

Community Services Block Grant Program (CSBG)

CS-017-02

CSBG Claims: Annual Report Changes

Effective Date: January 1, 2018

Release Date: November 30, 2017

Annual Report Background:

Section 678E of the CSBG Act requires States to annually prepare and submit a report on the measured performance of the State and the eligible entities in the States. To meet the CSBG annual reporting requirement, States collect information from eligible entities and report to OCS before March 30 each year on the demographics of clients served, uses and results of CSBG for the prior reporting period.

In 2012, OCS awarded a cooperative agreement to the National Association for State Community Services Programs (NASCSPP) to assist OCS in developing the CSBG Annual Report. This work involved significant interaction with the CSBG Network, including 30 listening sessions held across the country, and numerous presentations and webinars to engage States and local entities on the development. Expert workgroups with representatives from the State, local, national, and Federal levels were convened to provide direction.

From March 3, 2016 – April 13, 2016, NASCSPP invited the CSBG Network to provide feedback on content and format of a draft of the Annual Report forms. In response, over half of the CSBG network provided thoughtful responses, comments, and letters. In addition, OCS worked with NASCSPP and a small workgroup of States to obtain input on Module 1 of the Annual Report. OCS and NASCSPP analyzed all the responses and suggestions and used the feedback to prepare the forms reviewed during the first Federal Register Notice review in June 2016.

The CSBG Annual Report was revised and submitted to OMB for the second and final comment period on November 1, 2016. OMB granted approval for the CSBG Annual Report on January 12, 2017.

Significant Changes from the CSBG-IS to the CSBG Annual Report:

- 1) Inclusion of a report on services and strategies,
- 2) Increased emphasis on community level efforts and outcomes,
- 3) Results of State and Federal Accountability measures, Organizational Standards, and activities recorded in CSBG State Plans.

Additionally, the CSBG Annual Report received OMB approval, allowing data to now be reported into the OLDC System.

Implementation of the CSBG Annual Report:

The new CSBG Annual Report will be implemented through a phased-in approach over two years.

March 31, 2018 Submission Date: States are required to submit Module 1 of the new CSBG Annual Report in OLDC and complete Sections E - G and the NPIs in the CSBG IS.

March 31, 2019 Submission Date: States are required to submit Module 1 - 4 of the new CSBG Annual Report in OLDC and will no longer report in the CSBG IS.

CSBG Eligible Entity Responsibilities

Responsibilities	Time Frame
Submit Sections E-G and the NPIs to the State	FY17 Data Submissions
CSBG Eligible Entities begin data collection of Module 2-4	2017-2018
CSBG Eligible Entities complete Modules 2-4 of the CSBG Annual Report to the State or enter data directly in OLDC	2018-2019

Changes for Community Action Agencies in Indiana:

Beginning on January 1, 2018, Community Action Agencies will be required to collect data in Modules 2 - 4 that have not been previously required of the network. It is critical that Community Action staff become familiar with these changes prior to the implementation date to ensure that the agency has the capacity to collect it. Please use the following link to the Annual Report and review Modules 2 - 4 to become familiar with the changes.

https://www.acf.hhs.gov/sites/default/files/ocs/rpt_csbg_annual_report_final.pdf

The following link also provides training on each one of the modules under the Webinars and Presentations header. Please ensure that all staff have viewed the presentations for each of the modules mentioned above.

<http://www.nascsp.org/CSBG-Data-Collection-and-Reporting/957/CSBG-Annual-Report.aspx?iHt=16>