



Reminders & Frequently Asked Questions: FY19 CSBG Application Submissions

This module 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,



**Community Services Block Grant (CSBG)
Training & TA Program
for Tribes and Tribal Organizations**



Webinar Instructions

- Participants will be in listening mode only throughout the webinar.
- If you experience connection issues, please call: 301-244-3557.
- Today's webinar will be recorded and posted on the CSBG Tribal Training & TA Online Resource Center.
- During the webinar you may type in your questions via the Questions Pod on the right of your screen.
- Access downloadable and online resources on the bottom of your screen.





Agenda

- FY19 CSBG Application & Plan Reminders
- Frequently Asked Questions
- Participant Questions
- Special Reminders for Prospective Grantees





Reminders



**Community Services Block Grant (CSBG)
Training & TA Program
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New FY19 CSBG Tribal Application Technical Assistance Tools



COMMUNITY SERVICES BLOCK GRANT (CSBG)
FY19 TRIBAL PLAN & APPLICATION
FILLABLE-PDF TOOL
FOR TRIBES & TRIBAL ORGANIZATIONS



COMMUNITY SERVICES BLOCK GRANT (CSBG)
TRIBAL PLAN & APPLICATION
TOOL GUIDE
FOR TRIBES & TRIBAL ORGANIZATIONS



COMMUNITY SERVICES BLOCK GRANT (CSBG)
FY18 ANNUAL REPORT
FILLABLE-PDF TOOL
FOR TRIBES & TRIBAL ORGANIZATIONS



Community Services Block Grant (CSBG)
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CSBG Tribal Plan & Application Tool Guide



COMMUNITY SERVICES BLOCK GRANT (CSBG)
TRIBAL PLAN & APPLICATION
TOOL GUIDE
FOR TRIBES & TRIBAL ORGANIZATIONS

- The Guide provides step-by-step directions for completing the two fillable-PDF tools.
- The Guide can also be used as a general reference for any applicant preparing their CSBG Tribal Plan & Application.



Community Services Block Grant (CSBG)
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CSBG Tribal Plan & Application Fillable-PDF

TRANSMITTAL LETTER

2. **Transmittal Letter:** Please provide the following information in relation to the Tribe or Tribal Organization designated to administer CSBG as required in [Sections 676 and 677 of the CSBG Act](#), the [Human Services Reauthorization Act of 1998 \(P.L. 105-285\)](#), and relevant federal policy guidance.

Grantee agrees to abide by the CSBG Act and required assurances and certifications and agrees to implement at least one of the programmatic assurances contained in Subsections 676(b)(1)(A) through (C) of the CSBG Act.

The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.

(2.a) Name of Tribe or Tribal Organization:

(2.b) Fiscal Years to be covered by the CSBG Tribal Plan:

(2.c) Authorized Tribal Official to receive the CSBG Grant Award: Contact information for the Authorized Tribal Official (Chairperson/Chief/CEO) who is to receive the CSBG Grant Award, including:

(2.c.1) Authorized Tribal Official Name:

(2.c.2) Authorized Tribal Official Title:

(2.c.3) Street Address:

(2.c.4) City, State, Zip Code:

(7.b) CSBG Goals & Objectives: The CSBG-specific goals and objectives for the proposed CSBG funding within the Tribe or Tribal Organization are as follows:
Click text box below to enter the CSBG-specific goals and objectives for the proposed CSBG funding within the Tribe or Tribal Organization.

Allocation of Funds: Please indicate in the chart below the planned allocation of CSBG funds.

Planned CSBG Allocation of Funds	
FY19 % of CSBG Funding	FY20 % of CSBG Funding (If a two-year plan)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

CSBGs: Please provide the income and/or procedures for household composition.

Income eligibility.

No need to design your own application packet.

Just fill-in the blanks & check the boxes!



CSBG FY18 Annual Report Fillable-PDF

3. **Annual Report Content:** CSBG guidelines require that the Annual Report address the following content. In order to provide a thorough Annual Report, please complete each section using the text boxes below.

(3.a) An accounting of how funds were spent on the direct delivery of local services: Click the text box below to enter a description of how funds were spent on the direct delivery of local services.

(3.b) Information on the number of and characteristics of clients served: Click the text box below to enter a description of the individuals served by the CSBG Program.

(3.c) Details regarding how the grantee met its CSBG goals and objectives: Click the text box below to enter a description of how the grantee met its CSBG goals and objectives detailed in the previous fiscal year's CSBG Tribal Plan.

Information on the types of projects supported by CSBG funds: For any sections that are not applicable, please type N/A.

(3.d.1) **Employment:** Click the text box below to enter a description of employment-related services, such as support for job placement, vocational and skills training, job development, and eliminating barriers to work. (Indicate N/A if not applicable.)

Education: Click the text box below to enter a description of education-related services, such as adult education, literacy programs, scholarships, career enhancement, child development programs, and anti-drug programs. (Indicate N/A if not applicable.)

Housing: Click the text box below to enter a description of housing-related services, such as ownership counseling and loan assistance, rental assistance, landlord/tenant relations and fair housing, emergency shelters and services for the homeless, and transitional housing. (Indicate N/A if not applicable.)

Food: Click the text box below to enter a description of nutrition-related services, such as food banks, food distribution programs, food preparation, and food assistance. (Indicate N/A if not applicable.)

No need to develop your own Annual Report

Just answer the questions directly on the tool!





Application Instructions

- **Action Transmittal:** OCS released detailed instructions via the, [FY19 CSBG Action Transmittal](#)
- **How to Apply Webinar:** View the [How to Apply for FY19 CSBG](#) webinar on the CSBG Tribal Online Resource Center.
- **CSBG Tribal Plan & Application Tool Guide:** Use the step-by-step [Tool Guide](#) for completing your FY19 CSBG Applicant & Plan.





Application Deadline

- **August 3:** OLDC Access Forms for new/renewed administrative access (email nikita.frazier@acf.hhs.gov).
- **September 1:** Deadline for FY19 Tribal Plan & Application
 - Current grantees in year two of an accepted two-year plan must submit an updated SF-424M and FY18 Annual Report.
 - All submissions **after** the September 1st deadline will require a dually-signed Letter of State Concurrence.





Complete CSBG FY19 Application

- SF-424M
- Signed Transmittal Letter
- Complete CSBG Tribal Plan
 - Fiscal Year(s)
 - Public Hearing
 - Tribal Resolution
 - Federal or State Recognition
 - Administrative Structure
 - Income Eligibility Requirements
 - CSBG Assurances
 - Implementation of Assurances
 - FY18 Annual Report
 - Federal Certifications





Evidence of Public Hearing

- Detail how, when and where the Tribe or Tribal Organization made the Plan available for review and comment prior to plan submission.
- Supporting documentation must include:
 - Public hearing announcement; and
 - Public Hearing minutes or Public Hearing sign-in sheets.
- Supporting documentation may also include:
 - Notation of changes made pursuant to public feedback.





Individual & Community Income & Eligibility Requirements

- The income eligibility requirement is based on HHS poverty line guidance, not to exceed 125% of poverty line.
- Provide the following to verify that funds have been used in accordance to the income guidelines.
 - Required Income Eligibility
 - Income Eligibility for General/Short Term Services
 - Community-targeted Services





Assurance on Limitations

- Funds will not be used for the purchase or improvement of land.
- Funds will not be used for any activities associated with voter registration or political election activities.
- No person shall, on the basis of race, color, national origin, or sex be subjected to discrimination under, any program or activity funded in whole or in part with CSBG funds.





Original Signatures

- All materials below must include original signatures.
 - Delegation of Authority (If needed)
 - Tribal Resolution (If needed)
 - All Statement of Assurances
 - All Federal Certifications





Annual Report

- Submit your CSBG Annual Report, with your current CSBG Application and Plan.
- Include the accomplishments of projects and activities that relate to the required assurances that were supported with the CSBG funds.
- The report should address the use and distribution of your FY18 funding allocation.
- Reminder: The federal Fiscal Year (2018) runs from October 1, 2017 through September 30, 2018.





OLDC Credentials

- All administrators should have received their username and passwords via email.
- Contact OCS Sr. Records Specialist, Niki Frazier at nikita.frazier@acf.hhs.gov to request OLDC access for new/renewed OLDC accounts.





Logging In to OLDC

- All users will access the Online Data Collection (OLDC) system via GrantSolutions (<https://www.grantsolutions.gov>).
- Current CSBG Grantees with active access to OLDC will continue to use their current OLDC login credentials in GrantSolutions.





The SF-424M

- OCS requires Tribal grantees to use the OLDC system to submit data on the Application for Federal Assistance SF-424 Mandatory (SF-424M).
- A Tribe or Tribal Organization must submit a SF-424M form to receive CSBG funds.
- If a grantee submitted a two-year Application for FY18 and FY19, the grantee is still required to submit a SF-424M along with an annual report.





SF-424M: *Required Information*

- From the enhanced Home page, click the **Report Entry Form** tab on the left.
- From the Form Selection screen, complete each field:
 - **Program Name:** Select - *Community Services Block Grant*
 - **Grantee Name:** Enter - *Name of Tribe or Tribal Organization*
 - **Report Name:** Select - *Mandatory SF-424M*
 - **Report Period:** Enter - 10/01/18–09/30/19
 - **Select Action:** Choose best option from: *New/Edit/Revise Report*





Submitting the SF-424M

- If submitting a new one-year Plan, select **“Plan”**, **“Annual”** and **“Initial”**.
- If submitting a new two-year Plan, select **“Plan”**, **“Other”**, **“Initial”**.
- If submitting for the second year of a two-year Plan, select **“Plan”**, **“Other”** and **“Update”**.



The screenshot shows the SF-424M application form interface. At the top, there are tabs for "OLIGO Home", "Form Selection", "Report", and "Report Form Status". Below these, a box displays the following information:

- Program Name: Community Services Block Grant
- Grantee Name: MOHAWA BAND OF CHOCTAW INDIANS
- Report Name: Application SF-424M
- Report Period: 10/01/2016 - 09/30/2017
- Report Status: Initialized

Below this box is a "Report Progress" section with a progress bar showing stages: "Initialized" (selected), "Edit/Save", "Validated", "Certified", and "Submitted". Below the progress bar are buttons: "Save", "View/Add Attachments", "Validate", and "Print".

The main section is titled "APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY". It contains several sections for data entry:

- 1. Type of Submission:** Includes "Plan" (selected) and "Funding Request".
- 2. Frequency:** Includes "Annual" (selected) and "Other".
- 3. Consolidated Application/Plan/Listing:** Includes "Consolidated" (selected) and "Other".
- 4. Version:** Includes "Initial" (selected), "Resubmission", "Revision", "Update", and "State Use Only".

At the bottom right, there is a box for "OMB APPROVED" with the number "4545-0002" and the date "09/11/2014".





Report Entry: Attachments

- **Attachments:** Attach files by clicking the paper clip at the bottom of the form.
 - View all attachments from the “Report Form status” page or using the View/Add Attachments button.

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Sub
Attach supporting documents as specified in agency instructions 	





Required Attachments to SF- 424M

- The following attachments must be included in the SF-424M:
 - Complete CSBG Tribal Plan with correct Plan dates and original signatures
 - Annual Report
- Grantees who submitted a two-year Plan in FY18 will **ONLY** need to attach their FY18 Annual Report.





Reports: Validate

- **Saved -- Validated:** There are no errors and the form is ready to be certified.
- **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted.
- **Saved with Errors:** An error message appears at the top of the form. Reports with errors cannot be certified and have the status “Saved with Errors”. Errors must be corrected.





Questions?



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Can We Submit a Two-Year Plan?

- Two-year Plans can be submitted.
- The Tribal Plan materials must indicate that the Tribal Application and Plan was developed, reviewed, and authorized to cover a two year period.
- All elements of the Application and Plan materials must address a two-year period, including the public hearing, program narrative, certifications, assurances, and Resolutions (as appropriate).
- If you submit a two-year Plan you must still complete the SF-424M, and an Annual Report each year.





I'm Having Trouble Accessing the OLDC System, How Do I Get Help?

- Contact Niki Frazier:
 - nikita.frazier@acf.hhs.gov
- Contact support:
 - Phone: 1-866-577-0771
 - app_support@acf.hhs.gov
- View the recorded webinar, *A Guide to the OLDC System & Community Services Block Grant (CSBG) Submission Process*.





Can I Submit My Application in the OLDC System With *Warnings*?

- The OLDC system will allow you to submit your Application with warnings, but not with errors.
- Errors must be corrected before submitting your Application.





What if I Miss the September 1st Deadline?

- Notify the State CSBG Administrator in your state.
- Have a signed Letter of State Concurrence, regarding late submission, signed by the State CSBG Administrator.
- Email the Letter of State Concurrence to OCS Tribal Program Specialist at sara.lee@acf.hhs.gov.





When Will We Receive Our CSBG Funding?

- Fiscal Year funding is not available before October 1.
- Funding allocations are based on the Federal budget.
- Once the CSBG Tribal Plan and Application review process has been completed, a Notice of Grant Award letter is then sent to the CSBG Tribal Program Contact.
- Grant awards are allocated quarterly and are based on the availability of funds as appropriated by Congress.





What If We Need More Assistance With the Application Process?

- Help is Available and Free!
 - CSBG Tribal Training & Technical Assistance Program:
 - 301- 244-3557 / tribalta@luxcg.com
 - OCS CSBG Tribal Team:
 - csbgtribes@acf.hhs.gov





Special Reminders for FY19 CSBG Tribal Prospective Grantees



**Community Services Block Grant (CSBG)
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Core CSBG Services

- Employment
- Education
- Housing
- Nutrition
- Emergency Assistance
- Health Care Services
- Self-Sufficiency
- Income-Management
- Improved Service Linkages





Prospective Grantees: First Steps

- Prospective grantees begin their CSBG Application process by emailing the Office Community Services at csbgtribes@acf.hhs.gov
- Next step is confirming Tribal population and poverty data for the proposed service area.
- Coordinate a document of concurrence signed by the State CSBG administrator.





Prospective Grantees: Tribal-State Concurrence on Population Data

- An agreement of the data must be signed by the Tribe or Tribal organization and the state.
- The signed agreement is sent to OCS with the Tribe's DUNS & EIN numbers so that an allocation can be determined.
- Program Specialist will follow up with further submission instructions.





Available Resources

- Access tools & resources via the CSBG Tribal Online Resource Center – www.csbgtribalta.com
- Subscribe to the monthly CSBG Tribal Network Newsletter
- Free 1:1 support!
 - CSBG Tribal T&TA Program:
 - 301- 244-3557 or tribalta@luxcg.com

