

## Instructional Notes

### Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity

**Section A: CSBG Expenditures by CSBG Eligible Entity Data Entry Form** meets the Congressional requirement for an explanation of the *total amount of CSBG funding expended during the reporting period (identified below)* based on categories referenced in the CSBG Act.

CSBG funding expended during the reporting period should be identified in the domain that best reflects the services delivered and strategies implemented, as well as the administrative costs associated with the domains.

### Module 2, Section B: CSBG Eligible Entity Capacity Building

**Section B: CSBG Eligible Entity Capacity Building Data Entry Form** provides detail on agency capacity building funded by CSBG and other funding sources.

### Module 2, Section C: Allocated Resources per CSBG Eligible Entity

**Section C: Allocated Resources per CSBG Eligible Entity data entry form** provides data on resources allocated to, administered through, and generated by the CSBG Eligible Entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this collection is to meet the requirement of the Community Services Block Grant (CSBG) Act (42 U.S.C. § 9901, et seq) that all states that receive CSBG funding participate in a performance management system (Section 678E(a)(1)(A)) and submit a report to the Secretary on an annual basis (Section 678E(a)(2)). Public reporting burden for this collection of information is estimated to average 198 hours per grantee and 697 hours per sub-grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information per the Community Services Block Grant (CSBG) Act (42 U.S.C. § 9901, et seq) Section 678E(a)(1)(A) and Section 678E(a)(2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact CSBGStates@acf.hhs.gov.

**Module 2, Section A: CSBG CARES Supplemental Expenditures by CSBG Eligible Entity**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>A.1. CSBG Eligible Entity Reporting Period</b>	<b>"X"</b>
A.1a. July 1 - June 30	
A.1b. October 1 - September 30	
A.1c. January 1 - December 31	

**A.2. Amount of FY 20XX CSBG CARES Supplemental allocated to reporting entity**

<b>A.3. CSBG CARES Supplemental Expenditures Domains</b>	<b>CSBG CARES Funds</b>
A.3a. Employment	
A.3b. Education and Cognitive Development	
A.3c. Income, Infrastructure, and Asset Building	
A.3d. Housing	
A.3e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	
A.3f. Civic Engagement and Community Involvement	
A.3g. Services Supporting Multiple Domains	
A.3h. Linkages <i>(e.g. partnerships that support multiple domains for the specific purposes of disaster and/or emergency services)</i>	
A.3i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	
A.3j. Other <i>(e.g. emergency management/disaster relief)</i>	
<b>A.3k. Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>

<b>A.4. Of the CSBG funds reported above, report the total amount used for Administration. For more information</b>	<input style="width: 100%; height: 30px;" type="text"/>
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<b>A.5. Details on Agency Capacity Building Activities Funded by CSBG:</b>
<p>1. Please identify which activities were funded by CSBG under Agency Capacity in Table A.3. Please check all that apply.</p> <p> <input type="checkbox"/> Community Needs Assessment                <input type="checkbox"/> Data Management &amp; Reporting                <input type="checkbox"/> Other*  <input type="checkbox"/> Strategic Planning                <input type="checkbox"/> Training &amp; Technical Assistance         </p> <p><i>*Below please specify Other Activities funded by CSBG under Agency Capacity:</i></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

**Module 2, Section B: CSBG Eligible Entity Capacity Building**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>B.1. CSBG Eligible Entity Reporting Period</b>	<b>"X"</b>
B.1a. July 1 - June 30	<i>auto-populated from Module 2, Section A</i>
B.1b. October 1 - September 30	
B.1c. January 1 - December 31	
<b>B.2. Hours of Agency Capacity Building (e.g. training, planning, assessment):</b>	<b>Hours</b>
B.2a. Hours of Board Members in capacity building activities	
B.2b. Hours of Agency Staff in capacity building activities	
<b>B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):</b>	<b>Hours</b>
B.3a. Total number of volunteer hours donated to the agency	
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	
<b>B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:</b>	<b>Number</b>
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	
B.4c. Number of Certified Community Action Professionals (CCAP)	
B.4d. Number of Staff with a child development certification	
B.4e. Number of Staff with a family development certification	
B.4f. Number of Pathways Reviewers	
B.4g. Number of Staff with Home Energy Professional Certifications	
B.4g.1. Number of Energy Auditors	
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	
B.4g.4. Number of Quality Control Inspectors (QCI)	
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other ( <i>Please specify others below</i> ):	
<b>B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:</b>	<b>Unduplicated Number of Organizations</b>
B.5a. Non-Profit	
B.5b. Faith Based	
B.5c. Local Government	
B.5d. State Government	
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	
B.5g. Consortiums/Collaborations	
B.5h. School Districts	
B.5i. Institutions of Post-Secondary Education/Training	
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	
B.5l. Statewide Associations or Collaborations	

**Module 2, Section C: Allocated CARES Act Resources per CSBG Eligible Entity**

<b>Name of CSBG Eligible Entity Reporting:</b>	
<b>State:</b>	<b>DUNS:</b>
<b>C.1. CSBG Eligible Entity Reporting Period</b>	
<b>C.1a. July 1 - June 30</b>	<b>"X"</b>
<b>C.1b. October 1 - September 30</b>	<i>auto-populated from Module 2, Section A</i>
<b>C.1c. January 1 - December 31</b>	

**C.2. Amount of FY 20XX CSBG CARES funds allocated to reporting entity**

**C.3. Federal CARES Act Resources Allocated (Other than CSBG)**

**C.3a. Weatherization (DOE) (include oil overcharge \$\$)** C.3a.

**C.3b. Health and Human Services (HHS)**

C.3b.1.	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	C.3b.1.	<input type="text"/>
C.3b.2.	LIHEAP - Weatherization (include oil overcharge \$\$)	C.3b.2.	<input type="text"/>
C.3b.3.	Head Start	C.3b.3.	<input type="text"/>
C.3b.4.	Early Head Start	C.3b.4.	<input type="text"/>
C.3b.5.	Older Americans Act	C.3b.5.	<input type="text"/>
C.3b.6.	Social Services Block Grant (SSBG)	C.3b.6.	<input type="text"/>
C.3b.7.	Medicare/Medicaid	C.3b.7.	<input type="text"/>
C.3b.8.	Assets for Independence (AFI)	C.3b.8.	<input type="text"/>
C.3b.9.	Temporary Assistance for Needy Families (TANF)	C.3b.9.	<input type="text"/>
C.3b.10.	Child Care Development Block Grant (CCDBG)	C.3b.10.	<input type="text"/>
C.3b.11.	Community Economic Development (CED)	C.3b.11.	<input type="text"/>

**C.3b.12. Other HHS Resources**

C.3b.12.i.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.i.	<input type="text"/>
C.3b.12.ii.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.ii.	<input type="text"/>
C.3b.12.iii.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.iii.	<input type="text"/>
C.3b.12.iv.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.iv.	<input type="text"/>
C.3b.12.v.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.v.	<input type="text"/>
C.3b.12.vi.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.vi.	<input type="text"/>
C.3b.12.vii.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.vii.	<input type="text"/>
C.3b.12.viii.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.viii.	<input type="text"/>
C.3b.12.ix.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.ix.	<input type="text"/>
C.3b.12.x.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3b.12.x.	<input type="text"/>

**C.3b.13. Total Other HHS Resources (autocalculated)** C.3b.13.  \$

**C.3c. Department of Agriculture (USDA)**

C.3c.1.	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	C.3c.1.	<input type="text"/>
C.3c.2.	All USDA Non-Food programs (e.g. rural development)	C.3c.2.	<input type="text"/>
C.3c.3.	All other USDA Food programs	C.3c.3.	<input type="text"/>

**C.3d. Department of Housing and Urban Development (HUD)**

C.3d.1.	Community Development Block Grant (CDBG) - Federal, State, and Local	C.3d.1.	<input type="text"/>
C.3d.2.	Section 8	C.3d.2.	<input type="text"/>
C.3d.3.	Section 202	C.3d.3.	<input type="text"/>
C.3d.4.	Home Tenant-Based Rental Assistance (HOME TBRA)	C.3d.4.	<input type="text"/>
C.3d.5.	HOPE for Homeowners Program (H4H)	C.3d.5.	<input type="text"/>
C.3d.6.	Emergency Solutions Grant (ESG)	C.3d.6.	<input type="text"/>
C.3d.7.	Continuum of Care (CoC)	C.3d.7.	<input type="text"/>
C.3d.8.	All other HUD programs, including homeless programs	C.3d.8.	<input type="text"/>

**C.3e. Department of Labor (DOL)**

C.3e.1.	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	C.3e.1.	<input type="text"/>
C.3e.2.	Other DOL Employment and Training programs	C.3e.2.	<input type="text"/>
C.3e.3.	All other DOL programs	C.3e.3.	<input type="text"/>

**C.3f. Corporation for National and Community Service (CNCS) programs** C.3f.

**C.3g. Federal Emergency Management Agency (FEMA)** C.3g.

**C.3h. Department of Transportation** C.3h.

**C.3i. Department of Education** C.3i.

**C.3j. Department of Justice** C.3j.

**C.3k. Department of Treasury** C.3k.

**C.3l. Other Federal Resources**

C.3l.i.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3l.i.	<input type="text"/>
C.3l.ii.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3l.ii.	<input type="text"/>
C.3l.iii.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3l.iii.	<input type="text"/>
C.3l.iv.	<input type="text"/>	CFDA #:	<input type="text"/>	C.3l.iv.	<input type="text"/>

C.3l.v.  
C.3l.vi.  
C.3l.vii.  
C.3l.viii.  
C.3l.ix.  
C.3l.x.


CFDA #:  
CFDA #:  
CFDA #:  
CFDA #:  
CFDA #:  
CFDA #:


C.3l.v.  
C.3l.vi.  
C.3l.vii.  
C.3l.viii.  
C.3l.ix.  
C.3l.x.


<b>C.3m. Total Other Federal Resources (autocalculated)</b>		C.3m.	\$	-
<b>C.3n. Total: Non-CSBG Federal Resources Allocated (autocalculated)</b>		C.3.n.	\$	-
<b>C.4. State Resources Allocated</b>				
C.4a.	State appropriated funds used for the same purpose as Federal CSBG funds	C.4a.		
C.4b.	State Housing and Homeless programs (include housing tax credits)	C.4b.		
C.4c.	State Nutrition programs	C.4c.		
C.4d.	State Early Childhood Programs (e.g. Head Start, Day Care)	C.4d.		
C.4e.	State Energy programs	C.4e.		
C.4f.	State Health programs	C.4f.		
C.4g.	State Youth Development programs	C.4g.		
C.4h.	State Employment and Training programs	C.4h.		
C.4i.	State Senior programs	C.4i.		
C.4j.	State Transportation programs	C.4j.		
C.4k.	State Education programs	C.4k.		
C.4l.	State Community, Rural and Economic Development programs	C.4l.		
C.4m.	State Family Development programs	C.4m.		
C.4n.	<b>Other State Resources</b>			
C.4n.i.		C.4n.i.		
C.4n.ii.		C.4n.ii.		
C.4n.iii.		C.4n.iii.		
C.4n.iv.		C.4n.iv.		
C.4n.v.		C.4n.v.		
C.4n.vi.		C.4n.vi.		
C.4n.vii.		C.4n.vii.		
C.4n.viii.		C.4n.viii.		
C.4n.ix.		C.4n.ix.		
C.4n.x.		C.4n.x.		
<b>C.4o. Total Other State Resources (autocalculated)</b>		C.4o.	\$	-
<b>C.4p. Total: State Resources Allocated (autocalculated)</b>		C.4p.	\$	-
<b>C.4q. If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.</b>		C.4q.		
<b>C.5. Local Resources Allocated</b>				
C.5a.	Amount of unrestricted funds appropriated by local government	C.5a.		
C.5b.	Amount of restricted funds appropriated by local government	C.5b.		
C.5c.	Value of Contract Services	C.5c.		
C.5d.	Value of in-kind goods/services received from local government	C.5d.		
<b>C.5e. Total: Local Resources Allocated (autocalculated)</b>		C.5e.	\$	-
<b>C.5f. If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.</b>		C.5f.		
<b>C.6. Private Sector Resources Allocated</b>				
C.6a.	Funds from foundations, corporations, United Way, other nonprofits	C.6a.		
C.6b.	Other donated funds	C.6b.		
C.6c.	Value of other donated items, food, clothing, furniture, etc.	C.6c.		
C.6d.	Value of in-kind services received from businesses	C.6d.		
C.6e.	Payments by clients for services	C.6e.		
C.6f.	Payments by private entities for goods or services for low income clients or communities	C.6f.		
<b>C.6g. Total: Private Sector Resources Allocated (autocalculated)</b>		C.6g.	\$	-
<b>C.6h. If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.</b>		C.6h.		
<b>C.7. Total Non-CSBG Resources Allocated: (Federal, State, Local &amp; Private) (autocalculated)</b>		C.7.	\$	-
<b>C.8. Total Resources in CSBG Eligible Entity (including CSBG) (autocalculated)</b>		C.8.	\$	-

Note : \* All totals are autocalculated