COMMUNITY SERVICES BLOCK GRANT (CSBG) TRIBAL PLAN & APPLICATION

FY19
ANNUAL REPORT GUIDE
FOR TRIBES & TRIBAL ORGANIZATIONS

A resource provided by the
CSBG Tribal Training and Technical Assistance Program

2019

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INTRODUCTION

The CSBG Training and Technical Assistance Program for Tribes and Tribal Organizations has created the following guide to support CSBG Tribal grantees in using the *CSBG FY19 Annual Report Fillable-PDF Tool*.

All CSBG FY19 Annual Reports are due by December 30, 2019 via the Online Data Collection (OLDC) system.

This guide provides step-by-step directions for completing the fillable-PDF to ensure a complete and comprehensive CSBG FY19 Annual Report submission.

As you work through the application, please remember that help is available anytime from the CSBG Tribal TA team at tribalta@luxcg.com or (301) 244-3557.

Let's get started!

Before you begin, please read through all of the following information carefully to ensure easy access to the fillable-PDF tool.

Save the tool to your computer before completing it.

Please download and save the *CSBG FY19 Annual Report Fillable-PDF Tool* to your computer or network drive. This will allow you to save your information and re-open the tool later to modify or enter additional information as needed.

To download the file directly to your computer or to a disk:

- Position your cursor on the tool link and click with your right mouse button. (To avoid entering "preview" do not activate the link and open the form)

- From the menu that pops up, select the "Save target as" option in Internet Explorer or the "Save link as" or similar option in another browser.

- You will then be prompted to choose a location to save the file.

- Select the location on your own computer or network and click on the "Save" button. Make a note of the location on your computer and the name of the file being saved for easy access.

From there, you can then open it with the free Adobe Reader program to complete the form. Adobe Reader is the only program that will allow you to work with the form properly. If you do not already have Adobe Reader, please use this link to install it to your machine for free.

- To download or update to the most recent free version of Adobe Acrobat Reader, visit the [Adobe® Web site](#).

After you have downloaded and saved your fillable-PDF tool, open it with Adobe Reader and follow the instructions below to successfully complete form.

Please review the following instructions and gather the information you will need to complete each item.

All grantees must submit a CSBG Annual Report *every year by December 30.*

The CSBG Annual Report is a narrative description of how the grantee met its CSBG goals and objectives and provides information on the types of projects supported with CSBG funding awarded for FY19.

In order to provide a successful report, it is recommended that grantees continuously track their programs accomplishments, challenges, and any unexpected changes.

The CSBG Annual Report must contain:

1. **Fiscal Year Reporting:** (Page 3 of the *CSBG FY19 Annual Report Fillable-PDF Tool.*) (FY19 - 10/01/2018 – 09/30/2019)

2. **Contact Information:** (Page 3 of the *CSBG FY19 Annual Report Fillable-PDF Tool.*) Please detail the following information:

   2.a. Name of Tribe or Tribal Organization

   2.b. Name of CSBG Tribal Program Contact Person (Individual within your Tribe or Tribal Organization who will interact with OCS & the CSBG Tribal Training & TA team throughout the year.)

3. **Annual Report Content**: (Page 3 of the *CSBG FY19 Annual Report Fillable-PDF Tool.*) The CSBG FY19 Annual Report requires a detailed narrative description of the following:

   3.a. **Accounting of funds:** This is an accounting of how funds were spent on the direct delivery of local services during FY19. Review your records and provide a brief description highlighting your budget and expenses.

   3.b. **Information on clients served:** This is information on the number of and characteristics of clients served during FY19. Provide the number of clients receiving direct services in your program. Also, please indicate if your program serves a special population, such as homeless individuals and families, youth, or the elderly.

   3.c. **Details regarding how the grantee met its CSBG goals and objectives:** This is a narrative detailing how your program met the CSBG FY19 goals and objectives outlined in your CSBG FY19 Tribal Plan. Review your goals from the CSBG FY19 Tribal Plan and provide a description of your success and challenges.

3.d. **Projects supported by CSBG funds:** This is a description of the types of projects supported by CSBG funds during FY19: (For any sections that are not applicable, please type N/A.) Provide a description of the different types of projects your CSBG program provides. Review the CSBG core services below and show how your programs fit into these categories.

(3.d.1) **Employment:** Activities focusing on employment-related services, such as support for job placement, vocational and skills training, job development, and eliminating barriers to work. (Type N/A if not applicable.)

(3.d.2) **Education**: Activities focusing on education-related services, such as adult education, literacy programs, scholarships, Head Start enhancement, child development programs, and anti-drug education. (Type N/A if not applicable.)

(3.d.3) **Housing**: Activities focusing on housing-related services, such as homeownership counseling and loan assistance, counseling/advocacy in landlord/tenant relations and fair housing concerns, housing assistance, shelters and services for the homeless, and home repair and rehabilitation. (Type N/A if not applicable.)

(3.d.4) **Nutrition**: Activities focusing on nutrition-related services, such as organizing, operating and assisting food banks, counseling and public education regarding nutrition and food preparation, community gardening, water, and food production programs, preparing and delivering meals. (Type N/A if not applicable.)

(3.d.5) **Emergency Assistance**: Activities focusing on emergency assistance-related services, such as temporary housing, rent or mortgage assistance, cash assistance/short- term loans, energy or utility assistance, emergency food, clothing and medical services, and disaster response. (Type N/A if not applicable.)

(3.d.6) **Health Care Services:** Activities focusing on health care-related services, such as diabetes and other health education and treatment, emergency medical services, and transportation to medical services for elders. (Type N/A if not applicable.)

(3.d.7) **Self-Sufficiency:** Activities focusing on self-sufficiency-related services, such as services to assist individuals and families in becoming more financially independent, including assessing needs and resources, developing a plan of support, and linking and identifying resources. (Type N/A if not applicable.)

(3.d.8) **Income-Management**: Activities focusing on income management-related services, such as services include assistance with budgeting, tax preparation, tax credit information, and medical and other benefit claims assistance. (Type N/A if not applicable.)

(3.d.9) **Service Linkages:** Activities focusing on service linkages, such as Services include eligibility coordination, inter-agency partnerships, Tribal/State partnerships, and public/private partnerships. (Type N/A if not applicable.)

3.e. **Tracking accomplishments of projects and activities:** This is a description of the measurable accomplishments that have been achieved by the CSBG projects and activities. Examples can include participation rates, number of people served or employed, etc. If you have an employment program for example, you may indicate how many people were able to find employment through your program.

3.f. **Outcome data that addresses progress toward implementation of the CSBG national goals:** This is a description of the outcome data that addresses progress implementation of the CSBG national goals. Provide data with your narrative that reflects the progress you have made with your project goals. Highlight the number of people served, services delivered, and any community impacts from the program. The CSBG National Goals include:

- Goal 1. Low-income people become more self-sufficient. (Family)

- Goal 2. The conditions in which low-income people live are improved. (Community)

- Goal 3. Low-income people own a stake in their community. (Community)

- Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

- Goal 5. Agencies increase their capacity to achieve results. (Agency)

- Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems. (Family)

REVIEWING & SAVING COMPLETED TOOL

Review all sections of your *CSBG FY19 Annual Report Fillable-PDF Tool* to be sure that all fields are complete.

Once fully complete, save your document. To save, choose "File > Save As" on the Adobe Reader menu. You will then be prompted to choose a location to save the document.

SUBMITTING THE CSBG FY19 ANNUAL REPORT TO OCS

When you are ready to submit, review the instructions contained in the *OLDC CSBG Tribal Annual Report Submission Process* webinar. For any questions concerning OLDC access and submission, please contact Niki Frazier at nikita.frazier@acf.hhs.gov or (202) 401-4717.

CSBG TRIBAL T/TA TEAM IS AVAILABLE

Remember that help with completing your CSBG FY19 Annual Report is available from the CSBG Tribal T&TA Program team at tribalta@luxcg.com or (301) 244-3557.