - Module 1, Section H
- **Upcoming Communication**
- **Questions**

Federal Reporting: *"The Why"*

- Shared Responsibility
- The recognition of the need for a more evidence-based environment
- Stakeholders use to judge agency's efficiency, effectiveness, and overall financial condition
- Increased conversations about outcomes management
- Performance management and evidence based practices are becoming the gold standard in the public sector



CSBG Annual Report: *"The When"*

CSBG Annual Report

Due Date Extension: April 30, 2021

- Module 1 (no revisions)
- Module 2 (no revisions)
- Module 3 **(revised to include CARES & Disaster)**
- Module 4 (no revisions)

CSBG CARES Supplemental Annual Report (Proposed)

Due: May 30, 2021

- Simplified Module 1
- Simplified Module 2 **(No Section B, Section C simplified)**
- Simplified Module 4 **(Only Section B)**

CSBG Disaster Supplemental Annual Report (Proposed)

Due: May 30, 2021

- Simplified Module 1
- Simplified Module 2 (No Section B, Section C simplified)
- Simplified Module 4 (Only Section B)

CSBG Annual Report Overview: "The What"

Jamia Furbush, CSBG State Program Specialist
Regions IV, V, VI, IX

Module 1: State Administration

- Completed by State CSBG Administrators
- Reporting includes:
  - Eligible Entity Organizational Standards Progress **[Section D]**
  - State Administration of CSBG Funding **[Section E]**
    - ❑ Distribution of funds to eligible entities
    - ❑ Use of state administrative funds
    - ❑ Use of state discretionary funds
  - Training and Technical Assistance to Eligible Entities **[Section F]**
  - State Monitoring **[Section H]**
  - State Accountability Measures Progress
  - Other Critical Areas

REFERENCE: **IM 152 CSBG Annual Report**

Module 1: Things to Consider

- Confirm information in relation to administering CSBG in the State:
  - State CSBG program staff may need to consult with various departments.
- Consider feedback from outside sources:
  - Eligible entities
  - Public hearings
  - Surveys
  - OCS
- Consider performance advancement:
  - Display and assess results for fluctuations from year to year
  - Assure accountability and outcomes

Module 2: Eligible Entity Expenditure, Resources & Capacity

- Completed by Eligible Entities
- State lead agency reviews, evaluates, and analyzes for thoroughness and accuracy prior to submitting to federal office
- Reporting includes:
  - Eligible Entities Expenditures **[Section A]**
    - ❑ Direct Delivery of Local Services
    - ❑ Strategies and Capacity Building
    - ❑ Administrative Costs
  - Capacity Building **[Section B]**
    - ❑ Training, Planning, & Assessment
    - ❑ Volunteer Hours
    - ❑ Staff Capacity (Trainers and Certified Staff)
    - ❑ Partnerships
  - Allocated Resources **[Section C]**

REFERENCE: **IM 152 CSBG Annual Report**

Module 2: Things to Consider

- Consider how eligible entities are reporting in the CSBG Expenditure chart:
  - How CSBG leverages the various types of activities
  - Encourage eligible entities to drill down and consider if their work better fits in any of the other domains so that we can tell a more detailed story.
- Remember to report across all programs in Module 2, Section B
  - Reporting on volunteer hours, support by board members, partnerships, and certifications across all programs at the eligible entity
- Module 2, Section C reports on a eligible entities available resources
  - Eligible entities report resources that are allocated.
  - This means that these are resources that were made available to the CAA during the year: the contracted amount

Module 3: Community Level

- Implementation and Results Achieved for Community-Level Strategies
- Completed by Eligible Entities
- Reviewed, Evaluated, Analyzed by CSBG State Lead Agencies before submitting to federal office

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REFERENCE: IM 152 CSBG Annual Report

Module 3: Things to Consider

- Identify the funding stream
  - CSBG
  - CARES
  - Disaster Supplemental
  - Combination of the three
- Consider which phase the transformation is in
  - Formative Phase – Do Not Submit
  - Formal Planning Phase – Submit to State
  - Active Implementation Phase – Submit to OCS
  - Maturity Phase – Final Submission to OCS
- Review the state checklist when evaluating and analyzing the transformation and prior to submitting to OCS

REFERENCE: CSBG-DCL-2020-14 Community-Level Transformation (Module 3) Guidance

Module 4 -Individual and Family Level

- Completed by Eligible Entities
- Reviewed, Evaluated, Analyzed by CSBG state lead agencies before submitting to the federal office
- Reporting includes:
  - Individuals Served (FNPIs) [Section A]
    - ❑ Eligible Entity Set Targets for Individuals Achieving Outcomes
    - ❑ Individuals Achieved Outcomes By Domain
    - ❑ Individuals Achieved Outcomes Across Multiple Domains
  - Services [Section B]
    - ❑ Direct Delivery of Local Services by Domain
    - ❑ Services Supporting Multiple Domains
  - Characteristics Report [Section C]
    - ❑ Individual Level Characteristics
    - ❑ Household Level Characteristics

REFERENCE: IM 152 CSBG Annual Report

Module 4 – Things to Consider

- Everything reported should be an **unduplicated count** of people
  - NPIs – ensure that column I includes all people who are working towards the indicator, even if they did not meet the outcome
- The services and NPIs should tell a story ***together, not in exclusion*** of each other. The data between the **two should correlate** to some extent
  - Example: if children ages 0-5 are being reported in the education NPIs, there should be some services reported for school children in the services section.
- FNPI 7a is the **unduplicated** count of people who obtained one or more outcomes from any of the domains
  - If someone only obtained a job they would be reported in the employment domain and then in FNPI 7a
  - If someone obtained a job and obtained safe housing, then they would be reported in the employment and housing domain, as well as once in FNPI 7a
- FNPI 7a should be ***at least as high as the highest*** NPI reported for an agency

CSBG State Program Operations Team Contacts

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Please copy CSBGStates@acf.hhs.gov and CSBG Program Operations Branch Chief on all emails

Financial Operations Branch Overview of CSBG Annual Report

David Barrie, Branch Chief
Financial Operations and Accountability Branch

Module 1: Section E

- **E.2: Actual Allocation** – Amount of funds obligated from the 90%
- **E.2: Obligations** – Total obligations of Current Year funds
  - May be higher than Actual Allocations of funds if state provides additional funding for an agency
- **E.4: Actual Amount Obligated** – Follow state definition of Obligation.
  - Only enter amount of Current Year Funds obligated in the federal fiscal year
- **E.7: Obligation of Remainder/Discretionary funds**
  - Do not include any of the amounts that were reported in E.2 or E.4
  - If no discretionary/remainder funds are available due to the state requirements that they be provided to the entities, enter zero.

Module 1: Section E continued

- **E.9a: Prior Year Carryover**
  - Should equal the amount obligated but not liquidated at the end of the previous fiscal year.
  - Include amounts not yet paid to eligible entities and unspent state portion of CSBG.
  - Note: this amount should not be added to the obligations in the current year
- **E.9b: Carryover for This Fiscal Year**
  - Should equal the authorized amount less the amount paid to eligible entities and drawn for state expenditures.
  - Should reconcile to the balance reported in the Payment Management System (PMS) and to the SF-425.

Module 1: Section H

- **H.1 Monitoring Schedule – Brief Description of the Process**
  - Extra points for brevity!
  - What OCS is looking for:
  - Why an unscheduled visit occurred
  - Better understand the risks and challenges faced by our grantees
    - ❑ Logistics – such as switching entities
    - ❑ Issues reported or an increased level of risk
- **H.6 Single Audit Review**
  - OCS review will include a review of information found in the Federal Audit Clearinghouse (FAC)
    - ❑ Date Accepted
    - ❑ Findings for all single audits
    - ❑ OCS reconciles the data in the CSBG Annual Report to that reported in FAC

OCS Contacts – Financial

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Upcoming Communications

Monique Alcantara
Management and Program Analyst

Upcoming Webinars & Presentations

Subject	Date & Time
Things to Know About Grants Management *At the NASCSP Winter Conference*	March 10, 2:30pm – 3:30pm ET
OCS Townhall *At the NASCSP Winter Conference*	March 10, 2:30pm – 3:30pm ET
SmartForm Refresher	March 16, 2:00pm – 3:00pm ET
OLDC Refresher	March 18, 2:00pm – 3:00pm ET

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 – Technical Assistance

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

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

CARES Reporting

Q: To clarify, if an agency did not expend CARES funds in FY2020 they would need to submit a CSBG CARES Annual Report however they would report $0 expended, 0 served?

A: This is a multi-part question.

States are required to submit **Module 1** even if they did not expend any CARES funding.

Agencies are required to submit a blank **Modules 2 & 4** to their state, and the state will submit to OCS. This is for integrity purposes.

Module 3 is optional, and states and agencies should submit through regular CSBG.

Reporting and Tracking

Q: There is confusion among agencies because they were instructed, after guidance received, to report and track CARES separately. To clarify, we should now instruct our agencies to include everything in their 2020 Annual Report?

A: Tracking and reporting are different. All agencies and states should continue to track CSBG, CARES, and Disaster funding, services, and outcomes separately.

For the regular CSBG report, states and agencies should report all funding, services, and outcomes.

For the CARES and Disaster Supplemental Annual Reports, states should report separately.

Next Webinars

- **March 16 at 2pm ET**: How to use the SmartForms
  - Entering data
  - XML Export
- **March 18 at 2pm ET**: How to Submit within OLDC
  - OLDC Roles
  - Module 1 Data Entry
  - Modules 2 & 4 Report Upload
  - Module 3 Attachment

OLDC Roles

- **Data Entry**
  - Creates, edits, and enters data
  - Cannot certify
  - Cannot submit or unsubmit
- **Authorized Official**
  - Reviews and certifies reports
  - Cannot create
  - Cannot submit or unsubmit
- **Grant Administrator**
  - Creates, edits, and enters data
  - Reviews and certifies reports
  - Submit and unsubmits reports

Allocation

Q: When will states receive their next allocation?

A: This week! Office of Grants Management is preparing to release the remainder of CSBG funds by the end of this week.