

Spring CSBG Tribal Network Update & FY20 Application Season Kick-Off

May 22, 2019

3:00 p.m. – 4:00 p.m. Eastern



Session Instructions

A few things before we start

- Participants will be in listening mode throughout the session.
- If you experience connection issues, please call Desmond Jones at 301-585-1261 ext. 321.
- Access downloadable & online resources on the bottom of your screen.
- Please submit any questions via the Questions Pod on the right of your screen anytime during the session.



Agenda

- Office of Community Services (OCS)
Updates
- FY20 Application Season Preparation
- Resources & Upcoming Events
- Q&A



Self-Introductions

- Maxine Maloney, CSBG Program Operations Chief
Division of Community Assistance
Office of Community Services
- Isaac Davis, Program Specialist
Division of Community Assistance
Office of Community Services



OCS Updates



Policy Updates

CSBG Application Requirements

- CSBG Assurances Statement
- CSBG Certifications
- Evidence of a Public Hearing
- Annual Report Due Date

New Requirement

Send OCS the Statement of CSBG Assurances Every Two Years

- Send the CSBG Statement of Assurances in FY 2020.
- Send the CSBG Statement of Assurances in FY 2022.



New Requirement

CSBG Plan Public Notice document
CSBG Plan Public Hearing document

- CSBG Plan Public Notice: send Public Hearing Announcement with date and location.
- CSBG Plan Public Hearing: send Public Hearing Document with date and location



Annual Report

New Deadline

- **FY19 CSBG Tribal Annual Report
Deadline: December 30, 2019**



CSBG Tribal Plan & Application Preparation



CSBG Tribal Plan & Application Preparation

- **Step 1:** Look at the Fiscal Year calendar.
- **Step 2:** Look at your FY19 CSBG Plan.
- **Step 3:** Write down the activities and the services you provided.
- **Step 4:** Look at your FY19 CSBG Plan and use it as a guide for your FY20 Plan.
- **Step 5:** It is not too early to gather information for the FY19 CSBG Annual Report.

FY19 Calendar

OCT 2018	NOV 2018	DEC 2018
JAN 2019	FEB 2019	MAR 2019
APR 2019	MAY 2019	JUN 2019
JUL 2019	AUG 2019	SEP 2019



CSBG Tribal Plan & Application Deadline

September 1st, 2019

- ALL GRANTEES must submit an updated SF-424M. (This includes grantees in the middle of a two-year plan.)
- Grantees submitting a new CSBG Tribal Plan and application must submit all materials by September 1.



A Note About Two-Year CSBG Tribal Plans

- CSBG Tribal Plans may be approved for a two-year period provided that all elements of the plan address the two-year period.
- The advantage to submitting a CSBG Plan for a two-year project is, in year two, the only required documents are a Standard Form (SF) 424M and an Annual Report.
- In the interim year of a two-year plan, EVERY GRANTEE must submit an updated SF-424M form and CSBG Annual Report.
- If the need for changes in CSBG programming arise in the middle of a two-year plan, the grantee may submit a revised CSBG Tribal Plan.



FY20 CSBG Application Timeline

- **June 1:** Test OLDC accounts and submit OLDC Access Forms for new/renewed administrative access to Niki Frazier at nikita.fraizer@acf.hhs.gov.
- **August 1:** Complete public hearing process to ensure that final CSBG Tribal Plan & application materials reflect public review.
- **September 1:** Deadline for updated SF-424M Form and FY20 CSBG Tribal Plan & Application materials.
- **December 30:** Deadline for FY19 Annual Report.



FY20 CSBG Tribal Plan & Application Tools & Resources



CSBG Mid-Year Check IN



CSBG FY19 Mid-Year Check In

As we approach the half-way point in the Community Services Block Grant (CSBG) fiscal year, now is an excellent time to reflect on your progress in the current year and to begin planning for the next year. The checklist below can help to ensure a successful CSBG Mid-Year Check In.

1. Maximizing FY19 Funding

- Review your *Notice of Grant Award* letter from the Office of Grant Management. The letter also provides the full FY19 allotment for your program as well as requirements for drawing down funding through the DHHS Payment Management System (PMS).
- Establish a clear plan for your program to fully obligate and draw down all current fiscal year funding. (Please note that all CSBG funds must be fully obligated within a two-year period.)

Fiscal Dates to Remember:

A downloadable checklist to encourage current Tribal grantees to evaluate their progress in the current year & to begin planning for the next year.



CSBG Tribal Plan & Application

Fillable-PDF Tools



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



Comprehensive Guide to CSBG Tribal Plan & Application



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

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



Fillable-PDF for CSBG Tribal Plan & Application

4. Evidence of Public Hearing:

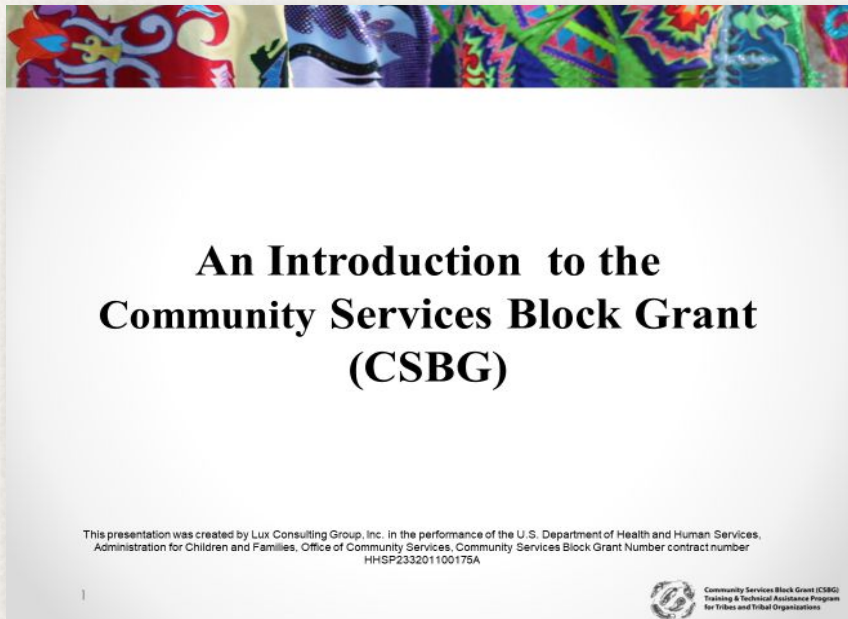
CSBG Public Hearing(s) were held on the following date(s) and location(s):

Date <i>Enter a date for each hearing in the boxes below</i>	Location <i>Enter the name of location and address for each public hearing in the boxes below</i>

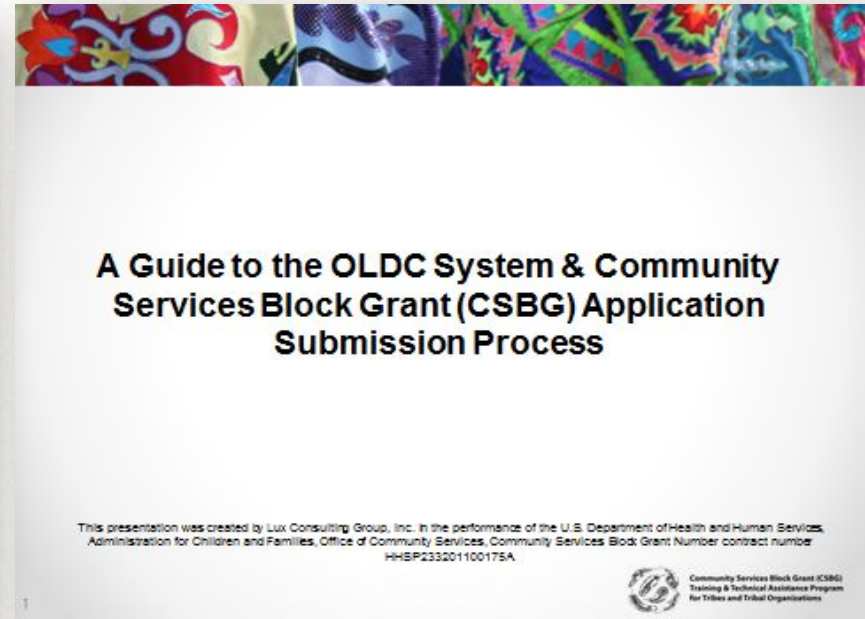
- No need to design your own application packet.
- Updated to reflect new Plan requirements.
- T&TA available every step of the way



FY20 How to Apply Webinar Series for Tribes & Tribal Organizations



Introduction to CSBG
June 2019

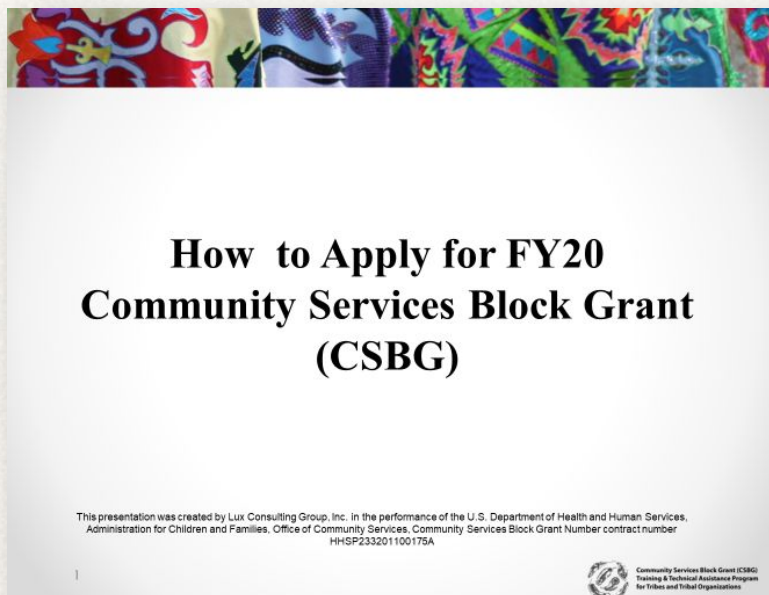


A Guide to the OLDC System & CSBG
Application Submission Process
June 2019

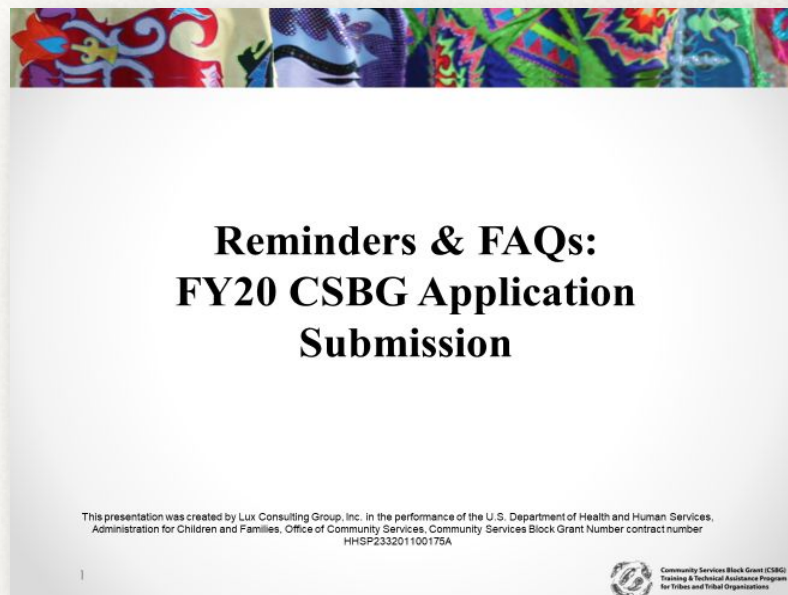
<https://csbgtribalta.com/instructions>



FY20 How to Apply Webinar Series for Tribes & Tribal Organizations



**How to Apply for FY20 CSBG
Summer 2019**



**Reminders & FAQs: FY20
CSBG Application Submissions
Summer 2019**

<https://csbgtribalta.com/instructions>



Additional Application Resources

- CSBG Application Checklist
- OLDC Access Form
- SF-424M Form PDF
- Current CSBG Income Guidelines
- Federal Certifications
- Resource for Federal or State Recognition Citation
- Sample State & Tribal Population Concurrence Letter
- Sample Transmittal Letter

<https://csbgtribalta.com/tools/>



The CSBG Tribal Team is Available!

We are happy to hear from you and available to:

- Help you complete a fillable-PDF document.
- Answer any questions.
- Review your CSBG Tribal Plan and application materials before submission.
- Assist with PDF formatting, printing, and electronic/manual signatures (including addendums for PDFs with manual signatures).
- Connect grantees to CSBG Tribal Team for OLDC assistance.



Help is Available!

CSBG Tribal Team

- Isaac Davis, Tribal Lead:
Isaac.davis@acf.hhs.gov
- Jane Golden, Tribal Program Specialist:
Jane.golden@acf.hhs.gov
- Sara Lee, Tribal Liaison:
Sara.lee@acf.hhs.gov

CSBG Tribal T&TA Team

- Nicole Oxendine, Director:
Nicole.Oxendine@luxcg.com
- Lizette Rivera, Program Coordinator:
Lizette.rivera@luxcg.com



Submit Your Questions!

- Click on the “Questions Pod” on the bottom right of your screen. (Not the “Comments Pod”)
- Type your question and press send.



Reminder: FY18 & FY19 Funding

Establish a clear plan for your program to fully obligate and draw down all current fiscal year funding.

If any FY18 funds remain:

- Obligating Funds: September 30, 2019
- Expending/Liquidating Funds: December 30, 2019

FY19 Funds

- Obligating Funds: September 30, 2020
- Expending/Liquidating Funds: December 30, 2020



Reminder: CSBG Tribal Network Newsletter Subscribe Today!



CSBG Tribal Network Newsletter September 2018

Dear CSBG Tribal Network,

Congratulations to all of the Tribes and Tribal Organizations who were able to submit their FY19 CSBG applications by the September 1st deadline!

We've heard from OCS that nearly all grantees have submitted their FY19 CSBG application materials. It is critical that any Tribes or Tribal Organizations that have not yet submitted their complete FY19 CSBG Tribal Plan, updated SF-424M, and narrative FY18 Annual Report submit all application materials immediately. If you have missed the September 1st deadline, please review the [special instructions](#) below. Lizette and I are happy to provide any assistance needed.



As always, if you have any program updates or recommendations for future newsletters, please feel free to let us know. We are always happy to hear from you!

Subscribe to the CSBG Tribal Network Newsletter

We encourage you to sign up for our CSBG Tribal Network Newsletter. The monthly newsletter contains helpful information for all CSBG Tribal grantees.

Subscription form with fields for:

- First Name
- Last Name
- Tribe/Tribal Organization
- Email address: Your email address
- Subscribe button

<https://csbgtribalta.com/monthly-newsletter/>



Q & A

