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Community Services Block Grant Action Transmittal

DCL#: CSBG-AT-2021-01
DATE: February 4, 2021
TO: CSBG Tribes and Tribal Organizations
SUBJECT: Submission of FY 2020 Tribal CSBG and CARES Act Annual Report
ATTACHMENT(S): N/A

Dear Colleagues,

PURPOSE: To provide tribes and tribal organizations instructions on how to complete and submit the FY 2020 Community Services Block Grant (CSBG) and Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Annual Report.

FY 2020 CSBG ANNUAL REPORT FILLABLE-PDF TOOL

The Office of Community Services (OCS) has developed the FY 2020 CSBG Annual Report Fillable-PDF Tool (AR Tool). This tool minimizes burden on grantees, while still obtaining information that meets the requirements of each grant. The AR Tool is organized to comply with federal requirements for tracking CARES Act funding separate from the regular CSBG funding.

All grantees are encouraged to complete the AR Tool. Grantees that used the AR Tool last year had fewer errors and requests for additional information from OCS staff.

TIP: Before you enter data, be sure to download the AR Tool, save it, and open it in the Adobe Acrobat program.

SUBMISSION DEADLINE

CSBG tribal grantees must submit their FY 2020 CSBG Annual Report by March 31, 2021 via the On-Line Data Collection (OLDC) system. The Reporting Period for this report is 10/01/2019 - 09/30/2020.

FY 2020 CSBG ANNUAL REPORT MATERIALS

All CSBG Annual Report materials and information can be found on the [CSBG Tribal Online Resource Center](#) including the:

- [FY2020 CSBG Annual Report Fillable-PDF Tool](#),
- [FY2020 CSBG Annual Report Fillable-PDF Tool Training Webinar](#), and the
- [FY2020 CSBG Annual Report OLDC Submission Step-by-Step Instructions](#)

OLDC SUBMISSION STEP-BY-STEP INSTRUCTIONS

Grantees will follow the OLDC Step-by-Step Instructions document to complete the SF-424M application and attach annual report document(s) in OLDC.

- All grantees should test their OLDC account to confirm that login credentials are up to date.
- If you experience technical difficulties, contact Niki Frazier, OCS Senior Records Specialist/Project Lead, at nikita.frazier@acf.hhs.gov.

ANNUAL REPORT CONTENT AND REQUIREMENTS

The Annual Report will detail the following CSBG information:

1. An accounting of how FY2020 CSBG funds were spent on the delivery of services, including budget and expenses;
2. Information on the number of and characteristics of clients served;
3. Information on the way the CSBG program met its goals and objectives;
4. Information on the types of projects/activities supported by FY2020 CSBG funds;
5. Information on CSBG accomplishments; and
6. Outcome data that identify progress toward the implementation of the CSBG national goals.

The Annual Report will detail the following CSBG CARES Act information:

1. An accounting of how FY2020 CARES Act Supplemental funds were spent on the delivery of services, including budget and expenses;
2. Information on the number of and characteristics of clients served; and
3. Information on the types of projects/activities supported by FY2020 CARES Act Supplemental funds.

TRAINING AND TECHNICAL ASSISTANCE

Help is available. The CSBG Tribal T/TA Team is ready to provide 1:1 support and answer grantee's questions. For questions on completing the Fillable-PDF tool and review materials, contact the CSBG Tribal TA Help Line at (301) 244-3557 or tribalta@luxcg.com. Visit the [CSBG Tribal Resource Center](#) for additional resources.

For questions about the FY2020 CSBG Annual Report, contact your federal CSBG Program Specialist, Isaac Davis, at Isaac.Davis@acf.hhs.gov or Jane Golden, CSBG Program Liaison at Jane.Golden@acf.hhs.gov.

Thank you for your attention to these matters. OCS looks forward to continuing to provide high quality services to OCS grantees.

/s/

Charisse Johnson
Director, Division of Community Assistance
Office of Community Services