



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Community Services | 330 C Street, S.W., Washington, DC 20201  
www.acf.hhs.gov/ocs

**Community Services Block Grant  
Action Transmittal**

**AT#:** CSBG-AT-2022-01  
**DATE:** December 30, 2021  
**TO:** CSBG Tribes and Tribal Organizations  
**SUBJECT:** Submission of FY 2021 Tribal CSBG and CARES Act Annual Report  
**ATTACHMENT(S):** N/A

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**PURPOSE:** To provide Tribes and Tribal Organizations guidance on how to complete and submit the FY2021 Community Services Block Grant (CSBG) and Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Annual Report.

**FY2021 CSBG ANNUAL REPORT FILLABLE-PDF TOOL**

The Office of Community Services (OCS) has developed the FY2021 CSBG Annual Report Fillable-PDF Tool. The CSBG Annual Report Tool is organized to comply with federal requirements for tracking CARES Act funding separate from the regular CSBG funding.

All CSBG Tribal grant recipients are encouraged to complete the CSBG Annual Report Fillable Tool. Recipients that used the tool last year had fewer errors and were successful in submitting comprehensive reports.

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

**SUBMISSION DEADLINE**

CSBG Tribal grant recipients must submit their FY2021 CSBG Annual Report by March 31, 2022 via the On-Line Data Collection (OLDC) system. The Reporting Period for this report is 10/01/2020 - 09/30/2021.

## **FY2021 CSBG ANNUAL REPORT MATERIALS**

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

- FY2021 CSBG Annual Report Fillable-PDF Tool
- FY2021 CSBG Annual Report Fillable-PDF Tool Training Webinar
- CSBG Annual Report OLDC Submission Step-by-Step Instructions

## **OLDC SUBMISSION STEP-BY-STEP INSTRUCTIONS**

CSBG Tribal grant recipients will follow the OLDC Step-by-Step Instructions document to complete the SF-424M application and attach the completed CSBG Annual Report in OLDC.

- All recipients 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](mailto:nikita.frazier@acf.hhs.gov) and Jacinta Mutonga, Jr. Records Specialist, at [Jacinta.mutonga@acf.hhs.gov](mailto:Jacinta.mutonga@acf.hhs.gov).

## **CSBG ANNUAL REPORT CONTENT AND REQUIREMENTS**

The FY2021 CSBG Annual Report will detail the following information:

1. An accounting of how FY2021 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 FY2021 CSBG funds
5. Information on CSBG accomplishments
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 CARES Act Supplemental funds were spent on the delivery of services during FY2021, including budget and expenses
2. Information on the number of and characteristics of clients served with CARES Act Supplemental funds in FY2021
3. Information on the types of projects/activities supported by CARES Act Supplemental funds in FY2021

## **TRAINING AND TECHNICAL ASSISTANCE**

The CSBG Tribal T/TA Team is ready to provide 1:1 support and answer recipient'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](mailto:tribalta@luxcg.com). Visit the [CSBG Tribal Online Resource Center](#) for additional resources.

CSBG Tribal grant recipients may also contact federal CSBG Program Specialist, Isaac Davis, at [Isaac.Davis@acf.hhs.gov](mailto:Isaac.Davis@acf.hhs.gov) or Jane Golden, CSBG Program Liaison at [Jane.Golden@acf.hhs.gov](mailto:Jane.Golden@acf.hhs.gov) for further information about FY2021 CSBG Annual Report requirements.

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