# Supplemental Reporting Webinar FAQ

## GENERAL REPORTING QUESTIONS

**Q: When are the reports due?**

A: *The CSBG CARES and Disaster Reports are due July 30, 2021. The regular Annual Report is due June 30, 2021.*

**Q: Do I report CARES and Disaster funding and activities in the regular report?**

A: *Yes, everything in your CARES and/or Disaster report should be included in your regular Modules 2 and 4 as well.*

**Q: CAAs did not spend any CARES/Disaster funds in the FY20 reporting period. Should the state submit a blank report to OCS?**

A: *Yes. States will want to document confirmation that a CAA did not have any CARES/Disaster data to report and may need to confirm with their program specialist the CAAs that are reporting.*

**Q: Are my SmartForms missing sections?**

A:*No. Only report on the sections that are in the forms—Module 2 Section A (Expenditures) and C (Resources), and Module 4 Section B (Services).*

**Q: What is the reporting period for CARES and Disaster?**

A:*For CARES, use your regular reporting period. For Disaster, report data for the period of October 1, 2019 – September 30, 2020.*

**Q: Can we shift to the FFY time period for the CARES report?**

A: *Yes, but you will need to let your OCS Program Specialist know before you make the switch.*

**Q: How do I do a Proportional Analysis?**

A:*Use a comparison of your overall budget to CSBG and apply that to all services or apply the ratio of CSBG used in any given overall program budget for each program and apply the percentage.*

***Q: Should I submit comments for the CARES and Disaster Supplemental Reports? What should I review?***

A: *Yes, if you have comments to submit. Review the data to ensure it is a subset of the regular Annual Report and check the allocations for the local agencies.*

**Q: Our State did not receive Disaster Supplemental Funds, but in OLDC we still have to go into Disaster Supplemental and report zero if we did not receive funds. Correct?**

A: *No.*

**Q: What about the next report? Will it change? Will we report demographics? Separate reports? When will SmartForms be sent?**

A: *OCS is not anticipating that the supplemental reports will change for FY21.*

## MODULE 1 – REGULAR REPORT

**Q: Does the regular Module 1 include CARES or Disaster information?** For example, when reporting allocations, do I include CARES and Disaster allocations along with my regular allocations?

A: *Yes.*

## MODULE 2 – SUPPLEMENTAL

**Q: What do I report in A.5? How much space is there to report?**

* A: *It is optional to report in A.5 and you can include a narrative on activities that were funded by CARES/Disaster that are not reported anywhere else. This could be whatever the CAA wants to report, could be a focus on how CAAs altered their service delivery to help people during COVID. The field will allow up to 4000 characters (around 500 words).*
* *It is also acceptable for agencies to use this space to explain why they have not expended any funds.*

**Q: For small states that only received the minimum allotment in 2020, what should be reported for the amount of CSBG CARES allocated in Module 2?** **Should this only include the minimum amount that was initially allocated?**

A: *Yes.*

**Q: A.2j, “Other,” describes emergency management and disaster relief. Is that where all my Disaster expenditures should get reported?**

A: *No. Your Disaster expenditures should be broken into the other domains to the best of your ability. Expenditures should only be reported in “other” if they cannot be classified into any of the other domains.*

**Q: My CARES CSBG Allocation is for two years. How do I report my allocation in C.2?**

A:  *Section C, C.2 should include discretionary and carryover. This amount may match A.2 but does not need to. For example, if an entity was allocated $100k in FY 2020, $100k should be entered in C.2. If entity expended $0, then the funds would be considered ‘carry over’ and $100k would be reported again in FY 21.*

***Q: How is this different from Module 2, Section A, A.2?***

*A: Module 2, Section A, A.2 does not include carry over or discretionary dollars.*

**Q: What if I have a non-CSBG source of Disaster funding? Does that get reported in the Disaster Module 2?**

A: *Only CSBG, Weatherization, Head Start, Early Head Start, and CCDBG Disaster funds get reported in the Disaster Supplemental Module 2. Any other source of Disaster funding should be reported in the regular Module 2.*

**Q: Where do I report funds from the PPP?**

A: *Module 2, Section C, Treasury.*

**Q: Some of the cells are greyed out. What is the password?**

A: *The cells are intentionally greyed out and you do not need to report any data in cells that are greyed out.*

## MODULE 4 - SUPPLEMENTAL

**Q: Where do I report my CARES CSBG outcomes? Or CARES Head Start outcomes? Or CARES LIHEAP outcomes?**

A: *Any CARES outcomes should be reported in your regular Module 4. The CARES Supplemental Module 4 will not collect data on NPIs for FY20. Consider briefly summarizing these outcomes in Module 2, Section A.5 (optional).*

**Q: How do I report my CSBG CARES or Disaster services in Module 4, Section B?**

A: *You should report any services supported by CSBG CARES or CSBG Disaster funding. If the services were partially funded through CSBG CARES or CSBG Disaster, consider using proportional analysis and contact OCS for specific questions.*

**Q: Where do I report my CARES Head Start services? Or CARES LIHEAP services?**

A: *The CARES Supplemental Module 4 will only collect data on CARES CSBG services. All other, non-CSBG CARES services should be reported in your regular Module 4.*

**Q: For FY21 reporting will SRV 5a be a combination of Immunizations and COVID Vaccines?**

A: Only report CSBG CARES services in the CARES report. Report all other immunizations in the regular report.

**Q: If an agency participates in hosting a vaccine clinic and its partially funded with CARES do they report partial vaccines?**

A: *Yes, they would report vaccines in proportion to the CSBG CARES funding.*