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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: M. Monique Alcantara
Office of Community Services (OCS)
Administration for Children and Families (ACF)

Date: February 22, 2023

Subject: NonSubstantive Change Request – Community Services Block Grant (CSBG) Model State Plan Applications (OMB #0970-0382)

This memo requests approval of nonsubstantive changes to the approved information collection, Community Services Block Grant (CSBG) Model State Plan Applications (OMB #0970-0382).

Background

The Office of Community Services (OCS) received OMB-approval for this data collection effort on August 26, 2021. The data collection includes the CSBG State Plan, the CSBG Eligible Entity List, and the American Customer Satisfaction Index (ACSI) Survey.

During the time that OCS received OMB approval, the federal government began efforts to stop the use of the DUNS Number and implement the Unique Entity ID (UEI). OCS uses the DUNS number as the unique identifier for CSBG-eligible entities across these forms. More specifically, CSBG grant recipients (CSBG state lead agencies) provided the DUNS number for all CSBG-eligible entities (CSBG sub-grant recipients) within their state. This DUNS number allows us to track the CSBG-eligible entities through potential changes (for example, new designations and re-designations, terminations, voluntarily relinquishments, mergers, and name changes).

The federal government officially stopped using the DUNS Number on April 4, 2022. To comply with this mandate, OCS is requesting to update the CSBG Eligible Entity List to replace the DUNS Number with the UEI.

Overview of Requested Changes

OCS is requesting to add a column to the CSBG Eligible Entity List to collect the UEI for all CSBG-eligible entities. The DUNS Number will remain a part of the form for historical and tracking purposes, but the field will be read-only. CSBG grant recipients will not be required to submit or update the DUNS number for any CSBG-eligible entities. Rather they will only have to provide the UEI for each agency upon the implementation of these updates.

Within one-year, the DUNS number will be hidden and eventually removed.

Time Sensitivities

The CSBG Eligible Entity List populates information into the CSBG State Plan and the CSBG Annual Report (OMB 0970-0492). The next CSBG State Plan is due September 1, 2023, and the CSBG Annual Report is due March 31, 2024. To properly prepare CSBG grant recipients to submit these two reports on time, the updated CSBG Eligible Entity List needs to be available within the On-Line Data Collection System no later than April 30, 2023.