

# **FY 22 CSBG Tribal Annual Report Webinar**

# Agenda

- OCS Welcome
- CSBG Program Cycle
- CSBG Tribal Annual Report Requirements
- The FY 22 CSBG Tribal Annual Report Fillable-PDF Tool
- OLDC Access & Submission
- TTA Help Available



# Training Materials

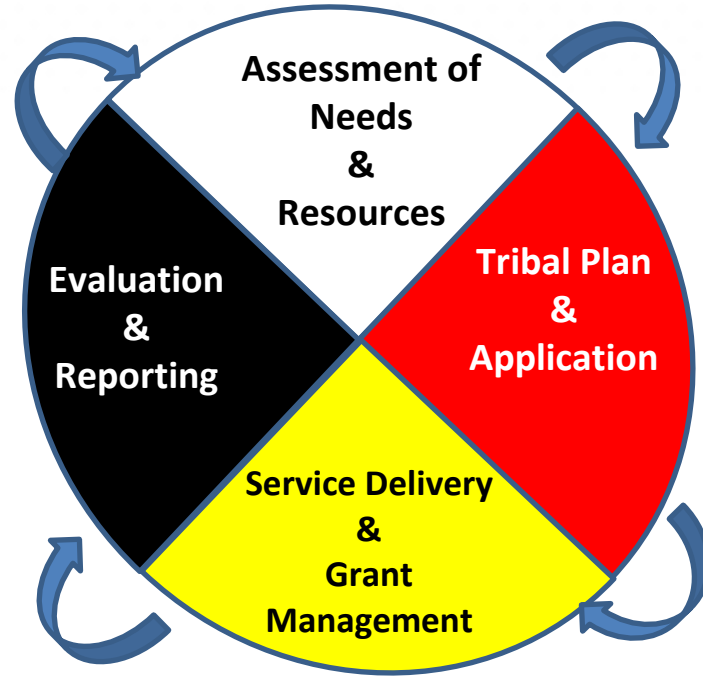
All FY 22 CSBG Tribal Annual Report materials and information can be found on the CSBG Tribal Online Resource Center at:

[csbgtribalta.com/evaluation-reporting/](https://csbgtribalta.com/evaluation-reporting/) including:

- FY 22 CSBG Tribal Annual Report Instructions Action Transmittal
- FY 22 CSBG Tribal Annual Report Fillable-PDF Tool
- FY 22 CSBG Tribal Annual Report OLDC Submission Step-by-Step Instructions
- FY 22 CSBG Tribal Annual Report Webinar Recording

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# The CSBG Tribal Program Cycle



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# FY 22 CSBG Tribal Annual Report Requirements

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# CSBG Regular Funding

A FY 22 CSBG Tribal Annual Report is required of all Tribes and Tribal Organizations, and should detail the following:

- (a) An accounting of how funds were spent on the delivery of services;
- (b) Information on the number of and characteristics of clients served;
- (c) Information on the way the CSBG program met its goals and objectives;
- (d) Information on the types of projects/activities supported by CSBG funds;
- (e) Information on CSBG accomplishments; and
- (f) Outcome data that addresses progress toward the implementation of the CSBG national goals.

# CARES Act Supplemental Funding

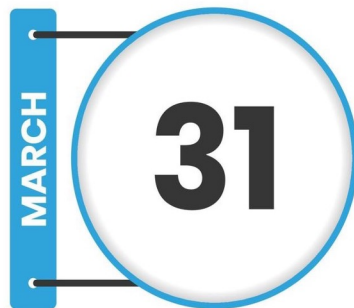
CARES information is part of the report and all Tribes and Tribal Organizations, and should detail the following:

- (a) An accounting of how funds were spent on the delivery of services;
- (b) Information on the number of and characteristics of clients served;
- (c) Information on the types of projects/activities supported by CSBG funds.



# Deadline

All grantees must submit the FY 22 CSBG Tribal Annual Report each year by March 31 via the Online Data Collection System (OLDC).



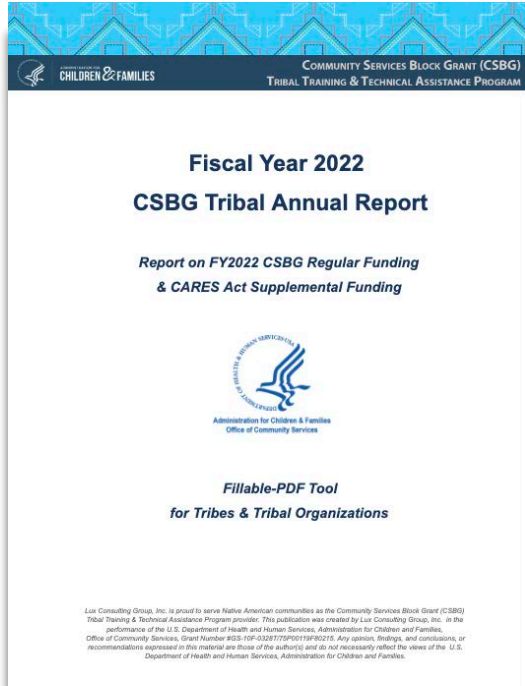




# FY 22 CSBG Tribal Annual Report Fillable-PDF Tool

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# Tribal Annual Report Fillable-PDF Tool



- All Tribal grant recipients are encouraged to complete the FY 22 CSBG Tribal Annual Report Fillable-PDF Tool.
- The tool is organized to comply with federal requirements and report on CSBG and CARES Act funding separately.
- Recipients that used the tool last year had fewer errors and were successful in submitting comprehensive reports.

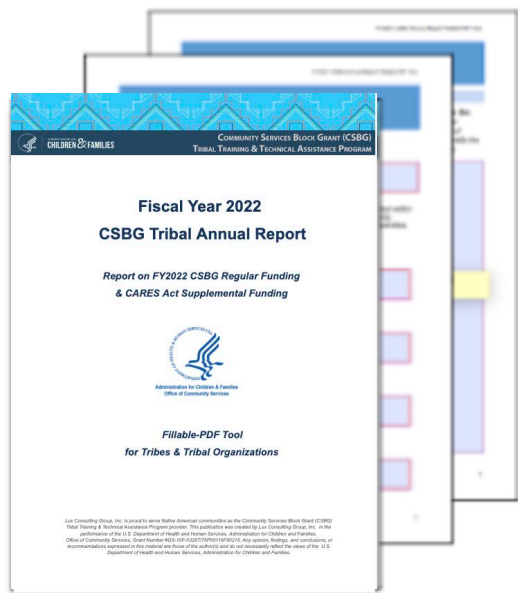
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# Download the Fillable-PDF Tool



- It is very important to download the 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 platform prior to entering data.
- Saving a working copy also allows you to modify or update information as needed.

# Fillable-PDF Tool Adobe View



- Be sure to download the PDF Tool in Adobe. You will note the fillable fields are outlined in red in Adobe.
- If the fields are not outlined in red, you will not be able to save or edit the document.

# Fillable-PDF Sections

**Section 1:**  
CSBG Administrative Contact Information

**Section 2:**  
CSBG Regular Funding - Use of Funds

**Section 3:**  
CSBG CARES Act Supplemental Funding -  
Use of Funds

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# Reporting Tip



- Please report CSBG Regular Funding and CARES Act Supplemental Funding separately, as instructed on the tool.

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# CSBG Administrative Contact Information

## Section 1

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# Item 1 and 2

## CSBG Administrative Contact Information:

- Provide the CSBG Tribal Grant Recipient (Tribe or Tribal Organization).
- Identify your Tribe or Tribal Organization's CSBG Program Contact Person's Name, Title, Telephone Number and Email Address.

# Section 1 Reminder



- Remember to save your document as you work.



# CSBG Regular Funding: Use of Funds

## Section 2

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# Section 2 Reminder



- This section addresses CSBG Regular Funds only.

# Item 3

## CSBG Regular Funds – Budget & Expenses:

An accounting of how funds were spent on the delivery of services.

- How were FY 22 CSBG Regular Funds used to deliver services?
  - Budget: Identify the amount of FY 22 CSBG Regular Funds budgeted to deliver services.
  - Expenses: Identify the amounts of FY 22 CSBG Regular Funds you actually spent to deliver services.

# Allocation Chart

- How did you spend the CSBG Regular Funds to deliver services?
- Budget: Identify the amount of CSBG Regular Funds you budgeted to deliver services.
- Expenses: Identify the amounts of CSBG Regular Funds you actually spent to deliver services.

	Fiscal Year <input type="text"/>	Fiscal Year <input type="text"/>
	% of CSBG Funding	% of CSBG Funding
Administrative Funds (Not more than 5%)		
CSBG Program Funds for Core Services (Not less than 95%)		
	Budget	Expenses
Self-Sufficiency		
Employment and Job Training		
Education		
Income-Management		
Housing		
Emergency Assistance		
Partnerships and Community Engagement		
Youth Development		
Program Linkages		
Service Coordination		
Health and Nutrition		
Total		

# Item 4

## CSBG Regular Funds -

### Number & Characteristics of Clients Served:

Information on the number of and characteristics of clients served.

- Identify the number of clients served.
- Identify the characteristics of clients served, such as homeless individuals and families, youth, or the elderly.



# Item 5

## CSBG Regular Funds - Goals & Objectives:

Information on the way the CSBG program met its goals and objectives.

- Describe how the CSBG program met its goals and objectives with the support of CSBG Regular Funds.
- Identify the CSBG goals you planned to achieve with CSBG Regular Funds and compare them to the CSBG outcomes actually achieved.

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# Item 6

## CSBG Regular Funds - Projects & Activities:

Information on the types of projects/activities supported with CSBG Regular Funds.

- (a) Self-Sufficiency
- (b) Employment
- (c) Education
- (d) Income Management
- (e) Housing
- (f) Emergency Services
- (g) Partnerships & Community Engagement
- (h) Youth Development
- (i) Linkages & Coordination
- (j) Health & Nutrition

# Item 6 Tip



- If you did not provide a service in one of the core service areas, indicate “N/A” for not applicable in that section.

# Item 6a

## CSBG Regular Funds - Self-Sufficiency Services:

- Casework to assess family needs
- A plan of support
- Linking clients to resources

# Item 6b

## CSBG Regular Funds - Employment Services:

- Job development and job placement
- Vocational and skills training
- Eliminating barriers to work

# Item 6c

## CSBG Regular Funds – Education Services:

- Adult education
- Literacy programs
- Scholarships
- Child development and Head Start enhancement programs
- Anti-drug education

# Item 6d

## CSBG Regular Funds - Income-Management Services:

- Budgeting Assistance
- Tax preparation
- Tax credit information
- Medical benefits claims assistance



# Item 6e

## CSBG Regular Funds - Housing Services:

- Homeownership counseling
- Loan assistance
- Landlord/tenant relations
- Housing assistance
- Homeless services
- Home repair and rehabilitation

# Item 6f

## CSBG Regular Funds - Emergency Assistance Services:

- Temporary housing
- Rent or mortgage assistance
- Cash assistance/short-term loans
- Energy or utility assistance
- Emergency food, clothing and medical services
- Disaster response

# Item 6g

## CSBG Regular Funds - Partnerships & Community Engagement Services:

- Partnerships with Tribal and local agencies, housing authorities, private foundations, and other public and private partners
- Tribal/State partnerships
- Programs to help low-income families and individuals achieve greater participation in the affairs of their communities

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# Item 6h

## CSBG Regular Funds - Youth Development Services:

- Violence-free zones
- Intervention and mediation programs
- Mentoring and life skills training
- Job creation and entrepreneurship programs
- After-school child care programs

# Item 6i

## CSBG Regular Funds - Linkages & Coordination Services:

- Information, referrals, eligibility coordination, case management
- Linkages and coordination between anti-poverty programs
- Coordination with other public and private sources

# Item 6j

## CSBG Regular Funds - Health & Nutrition Services:

- Food banks and food delivery programs
- Health education and counseling
- Transportation to health services
- Community garden programs
- Food production programs

# Item 7

## CSBG Regular Funds - Accomplishments: Information on CSBG accomplishments.

- What program successes would you like to highlight?



# Item 8

## **CSBG Regular Funds - Outcome Data:**

Outcome data that addresses progress toward the implementation of 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)

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# Section 2 Reminder



- . Remember to save your document as you work.



# CARES Act Supplemental Funding: Use of Funds

## Section 3

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# Section 3 Reminder



- . This section addresses CARES Act Supplemental Funds only.

# Item 9

**CARES Act Supplemental Funds - Budget & Expenses:** An accounting of how funds were spent on the delivery of services.

- How did you spend remaining CSBG CARES Act Supplemental Funds to deliver services? If the Tribe or Tribal Organization expended less than 50% of their CARES Act Supplemental Funds, please describe in Item 9a.
  - Budget: Identify the amount of CARES Act Supplemental Funds you budgeted to deliver services.
  - Expenses: Identify the amounts of CARES Act Supplemental Funds you actually spent to deliver services.

# Item 9 | Allocation Chart

- How did you spend remaining CSBG CARES Act Supplemental Funds to deliver services?
- Budget: Identify the amount of CARES Act Supplemental Funds you budgeted to deliver services.
- Expenses: Identify the amounts of CARES Act Supplemental Funds you actually spent to deliver services.

	Fiscal Year <input type="text"/> % of CARES Funding	Fiscal Year <input type="text"/> % of CARES Funding
Supplemental Funds (Not more than 5%)		
CARES Act Supplemental Funds for Core Services (Not less than 95%)		
	Budget	Expenses
Self-Sufficiency		
Employment and Job Training		
Education		
Income-Management		
Housing		
Emergency Assistance		
Partnerships and Community Engagement		
Youth Development		
Program Linkages		
Service Coordination		
Health and Nutrition		
Total		



# Item 10

**CARES Act Supplemental Funds -  
Number & Characteristics of Clients Served:** Information on the number of and characteristics of clients served with CARES Act Supplemental Funds.

- Identify the number of clients you served.
- Identify the characteristics of the clients that you served.

# Item 11

## **CSBG CARES Act Supplemental Funds - Projects & Activities:**

Information on the types of projects/activities supported by CARES Act Supplemental Funds.

- (a) Self-Sufficiency
- (b) Employment
- (c) Education
- (d) Income Management
- (e) Housing
- (f) Emergency Services
- (g) Partnerships & Community Engagement
- (h) Youth Development
- (i) Linkages & Coordination
- (j) Health & Nutrition

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# Section 3 Reminder



- Remember to save your document as you work.



# OLDC Access & Submission

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# OLDC Step-by-Step Instructions



To view or download the OLDC Step-by-Step Instructions  
visit: [csbgtribalta.com/evaluation-reporting/](https://csbgtribalta.com/evaluation-reporting/)

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# OLDC Access

As of January 10, 2022 all CSGB Tribal Grant Recipients are required to use Login.gov to access GrantSolutions.gov, that then gives access to the Online Data Collection System (OLDC).



**Tip:** Download the Quick Sheet titled “Log Into Grant Solutions Through Login.gov”, which can be found on page 3 of the OLDC Instructions.

# OLDC Tips



- All grantees should test OLDC accounts to confirm that login credentials are up-to-date.
- If you experience technical difficulties, contact Niki Frazier, OCS Sr. Records Specialist/Project Lead, at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).
- Monique Alcantara, Management and Program Analyst, at [monique.alcantara@acf.hhs.gov](mailto:monique.alcantara@acf.hhs.gov).

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# Ensure OLDC Access

## **Current CSBG Administrators:**

Visit [GrantSolutions.gov](https://grantsolutions.gov) to login, then login to the OLDC System from the menu bar and confirm that CSBG is listed as one of your programs.

## **New CSBG Administrators (Current Grant Recipients):**

Must complete an OLDC Access Form and send to Monique Alcantara, Management and Program Analyst, at [monique.alcantara@acf.hhs.gov](mailto:monique.alcantara@acf.hhs.gov) and copy Niki Frazier, OCS Senior Records Specialist at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).

## **Prospective New Grant Recipients:**

Contact OCS at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific instructions.



# TTA Help & Available Resources

# Program Specialist Regional Assignments



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# OCS Program Specialists

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- Region 6 (AR, LA, NM, OK, TX)

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- Region 8 (MT, ND, SD, WY, CO, UT)

# CSBG Tribal TTA Program

**Tribal TA Helpline:**

**(301) 244-3557**

**[TribalTA@luxcg.com](mailto:TribalTA@luxcg.com)**

**Online Tribal Resource Center:**

**[www.csbgtribalta.com](http://www.csbgtribalta.com)**

# We Did It!



Thank you for your attention to these many details regarding the  
CSBG Tribal Annual Report.



**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.**