



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM**

# **Fiscal Year 2021 CSBG Annual Report**

***Report on FY2021 CSBG Regular Funding  
& CARES Act Supplemental Funding***



**Administration for Children & Families  
Office of Community Services**

***Fillable-PDF Tool  
for Tribes & Tribal Organizations***

*Lux Consulting Group, Inc. is proud to serve Native American communities as the Community Services Block Grant (CSBG) Tribal Training & Technical Assistance Program provider. This publication was created by Lux Consulting Group, Inc. in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number #GS-10F-0328T/75P00119F80215. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.*

## Overview

The FY2021 CSBG Annual Report is a narrative description of how the CSBG Tribal grant recipient met its goals and objectives and provides information on the individuals served and the types of projects supported by funding during Fiscal Year 2021 (10/1/2020 - 9/30/2021), including FY2021 CSBG Regular Funding and CARES Act Supplemental Funding.

This FY2021 CSBG Annual Report Fillable-PDF Tool is provided as a technical assistance tool to help Tribal grant recipients produce a CSBG Annual Report that meets the requirements of Section 676 of the CSBG Act.

The CSBG Tribal Training & Technical Assistance Program offers free 1:1 support to all CSBG Tribal grant recipients. Contact the CSBG Tribal T/TA team at [tribata@luxcg.com](mailto:tribata@luxcg.com) or (301) 244-3557.

## Instructions

- Per federal requirements for tracking CARES Act Supplemental Funding separately, the following FY2021 CSBG Annual Report provides a separate section for reporting on the CARES Act Supplemental Funding. **Be sure that the answers to questions 9-11 address CARES Act Supplemental Funding ONLY.**
- Download this Fillable-PDF Tool onto your computer and save it before you open it in [Adobe Acrobat](#) to begin working on it. Loss of data will occur if the tool is not downloaded, saved, and opened in the Adobe Acrobat program prior to entering data.
- All boxes on the form require data entry or the form will not save properly.
- All CSBG Tribal grant recipients must submit a FY2021 CSBG Annual Report by **March 31, 2022** via the [On-Line Data Collection \(OLDC\)](#) system. Follow the [CSBG Annual Report OLDC Submission Step-by-Step Instructions](#) to upload your CSBG Annual Report document as an attachment to your updated SF-424M Form in the OLDC system.

**Section 1:**  
**CSBG Administrative Contact Information**

**1. Name of Tribe or Tribal Organization:**

**2. Tribal CSBG Program Contact Person:** *Name the Tribal individual designated within the Tribe or Tribal Organization to take the lead in administering the Community Services Block Grant and serve as the primary contact on all programmatic activities. The Tribal Program Contact Person's information is as follows:*

**2a. CSBG Program Contact Person Name:**

**2b. CSBG Program Contact Person Title:**

**2c. Telephone Number:**

**2d. Email Address:**

## Section 2:

### CSBG Regular Funding - Use of Funds

#### CSBG Regular Funds - Budget & Expenses

**3. Provide an accounting of how FY2021 CSBG Regular Funds were spent on the delivery of services, including budget and expenses. How did you spend the FY2021 CSBG Regular Funds to deliver services? Budget: Identify the amount of FY2021 CSBG Regular Funds you budgeted to deliver services. Expenses: Identify the amounts of FY2021 CSBG Regular Funds you actually spent to deliver services.**

## CSBG Regular Funds - Number & Characteristics of Clients Served

- 4. Provide details regarding the number and characteristics of clients that received services funded with CSBG Regular funds. Please indicate if special populations (such as homeless individuals and families, youth, or the elderly) were served. Identify the number of clients you served. Identify the characteristics of the clients that you served.**

## CSBG Regular Funds - Goals & Objectives

**5. Provide details on the way the Tribe or Tribal Organization's FY2021 CSBG program met its goals and objectives. Describe how the CSBG program met its goals and objectives with the support of FY2021 CSBG Regular Funds. Identify the CSBG goals you planned to achieve with FY2021 CSBG Regular Funds and compare them to the CSBG outcomes you actually achieved.**

## CSBG Regular Funds - Projects & Activities

**6. Provide details on the types of projects and activities supported by FY2021 CSBG Regular Funds in any of the CSBG core services areas listed below. What CSBG core services projects and activities did you fund with CSBG Regular Funds?**

**6a. CSBG Regular Funds - Self-Sufficiency Services:** *Describe all services to assist individuals and families in becoming more financially independent, including assessing needs and resources, developing a plan of support, and linking clients to resources. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6b. CSBG Regular Funds - Employment Services:** *Describe all employment related services, such as support for job placement, vocational and skills training, job development, and eliminating barriers to work. (If you didn't provide this service, indicate "N/A" for not applicable.)*



**6c. CSBG Regular Funds - Education Services:** *Describe all education related services, such as adult education, literacy programs, scholarships, Head Start enhancement, child development programs, and anti-drug education. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6d. CSBG Regular Funds - Income-Management Services:** *Describe all income management related services, such as budgeting assistance, tax preparation, tax credit information, and medical benefits claims assistance. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6e. CSBG Regular Funds - Housing Services:** *Describe all housing related services, such as homeownership counseling and loan assistance, landlord/tenant relations housing assistance, homeless services, and home repair and rehabilitation. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6f. CSBG Regular Funds - Emergency Assistance Services:** *Describe all 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. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6g. CSBG Regular Funds - Partnerships & Community Engagement Services:**

*Describe all partnerships and community engagement related services, such as activities designed to help low-income families and individuals achieve greater participation in the affairs of their communities, including: partnerships with local law enforcement agencies, housing authorities, private foundations, and other public and private partners. CSBG funding also supports interagency partnerships and Tribal/State partnerships as well. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6h. CSBG Regular Funds - Youth Development Services:** *Describe all youth development related activities, such as activities that address the needs of youth in low-income communities. Establishment of violence-free zones, intervention and mediation programs, mentoring and life skills training, job creation, entrepreneurship programs, and after-school childcare programs. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6i. CSBG Regular Funds - Linkages & Coordination Services:** *Describe all linkages and coordination between anti-poverty programs, such as eligibility coordination to make more effective use of related programs, including other public and private sources. Fill identified gaps in the services through the provision of information, referrals, eligibility coordination, case management, and follow-up consultations. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**6j. CSBG Regular Funds - Health & Nutrition Services:** *Describe all health and nutrition related services, such as food banks, public education, health counseling, transportation to health services, community garden programs, and production and delivery programs. (If you didn't provide this service, indicate "N/A" for not applicable.)*



## CSBG Regular Funds - CSBG Accomplishments

**7. Provide details on CSBG accomplishments.** *What program successes would you like to highlight?*

## CSBG Regular Funds - CSBG Outcome Data

**8. Provide outcome data that reflects progress toward the CSBG National Goals\*.**

*What data, stories and information help demonstrate the impact CSBG funding has on your clients and your community?*

**\* CSBG National Goals:**

**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)

## Section 3:

### CSBG CARES Act Supplemental Funding - Use of Funds

**Reminder:**

- **Questions 9 - 11 should address CSBG CARES Act Supplemental Funding ONLY. To avoid confusion and inaccurate reporting, please do not cut and paste directly from prior sections.**

### CARES Act Supplemental Funds - Budget & Expenses

**9. Provide an accounting of how CARES Act Supplemental Funds were spent on the delivery of services in FY2021, including budget and expenses. How did you spend the CARES Act Supplemental Funds in FY2021 to deliver services? Budget: Identify the amount of CARES Act Supplemental Funds you budgeted to deliver services in FY2021. Expenses: Identify the amounts of CARES Act Supplemental Funds you actually spent to deliver services in FY2021.**

## CARES Act Supplemental Funds - Number & Characteristics of Clients Served

**10. Provide details regarding the number and characteristics of clients that received services funded with CARES Act Supplemental Funds in FY2021. Identify the number of clients you served with CARES Act Supplemental Funds in FY2021. Identify the characteristics of the clients that you served. Please indicate if special populations (such as homeless individuals and families, youth, or the elderly) were served.**

## CARES Act Supplemental Funds - Projects & Activities

**11. Provide details on the types of projects and activities supported by CARES Act Supplemental Funds in FY2021 in any of the CSBG core services areas listed below. What CSBG core services projects and activities did you fund with CARES Act Supplemental Funds in FY2021?**

**11a. CARES Act Supplemental Funds - Self-Sufficiency Services:** *Describe all services to assist individuals and families in becoming more financially independent, including assessing needs and resources, developing a plan of support, and linking clients to resources. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11b. CARES Act Supplemental Funds - Employment Services:** *Describe all employment related services, such as support for job placement, vocational and skills training, job development, and eliminating barriers to work. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11c. CARES Act Supplemental Funds - Education Services:** *Describe all education related services, such as adult education, literacy programs, scholarships, Head Start enhancement, child development programs, and anti-drug education. (If you didn't provide this service, indicate "N/A" for not applicable.)*



**11d. CARES Act Supplemental Funds - Income-Management Services:** *Describe all income management related services, such as budgeting assistance, tax preparation, tax credit information, and medical benefits claims assistance. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11e. CARES Act Supplemental Funds - Housing Services:** *Describe all housing related services, such as homeownership counseling and loan assistance, landlord/tenant relations housing assistance, homeless services, and home repair and rehabilitation. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11f. CARES Act Supplemental Funds - Emergency Assistance Services:** *Describe all 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. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11g. CARES Act Supplemental Funds - Partnerships & Community Engagement**

**Services:** *Describe all partnerships and community engagement related services, such as activities designed to help low-income families and individuals achieve greater participation in the affairs of their communities, including: partnerships with local law enforcement agencies, housing authorities, private foundations, and other public and private partners. CSBG funding also supports interagency partnerships and Tribal/State partnerships as well. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11h. CARES Act Supplemental Funds - Youth Development Services:** *Describe all youth development related activities, such as activities that address the needs of youth in low-income communities. Establishment of violence-free zones, intervention and mediation programs, mentoring and life skills training, job creation, entrepreneurship programs, and after-school childcare programs. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11i. CARES Act Supplemental Funds - Linkages & Coordination Services:**

*Describe all linkages and coordination between anti-poverty programs, such as eligibility coordination to make more effective use of related programs, including other public and private sources. Fill identified gaps in the services through the provision of information, referrals, eligibility coordination, case management, and follow-up consultations. (If you didn't provide this service, indicate "N/A" for not applicable.)*

**11j. CARES Act Supplemental Funds - Health & Nutrition Services:** *Describe all health and nutrition related services, such as food banks, public education, health counseling, transportation to health services, community garden programs, and production and delivery programs. (If you didn't provide this service, indicate "N/A" for not applicable.)*

## End of Form

### *Reminders:*

1. *Review to confirm that you have provided all of the necessary information.*
2. *Save your PDF again.*
3. *Follow the [CSBG Annual Report OLDC Submission Step-by-Step Instructions](#) to upload your CSBG Annual Report document as an attachment to your updated SF-424M Form in the [OLDC system](#).*