



# 2025

## ANNUAL TRAINING CONFERENCE

SEPTEMBER 22 – 26 | CHICAGO, IL

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Overview of the Annual Report  
Process

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*"Amplifying Our Impact"*



A graphic illustration of a stage scene. A spotlight from the top left illuminates a yellow semi-circle on the stage floor. The text "Setting the Stage" is centered within the spotlight. Various blue geometric shapes, including a checkmark, a semi-circle, and dashed lines, are scattered around the scene. A red semi-circle is visible in the bottom left corner.

# Setting the Stage

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# Disclaimer

This material is supported by Grant Number 90ET0506 from the ACF Office of Community Services, Community Services Block Grant within the Administration for Children and Families, a division of the U.S. Department of Health and Human Services. Neither the Administration for Children and Families nor any of its components operate, control, are responsible for, or necessarily endorse this material (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided). The opinions, findings, conclusions, and recommendations expressed are those of the author(s) and do not necessarily reflect the views of the Administration for Children and Families and the ACF Office of Community Services, Community Services Block Grant.



## Presenters

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Tiffany Jarvis  
NASCSP

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Maribeth Schneber-Rhemrev  
NCAP

# Learning Objectives

01

Increased understanding of the statutory regulation requiring the CSBG Annual Report.

02

Increased knowledge about the CSBG Annual Report.

03

Increased understanding of the State and CAA roles in the CSBG Annual Report process.

04

Increased knowledge about available CSBG Annual Report resources and tool.



# CSBG Annual Report: Statutory Requirement

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# CSBG Act Sec. 678E.

## Accountability and Reporting Requirements

### “(a) STATE ACCOUNTABILITY AND REPORTING REQUIREMENTS.—

#### “(1) PERFORMANCE MEASUREMENT.—

“(2) ANNUAL REPORT.—Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State. Prior to the participation of the State in the performance measurement system, the State shall include in the report any information collected by the State relating to such performance. Each State shall also include in the report an accounting of the expenditure of funds received by the State through the community services block grant program, including an accounting of funds spent on administrative costs by the State and the eligible entities, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served under this subtitle in the State, based on data collected from the eligible entities. The State shall also include in the report a summary describing the training and technical assistance offered by the State under section 678C(a)(3) during the year covered by the report.

### “(b) SECRETARY’S ACCOUNTABILITY AND REPORTING REQUIREMENTS.—

#### “(1) PERFORMANCE MEASUREMENT.—The Secretary, in

“(2) REPORTING REQUIREMENTS.—At the end of each fiscal year beginning after September 30, 1999, the Secretary shall, directly or by grant or contract, prepare a report containing—

“(A) a summary of the planned use of funds by each State, and the eligible entities in the State, under the community services block grant program, as contained in each State plan submitted pursuant to section 676;

“(B) a description of how funds were actually spent by the State and eligible entities in the State, including a breakdown of funds spent on administrative costs and on the direct delivery of local services by eligible entities;

“(C) information on the number of entities eligible for funds under this subtitle, the number of low-income persons served under this subtitle, and such demographic data on the low-income populations served by eligible entities as is determined by the Secretary to be feasible;

“(D) a comparison of the planned uses of funds for each State and the actual uses of the funds;

“(E) a summary of each State’s performance results, and the results for the eligible entities, as collected and submitted by the States in accordance with subsection (a)(2); and

“(F) any additional information that the Secretary considers to be appropriate to carry out this subtitle, if the Secretary informs the States of the need for such additional information and allows a reasonable period of time for the States to collect and provide the information.

# CSBG Act Sec. 678E.

## Annual Report to Congress

“(3) SUBMISSION.—The Secretary shall submit to the Committee on Education and the Workforce of the House of Representatives and the Committee on Labor and Human Resources of the Senate the report described in paragraph (2), and any comments the Secretary may have with respect to such report. The report shall include definitions of direct and administrative costs used by the Department of Health and Human Services for programs funded under this subtitle.

“(b) SECRETARY’S ACCOUNTABILITY AND REPORTING REQUIREMENTS.—

“(1) PERFORMANCE MEASUREMENT.—The Secretary, in

“(2) REPORTING REQUIREMENTS.—At the end of each fiscal year beginning after September 30, 1999, the Secretary shall, directly or by grant or contract, prepare a report containing—

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“(F) any additional information that the Secretary considers to be appropriate to carry out this subtitle, if the Secretary informs the States of the need for such additional information and allows a reasonable period of time for the States to collect and provide the information.





# CSBG Annual Report: Overview

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# CSBG Annual Report

## Serves important purposes at the national level:

- Provides the basis for the Congressional Report
- Supports telling the national CSBG story

## Serves important purposes at the state level:

- Supports telling the statewide CSBG story
- Tool for the state to fulfill their oversight & management function

## Serves important purposes at the local level:

- Understanding organizational impact
- Supports telling the local CSBG story
- Performance Improvement

# CSBG Annual Report: Timeline

CSBG Annual Report is solely under OCS' responsibility. The information is provided only to help you become more familiar with the report, not to provide guidance for the upcoming FFY25 report. Official FFY25 CAR guidance and resources will be released by OCS.

## Tools and Resources Provided

- SmartForms – Distributed to States by OCS.
- Vendor Documents – Available on NASCSP's [Vendor Portal](#).
- TTA Resources - Highlighted at the end of presentation.

## Report Submission to OCS

- Uploaded by the State to OLDC.
- Generally due on March 31.

## Federal Quality Assurance Review (FAQR)

- OCS send Review Memo.
- State confirms, clarifies, and/or revise submissions.
- Data revision process continues until no additional revisions are required.
- OCS accepts final submission.

# CSBG Annual Report (CAR): Versions

- CAR v2.1: Used for FFY25 Report
- CAR v3.0 = Future report version
  - Official CAR v3.0 guidance will be released by OCS.

CSBG Annual Report  
v2.1 Modules

Module 1: State Administration

Module 2: Eligible Entity Administration

Module 3: Community Level

Module 4: Individual and Family Level



# Module 1: State Administration

- **Who Completes:** CSBG Lead Agency
- **Reporting Period:** Federal Fiscal Year
- **Sections:**
  - A. CSBG Lead Agency
  - B. Statewide Goals and Accomplishments
  - C. CSBG Eligible Entities
  - D. Organization Standards for EE
  - E. State Use of Funds
  - F. State TTA
  - G. State Linkages and Communications
  - H. Monitoring, Corrective Action, and Fiscal Controls
  - I. Results Oriented Management and Accountability (ROMA)

Module 1 is tied to FFY State Plan.  
Several FFY25 Module 1 datapoints  
will auto-populate based on what was  
entered in the FFY25 State Plan.

# Module 1: State Administration Screenshots

## Performance Results

B.2. CSBG Eligible Entity Overall Satisfaction Targets: In the table below, provide the state's most recent target for CSBG eligible entity Overall Satisfaction during the performance period (FFY).

Prior Year Target	Most Recent American Customer Satisfaction Index Survey Result	Future Target
<i>This auto-populates from the CSBG State Plan 3.5</i>		

## CSBG Eligible Entities

CSBG Eligible Entity	Geographical Area Served (by county)	Public or Nonprofit	Type of Entity	A change occurred during the reporting period (FFY)	Briefly describe changes
[Read-only]	[Read-only]	[Read-only]	[Read-only]	<input type="radio"/> Yes, please describe <input type="radio"/> No <input type="radio"/> Designated or re-designated <input type="radio"/> De-designated or voluntarily relinquished <input type="radio"/> Merged	

## Planned and Actual Expenditures

CSBG Eligible Entity	Planned Allocations	Actual Amount of Allocations (The Amount Allotted to each entity based on State Formula from current FFY funding)	Actual Amount of Obligations (The actual amount made available through sub-awards to each entity during the FFY from current FFY funding)	Actual Expenditures (The actual amount liquidated to each entity during the FFY from current FFY funding)	Carryover Expenditures (The actual amount liquidated to each entity during the FFY from prior FFY funding)
<i>Auto-populated from the CSBG State Plan, Table 5.1, Column 1 and cannot be revised.</i>	<i>Auto-populated from the CSBG State Plan Table 7.2 and cannot be revised.</i>	[Numeric response, specify \$ amount]	[Numeric response, specify \$ amount]	[Numeric response, specify \$ amount]	[Numeric response, specify \$ amount]

## TTA Provided

F.1. Training and Technical Assistance Plan: Describe how the state delivered CSBG-funded training and technical assistance to CSBG eligible entities by completing the table below. Add a row for each activity: indicate the timeframe; whether it was training, technical assistance, or both; and the topic.

*(CSBG funding used for this activity is referenced under Item E.7a, Use of Remainder/Discretionary Funds. State should also describe any training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)*

Note: F.1 is associated with State Accountability Measures 35c.

Training, Technical Assistance, or Both	Topic	Start Date	End Date	Brief Description
<i>Auto-populated from Table 8.1 of the CSBG</i>	<i>Auto-populated from Table 8.1 of the CSBG State Plan</i>	[Enter Date]	[Enter Date]	[Narrative, 2500 characters]

## Monitoring/Oversight

H.5. Quality Improvement Plans (QIPs)

H.5a. Quality Improvement Plans (QIPs): Are there any CSBG eligible entities within the state that are on a QIP due to unresolved issues of noncompliance identified in the TAP? ☐ Yes ☐ No

H.5b. Creating Quality Improvement Plans (QIPs): Did all CSBG eligible entities on Quality Improvement Plans resolve issues of noncompliance within the schedule agreed upon by the state and eligible entity? ☐ Yes ☐ No

H.5c. Reporting QIPs: Did the state report all CSBG eligible entities with serious deficiencies from a monitoring review to the Office of Community Services within 30 calendar days of the state approving a QIP? ☐ Yes ☐ No

## Linkages and Coordination

G.2. State Linkages and Coordination at the Local Level: Review and update the actual activities for linkages and coordination at the local level that the state created or maintained during the FFY, including an explanation of any changes from the original CSBG State Plan.

Include linkages with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to people with low-incomes and communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)).

## Module 2: EE Administration

- **Who Completes:** CSBG Eligible Entity
- **Reporting Period:** Choice of Federal FY, State FY, or Calendar Year<sup>MA1</sup>
  - This is defined by the State or Territory.
  - All Eligible Entities should report on the same fiscal year that the State or Territory defined.
- **Sections:**
  - A. Eligible Entity Expenditures
  - B. Eligible Entity Capacity
  - C. Eligible Entity Resources

## Slide 16

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**MA1** RECOMMENDATION: May be worth noting that this should be defined by the state/territory and all agencies should report on the same FY.

This continues to be a comment within the Review Memos.

Alcantara, Monique (ACF), 2025-09-18T20:00:44.255

# Module 2: Agency Administration Screenshots

## CSBG Expenditures

A.2. CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	
A.2b. Education and Cognitive Development	
A.2c. Income, Infrastructure, and Asset Building	
A.2d. Housing	
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.2f. Civic Engagement and Community Involvement	
A.2g. Services Supporting Multiple Domains	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
<b>A.2k. Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>

## Agency Capacity

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	

## Resources Allocated

C.3a. Weatherization (DOE) *(include oil overcharge \$\$)*

C.3a.

C.3b. Health and Human Services (HHS)

C.3b.1. LIHEAP - Fuel Assistance *(include oil overcharge \$\$)*

C.3b.1.

C.3b.2. LIHEAP - Weatherization *(include oil overcharge \$\$)*

C.3b.2.

C.3b.3. Head Start

C.3b.3.

C.3b.4. Early Head Start

C.3b.4.




# Module 3: Community Level

- **Who Completes:** CSBG Eligible Entity
- **Reporting Period:** Choice of Federal FY, State FY, or Calendar Year
- **Sections:**
  - A. Community Initiatives Status Form
  - B. Community Level Performance Indicators (CNPIs)
  - C. Community Strategies List

The Community Strategies List provides a menu of items. It is the only section where data is not entered.

# Module 3: Community Level Screenshots

## Initiative Description

3. Problem Identification	Narrative (Provide a narrative on the scope of the problem)
4. Goal/Agenda	Narrative (Provide a narrative on the goal/agenda)
5. Issue/CSBG Community Domains	Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement
6. Ultimate Expected Outcome	Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)
7. Identified Community	Neighborhood, City, School District, County, Service Area, State, Region, or Other
8. Expected Duration	Narrative (Provide the range in years, e.g. 1-3 years)

## Strategies

	Employment Strategies (STR 1)
STR 1a	Minimum/Living Wage Campaign
STR 1b	Job Creation/Employment Generation
STR 1c	Job Fairs
STR 1d	Earned Income Tax Credit (EITC) Promotion
STR 1e	Commercial Space Development
STR 1f	Employer Education
STR 1g	Employment Policy Changes
STR 1h	Employment Legislative Changes
STR 1i	Other Employment Strategy: (please specify)

## Performance Measurement

	Counts of Change for Employment Indicators (CNPI 1)	I.) Identified Community (auto-populated)	II.) Target (#)	III.) Actual Results (#)	IV.) Performance target accuracy (% auto calculated)
Counts of Change	CNPI 1a Number of jobs created to increase opportunities for people with low incomes in the identified community.				#DIV/0!
	CNPI 1b Number of job opportunities maintained in the identified community.				#DIV/0!
	CNPI 1c Number of "living wage" jobs created in the identified community*.				#DIV/0!
	CNPI 1d Number of "living wage" jobs maintained in the identified community*.				#DIV/0!
	CNPI 1e Number of jobs created in the identified community with a benefit package.				#DIV/0!

# Module 4: Individual and Family Level

- **Who Completes:** CSBG Eligible Entity
- **Reporting Period:** Choice of Federal FY, State FY, or Calendar Year
- **Sections:**
  - A. Individual and Family National Performance Indicators (FNPIs)
  - B. Individual and Family Services (SRV)
  - C. All Characteristics Report (ACR)

# Module 4: Individual and Family Level Screenshots

## Performance Measurement

Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 4a The number of individuals experiencing homelessness who obtained safe temporary shelter.				#DIV/0!	#DIV/0!
FNPI 4b The number of individuals who obtained safe and affordable housing.				#DIV/0!	#DIV/0!

## Services

Health and Social/Behavioral Development Services (SRV 5)	Unduplicated Number of Individuals Served
<b>Health Services, Screening and Assessments (SRV 5a-j)</b>	
SRV 5a Immunizations	
SRV 5b Physicals	
SRV 5c Developmental Delay Screening	
SRV 5d Vision Screening	
SRV 5e Prescription Payments	

## Client Characteristics

2. Age	Number of Individuals	9. Household Type	Number of Households
a. 0-5		a. Single Person	
b. 6-13		b. Two Adults NO Children	
c. 14-17		c. Single Parent Female	
d. 18-24		d. Single Parent Male	
e. 25-44		e. Two Parent Household	
f. 45-54		f. Non-related Adults with Children	
g. 55-59		g. Multigenerational Household	
h. 60-64		h. Other	
i. 65-74		i. Unknown/not reported	
j. 75+		j. TOTAL (auto calculated)	
k. Unknown/not reported			
l. TOTAL (auto calculated)			



# CSBG Annual Report: State and Agency Roles

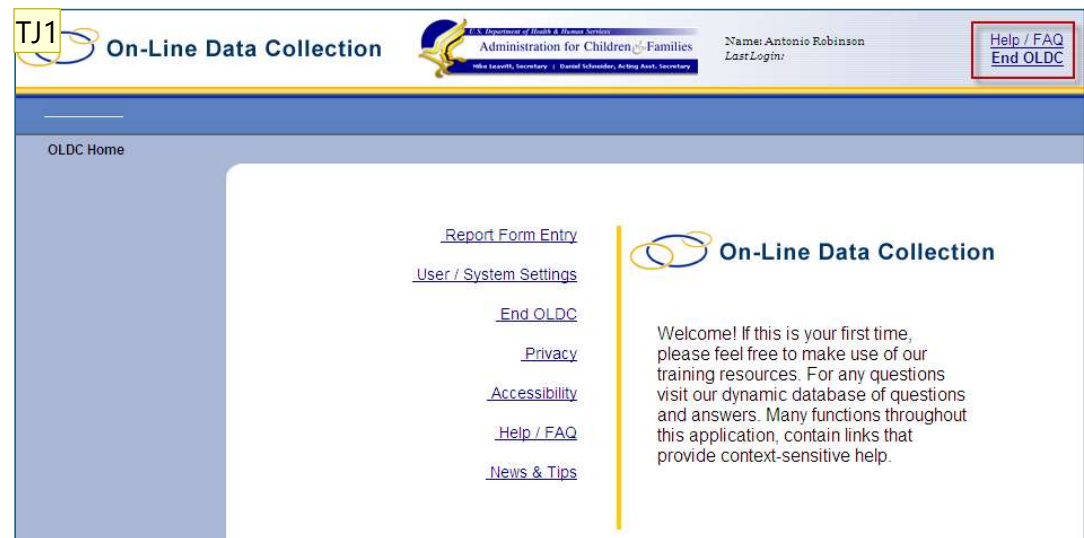
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# CSBG Annual Report: Roles of the State

## Module 1 – Complete and Submit

- Complete Module 1
  - Review auto-populated fields
  - Complete the remaining fields
- Submit Module 1
- If there are any questions and issues, contact your federal team, which includes the Program Specialist and Data and Evaluation Specialist.



Module 1 is entered directly into OLDC. OCS provides an optional [CSBG AR Module 1 Fillable Tool](#) to help with data collection.

## Slide 23

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- TJ1** If an issue, contact the PS?  
Tiffany Jarvis, 2025-09-09T18:32:01.115
- EK1 0** I would say PS and DES. We encourage grant recipients to include both.  
Kotanchyan, Elena (ACF) (CTR), 2025-09-17T15:54:31.941
- MA1 1** "Contact your federal team, which includes the PS and DES"  
Alcantara, Monique (ACF), 2025-09-18T20:02:16.324

# CSBG Annual Report: Roles of the State

## Modules 2 through 4 – Provide, Review and Submit

- Provide a Reporting Resource to the Eligible Entities
  - SmartForms
  - Statewide Data System
    - Work with software vendor as needed to ensure it aligns with the CSBG Annual Report.
  - Comments Template - **Optional**
- Provide Training and Technical Assistance
- Pre-Submission Quality Assurance/Data Validation Review of Eligible Entity Reports
  - Follow-up as needed to address issues and get clarification
- Submit Report
  - One Module 2 and One Module 4 XML file for all Eligible Entities
  - Module 3 Excel Workbooks for Eligible Entities as applicable
  - One Comment Template for the Entire State – **Optional**
  - If there are any questions and issues, contact your federal team, which includes the Program Specialist and Data and Evaluation Specialist.

# CSBG Annual Report: Roles of the State FQAR Process

“The Federal Quality Assurance Review (FQAR) process ensures data validity and data quality of the Community Services Block Grant (CSBG) Annual Report while providing targeted one-on-one training and technical assistance for the successful and timely close out of the CSBG Annual Report. A key tool in the current FQAR is the Annual Report Review Memo.” ([FY24 CSBG Annual Report Review Memo Guide](#))

- Review the Annual Report Review Memo
- Follow-up with Eligible Entities as necessary
- Submit updated forms as necessary
- Submit a response to all open comments on the CSBG Annual Report Review Memo EK1

**EK1** RECOMMENDATION: ...a response to "all open comments on" the CSBG...  
Kotanchyan, Elena (ACF) (CTR), 2025-09-17T15:58:36.164



# CSBG Annual Report: Roles of the Agencies

Gather data reflecting the entirety of the CAA's activities for Modules 2 – 4

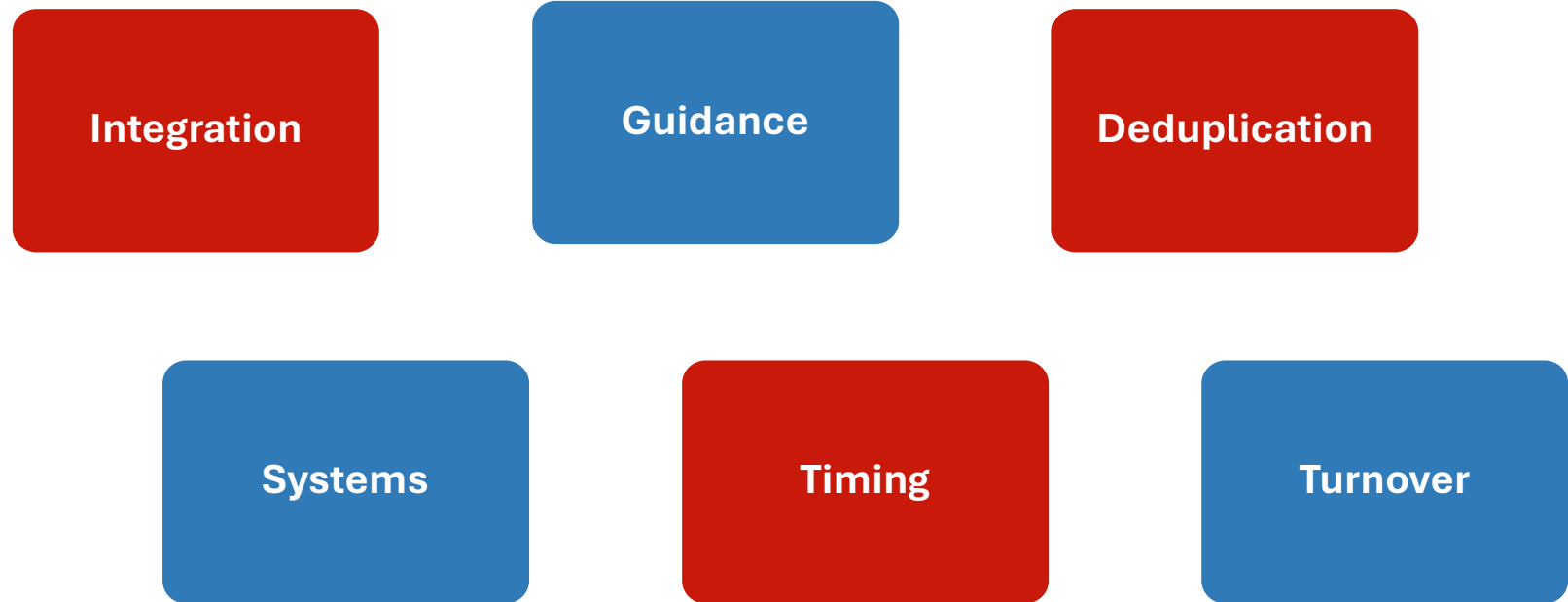
Conduct a thorough quality review of the CAA's Annual Report data

Provide comments/clarifications where required

Submit checked and complete Modules 2 – 4 to the State Office

Respond to review memo where required

# CSBG Annual Report Local Context



# CSBG Annual Report Tips and Tricks for States and Agencies

## Training

- Ongoing;
- Before, During, at Close of FY

## Guidance & Support

- State-level
- CAA-level

## Interim Quality Checks

- Timing


## Continuous Quality Improvement Frame

- Not gotcha!

## Respect & Understand Roles

- Same goal of accurate and complete reporting

**What Other Tips and Tricks?**



# CSBG Annual Report: Resources and Tools

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# CSBG Annual Report: OCS Resources

## One-on-One Training and Technical Assistance

### FY SmartForms

- OCS releases to the State or Territory Module 2 through 4 Forms for each Eligible Entity.

MA1

### CSBG Annual Report Toolkit (webpage)

- CSBG Annual Report OLDC Instructions
- CSBG AR Module 1 Fillable Tool
- CSBG AR M2 and M4 Comment Template
- CSBG Annual Report Dear Colleague Letters
- How to Properly Open SmartForms Tools
- Other resources

MA2

### CSBG Events Calendar (webpage)

- CSBG Annual Report Webinars

## Slide 30

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**MA1** RECOMMENDATION: Update to active voice for clarity. OCS releases to the state...  
Alcantara, Monique (ACF), 2025-09-18T20:08:14.430

**MA2** Recommendation: Add SmartForm tool  
Alcantara, Monique (ACF), 2025-09-18T20:08:55.416

## CSBG Annual Report: NASCSP Resources

One-on-One Training and Technical Assistance

CSBG Annual Report (webpage)

- CSBG Annual Report Instruction Manuals (Being Revised)
- CSBG Annual Report Lexicon (Being Revised)
- Other

Vendor Portal (password-protected webpage)

- Validations List
- Data Dictionary
- Unprotected SmartForms
- XML and XSD Files