



## CSBG Application Submission Check List

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All new & renewing applicants must submit CSBG application materials to the Office of Community Services by September 1 every year. CSBG funding for each fiscal year is subject to the receipt and approval of all required CSBG application materials.

(Note: Tribal grantees with approved two-year Tribal Plans are still required to submit an updated SF-424M and Annual Report every year in order to receive funding.)

For final approval of CSBG funding, the following documents must be completed and signed:

**SF-424M**

**Current Grantees:** All renewing current grantees must complete a new electronic SF-424M form with up-to-date information via the [OLDC System](#).

**Prospective Grantees:** Prospective grantees must first contact the Office Community Services at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific submission instructions. The application package must include a cover letter with the applicant's EIN and DUNS numbers.

**OLDC Access Form**

**Current CSBG Grant Administrators:** To ensure access to the OLDC System, current administrators must resubmit an OLDC Access form whenever there is a significant change to their contact information. Please note that password must be changed every 420 days. If the password is not changed within the time frame, the account will be disabled for security purposes. If the account becomes disabled, [contact the helpdesk](#) to re-enable the account.

**New CSBG Administrators (Current Grantees):** To gain access to the OLDC, new administrators of current CSBG grantees must complete an [OLDC Access Form](#) and email it to Niki Frazier at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).

**Prospective Grantees:** Prospective grantees may not have access to the OLDC System. They must first contact the Office Community Services at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific submission instructions.

## **CSBG Tribal Plan**

The CSBG Tribal Plan and must include:

- Letter of Transmittal:** The [Letter of Transmittal](#) is a signed cover letter to the Director, Office of Community Services that includes the Tribal CSBG Program Contact Person, the Tribal CSBG Official who is to receive the CSBG Grant Award with complete address, e-mail, telephone, and fax information. If there is a delegation of authority made by the CEO of the Tribe/Tribal Organization to certify the plan on their behalf, this information must be referenced as well.
- Fiscal Years to be covered by the Tribal Plan:** The Transmittal Letter and all Tribal Plan materials must clearly and consistently indicate the fiscal years covered by the plan. If the plan covers a two-year period, all elements of the plan and related application materials must indicate that the plan covers a two-year period as well (for example, public hearing announcement, program narrative and assurances, Tribal resolutions).
- Evidence of Public Review:** The application must show evidence that the Tribe or Tribal Organization made the CSBG Tribal Plan available for public review and comment in conjunction with the development of the plan as required by section 676(a)(2)(B) of the CSBG Act. This could include:
  - Public Hearing notification
  - Date, time, and location of when Public Hearing was held

- Tribal Resolution:** A Tribal organization representing more than one Indian Tribe will be eligible to receive block grant funds on behalf of a particular Tribe only if the Tribe has by resolution authorized the organization's action. Attach copies of the Tribal Resolutions granting authority for a Tribe or Tribal Organization to seek and administer CSBG funding.
  
- Program Narrative:** A program narrative should include:
  - An outline of the mission and responsibility to administer the Tribe's CSBG funding.
  - A statement of goals and objectives.
  - Information on the specific types of activities to be supported to carry out both programmatic and administrative assurances.
  - Information about areas and categories of individuals to be served.
  - The criteria and method used for the distribution of funds.
  
- State or Federal Recognition:** All Tribes should include documentation verifying the State or Federal recognition of the Tribe or Tribal organization covered by this plan. Federally-recognized Tribes may reference the current [Federal Register](#). Documentation for Tribes without Federal recognition may include State legislation or the signed statement of the State's chief executive office (Office of the Governor) verifying that a Tribe is recognized by that State.
  
- Statement of CSBG Assurances:** All Tribes should include signed programmatic, administrative, and financial assurances: All assurances must show original signatures and signed by the CEO. If the CEO has delegated this responsibility, a written confirmation of such a delegation signed by the CEO must be submitted with the application. Starting in FY20, once the CSBG Assurances are signed, they will only require new signatures every two year (FY22) unless the CEO or delegated authority has changed.

- Programmatic Assurances state that the Tribe or Tribal Organization will only use CSBG funds to create or maintain activities and/or programs in alignment with the purposes of the CSBG program, as outlined in Section 676 of the CSBG Act.
  
- Administrative & Financial Assurances state that the Tribe or Tribal Organization will prohibit any activities associated with voter registration or political election activities; they will abide by the 5% financial cap for administrative actives; and assure the proper disbursement of and accounting for CSBG funds, including monitoring the funds as required by Section 678D(a)(1)(A) of the Act.
  
- Federal Certifications:** All Tribes should include the following required certifications signed by the CEO or the delegated authority. Starting in FY20, once the certifications are signed, they will only require new signatures every two year (FY22) unless the CEO or delegated authority has changed.
  - [Lobbying](#)
  - [Drug-Free Workplace](#)
  - [Debarment](#)
  - [Environmental Tobacco Smoke](#)
  
- Annual Report:**

All grantees must submit an [Annual Report](#) every year by **December 30** (including grantees with approved two-year CSBG Tribal Plans). The Annual Report is a narrative description of how the grantee met its CSBG goals and objectives and provides information on the types of projects supported with CSBG funding awarded in the previous fiscal year. (Although the fiscal year will not be finished at the time of reporting, please provide the most current information available.)

Specifically, an Annual Report should contain:

- An accounting of how funds were spent on the direct delivery of local services.
- Information on the number of and characteristics of clients served.
- Details regarding how the grantee met its CSBG goals and objectives.
- Information on the types of projects supported by CSBG funds.
- Accomplishments of projects and activities.
- Outcome data that addresses progress implementation of the CSBG national goals.
- Information on the activities related to the required assurances that were supported with CSBG funds.

Questions? We're happy to help!  
CSBG Tribal Training & TA Program [tribalta@luxcg.com](mailto:tribalta@luxcg.com)  
301-244-3557 [www.csbgtribalta.com](http://www.csbgtribalta.com)