

How To Apply for FY 2020 Community Services Block Grant (CSBG) Funding

June 26, 2019

This presentation 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 Number contract number HHSP233201100175A



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 box on the right of your screen anytime during the session.



Agenda

- Overview of the CSBG Program
- CSBG Planning & Program Development
- CSBG Tribal Plan & Application Requirements
- Application Submission
- What to Expect After Submission
- CSBG Tribal Training & Technical Assistance
- Q&A



Overview of the CSBG Program



CSBG Mission

The Community Services Block Grant (CSBG) program provides State and Federally-recognized Native American and Alaska Native Tribes and Tribal Organizations with funds to address the causes and conditions of poverty in their communities.



Core CSBG Services

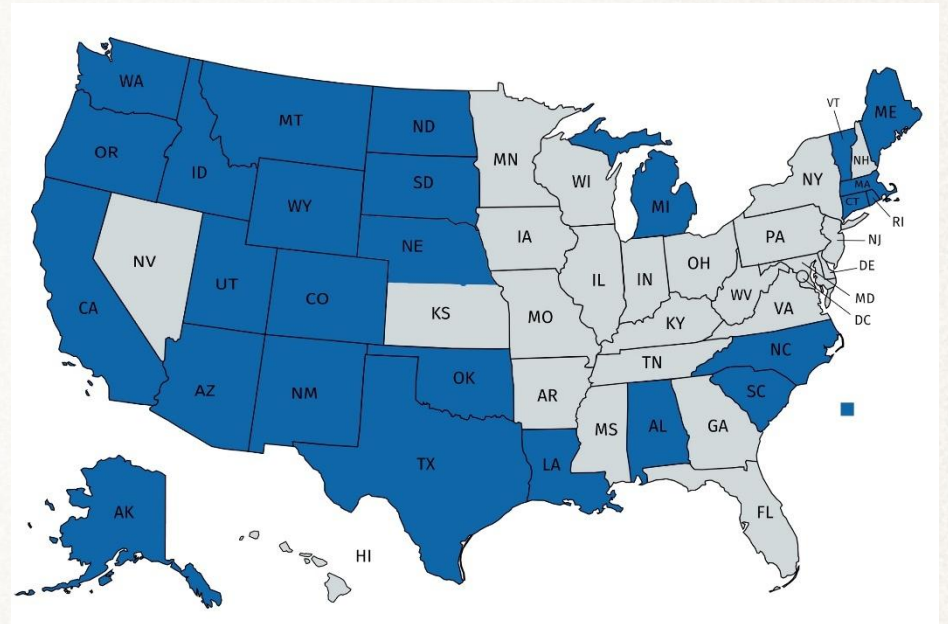
- Self-sufficiency
- Employment
- Education
- Income Management
- Housing
- Emergency Assistance
- Partnerships & Community Engagement
- Youth Development
- Linkages & Coordination
- Health & Nutrition



CSBG Direct Funding to Tribes FY 2019

65 State and Federally-recognized Tribes and Tribal Organizations received CSBG direct funding.

CSBG funding served Tribes across 26 States.



CSBG Direct Funding for Tribes & Tribal Organizations

To apply, interested Tribes and Tribal Organizations must:

1. Submit a Tribal-State population agreement;
2. Develop a CSBG Tribal Plan; and
3. Submit their CSBG Tribal Plan and all completed and signed application materials to the Office of Community Services by September 1 of each year.



How Tribal Direct CSBG Funding Is Determined

Example: Tribal CSBG Allocation Determination

A	B	C	D	E
Tribal Population	Incidence of Tribal Poverty in the State	Estimate of Eligible Tribal Individuals (A X B)	State Poverty Population Numbers	State Tribal Eligible Population (C / D)
3000	46.70%	1401	980,000	0.001430

Allocation for Tribe is taken from the State's CSBG allocation and provided directly to the Tribal government.

State Allocation = \$14,560,000

Multiplied by .001430 = \$20,815 Allocation for Tribal Government



Special Note for Prospective/New Grantees

Before developing a CSBG Tribal Plan and application:

- Email the Office Community Services at csbgtribes@acf.hhs.gov.
- Confirm Tribal population and poverty data for the proposed service area.
- Contact the State CSBG administrator to coordinate a signed letter of concurrence on the Tribal-State population data.



CSBG Planning & Program Development



CSBG Planning & Program Development

- The CSBG is a Block Grant that allows Tribal communities to develop a plan for services that meets their community's unique needs.
- CSBG grantees are encouraged to use continuous cycle and results-oriented planning, management and accountability systems.



The CSBG Program Cycle



CSBG Tribal Plan & Application Requirements



CSBG Tribal Plan & Application Deadline

SEPTEMBER 1, 2019

All CSBG Tribal Plan and application materials must be received by the Office of Community Services (OCS) by September 1, 2019.



CSBG Action Transmittal and Application Instructions for FY 2020

- *CSBG Action Transmittal 2019-03 Application for Fiscal Year (FY) 2020 Based on the Availability of CSBG Funds* was released on June 13, 2019.
- Changes have been made to improve the CSBG application process.
- An updated Fillable-PDF Tool and Tool Guide are available to complete the CSBG Tribal Plan and application information.



Mandatory CSBG Application Content

- SF-424M
- Signed Transmittal Letter
- Complete CSBG Tribal Plan
- Signed CSBG Statement of Assurances
- Signed Federal Certifications



Transmittal Letter

Mandatory signed cover letter that must include:

- CSBG Program Contact
- Tribal CSBG Official to receive the CSBG Grant Award
- Complete street address, email, telephone and fax numbers for both.



Required CSBG Tribal Plan Content

- Fiscal Year(s) covered by the plan
- Tribal Resolution
- Federal or State Recognition
- Mission, Goals, & Objectives
- Public Hearing
- Planned use of CSBG funds
- Income Eligibility Requirements
- Signed CSBG Assurances
- Implementation of Assurances
- Signed Federal Certifications



Federal Fiscal Year(s) Covered by Tribal Plan & Application

The federal fiscal years covered by the CSBG Tribal Plan must be clearly noted in all application components, including all narratives.

The federal fiscal years:

- **One-Year Plan:** 10/01/2019 – 09/30/2020
- **Two-Year Plan:** 10/01/2019 – 09/30/2021



A Note About Two-Year CSBG Tribal Plans

- CSBG Tribal Plans may be approved for a 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.



Tribal Resolution

- Only needed for organizations representing *more than one* Tribe. **Must be current and up to date.**
- Gives a Tribal Organization, by resolution, authority to seek funding for identified Tribes.
- Copies of the Tribal Resolutions to be included with the CSBG Tribal Plan and application materials.



Federal or State Recognition

All Tribes and Tribal Organizations must provide documentation verifying their Federal or State recognition.

Tribes with Federal recognition

- Provide full name as it appears in the *U.S. Federal Register list of Indian Entities Recognized by and Eligible To Receive Services From the United States Bureau of Indian Affairs*.

Tribes without Federal recognition

- Provide legal citation of State recognition, including: link to proof of State Recognition or citation of State statute or code.



Mission, Goals & Objectives

Agency Mission and Responsibilities

- Description of the mission and responsibilities of the agency or department that will administer the CSBG program.

CSBG Goals and Objectives

- Description the CSBG-specific goals and objectives for the proposed CSBG funding.



Evidence of Public Hearing

- Detail when and where the Tribe or Tribal Organization made the CSBG Tribal Plan available for review and comment.
- Supporting documentation must include the Public Hearing announcement, however sign-in sheets and minutes are no longer required attachments.
- Plan Ahead – Public Hearings must be held **prior to** plan submission and should be scheduled as soon as possible.



Use of Funds & Fiscal Controls

Planned Allocation of Funds:

The planned allocation in percent for Administrative and Program CSBG funding.

- No more than 5 percent for administrative costs
- No less than 95 percent for program costs.
- Remember: If this is a two-year plan, please provide the planned allocations for both years.



Use of Funds & Fiscal Controls (cont'd)

Limitations on the Use of Funds:

- 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.



Use of Funds & Fiscal Controls (cont'd)

Single Audit Review:

- Date and the period (timeframe) that the most recent audit covers.



Income Eligibility Requirements & Target Communities

Income eligibility limit for direct services is up to 125% of poverty line. The CSBG Tribal Plan must provide:

- **Income Eligibility Requirements:** Any policy and/or procedures for income eligibility, such as treatment of income and family/household composition.
- **Target Communities:** How the organization ensures that services target and benefit low-income communities, for those services that provide a community-wide benefit.



CSBG Statement of Assurances

- All assurances are to be certified and signed by the Chief Executive Officer (CEO).
- If delegated, a written confirmation, signed by the CEO must be submitted.
- Schedule appointment for signatures well in advance of the September 1 deadline.
- Send OCS the signed CSBG Statement of Assurances every two years, unless there is a change in Authorized Official.



Programmatic Assurances

An assurance is provided that CSBG funds will be used for at least one of the following purposes, as designated by the CSBG Act, including:

- Activities to assist low-income families and individuals;
- Services to address the needs of youth in low-income communities; and/or
- Coordination and maximization of resources with other programs related to CSBG Act.



Programmatic Assurances (cont'd)

An assurance is also provided that the CSBG Tribal Plan will include a description of:

- the service delivery system;
- how linkages will be developed to fill identified gaps in services;
- how funds will be coordinated with other public and private sources; and
- how the Tribe will use the funds to support innovative initiatives.



Programmatic Assurances (cont'd)

Additional assurances are provided that the Tribe or Tribal Organization will:

- Provide for the provision of emergency supplies and services as may be necessary to counteract conditions of starvation and malnutrition;
- Ensure coordination between antipoverty programs and ensure emergency energy crisis intervention programs are conducted in the community;
- Permit and cooperate with Federal investigations; and
- Participate in a system for measuring program performance and results.



Administrative & Financial Assurances

In this section, the Tribe or Tribal Organization affirms that it will:

- Prohibit any voter or election-related activities;
- Limit administrative expenses to five percent;
- Establish fiscal control and fund accounting procedures;
- Conduct an audit in accordance with the Single Audit Act; and
- Make each CSBG Tribal Plan available for public inspection, review, and comment.



Other Administrative Certifications

In this section, the Tribe or Tribal Organization affirms that it will:

- Apply OMB cost and accounting standards to CSBG funds.



Implementation of Programmatic Assurances – Required Descriptions

The CSBG Tribal Plan must include descriptions of the following:

- CSBG Service Delivery System
- CSBG Geographical Areas & Individuals
- Method & Criteria for Distribution of Funds
- Purpose of Funds
- Linkages
- Coordination with Other Public and Private Resources
- Innovative Community and Neighborhood-based Initiatives



Implementation of Programmatic Assurances – *Optional* Descriptions

In addition to the mandatory programmatic assurances implementation descriptions, there are two optional descriptions, including:

- Emergency Services; and
- Performance Management and Accountability Outcome Measures

Federal Certifications

Four Federal Certifications: Each certification must be individually signed by the Tribal CEO, Chief, or authorized designee.

- Lobbying
- Debarment and Suspension
- Drug-Free Workplace
- Environmental Tobacco Smoke

Reminder: Signatures in effect for two years, unless there is a change in Authorized Official.



CSBG Annual Report

- Narrative description of how the grantee met its CSBG goals and objectives.
- Also provides information on the types of projects and services supported with CSBG funding.
- *All* returning grantees must affirm in the CSBG Tribal Plan that it will complete and submit a FY19 CSBG Annual Report by the new deadline: **December 30, 2019**



Application Submission

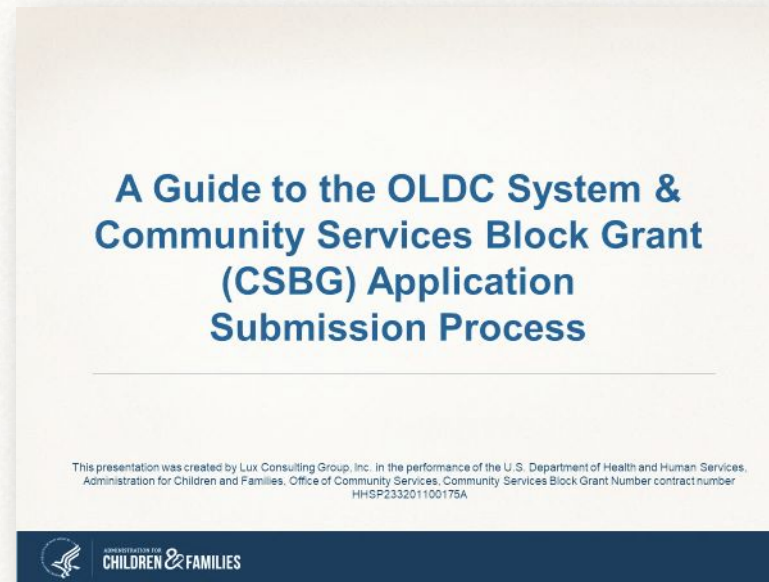


FY20 CSBG Application Timeline

- **July 12:** 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.



A Guide to the OLDC System & CSBG Application Submission Process



To view the *A Guide to the OLDC Webinar* online
<https://csbgtribalta.com/instructions/>



What to Expect After Submission



Application Review Process

- Applications are distributed to the Program Specialist and notice is sent to the CSBG Program Contact identified in the Transmittal Letter.
- Program Specialists review each CSBG Tribal Plan.
- Applicants are notified of any concerns or risk areas. Additional information or clarifications may be needed by the Program Specialist.
- Notification is sent when the Plan review has been successfully completed and accepted.



What To Expect After Approval

- Notice of Grant Award Letters on quarterly basis
- Allocation Amount
- Terms and Conditions (available on PMS).
- Grantees go to HHS Payment Management System (PMS) to draw down funding



We Did It!

- Thank you for your attention to these many details.
- Please post questions in the Questions box on your screen.
- We will be happy to answer all questions during the Q&A period at the end of the webinar.



CSBG Tribal Training & Technical Assistance



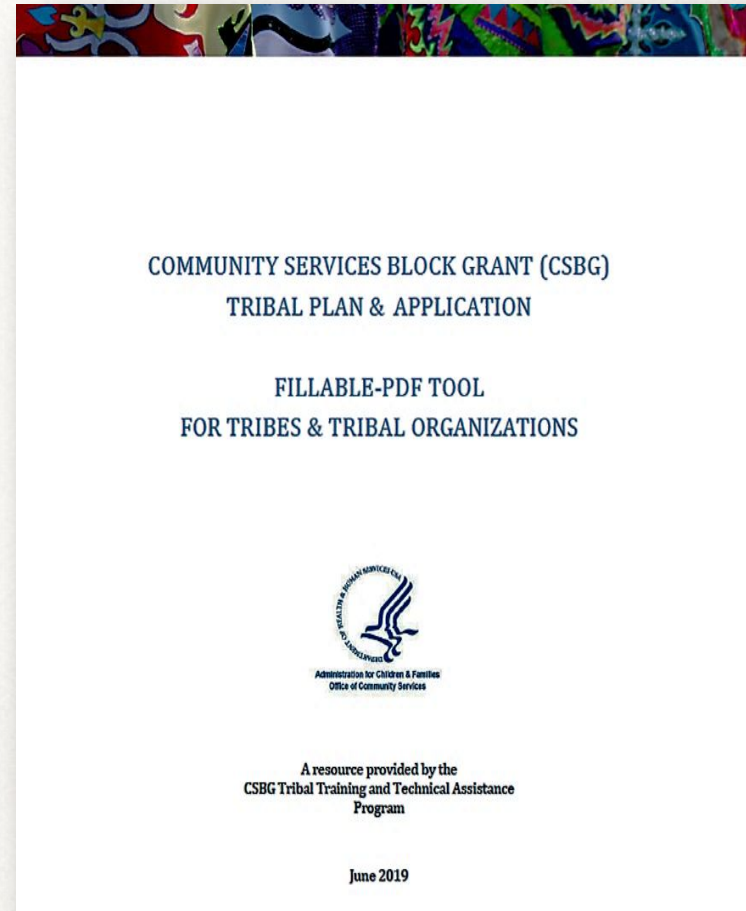
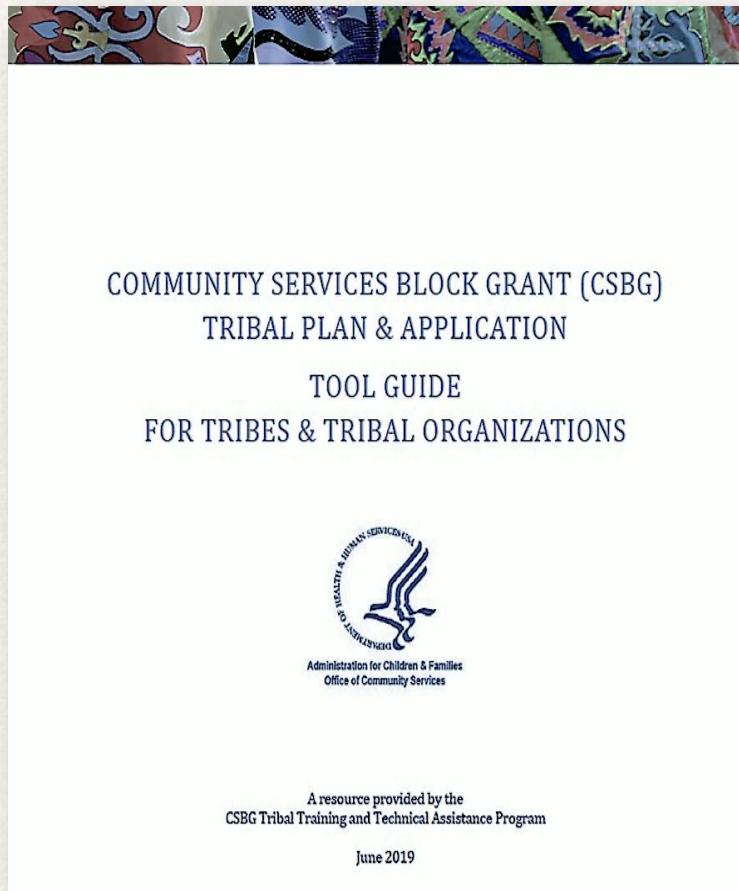
The CSBG Tribal Team is Available!

We are happy to hear from you and available to:

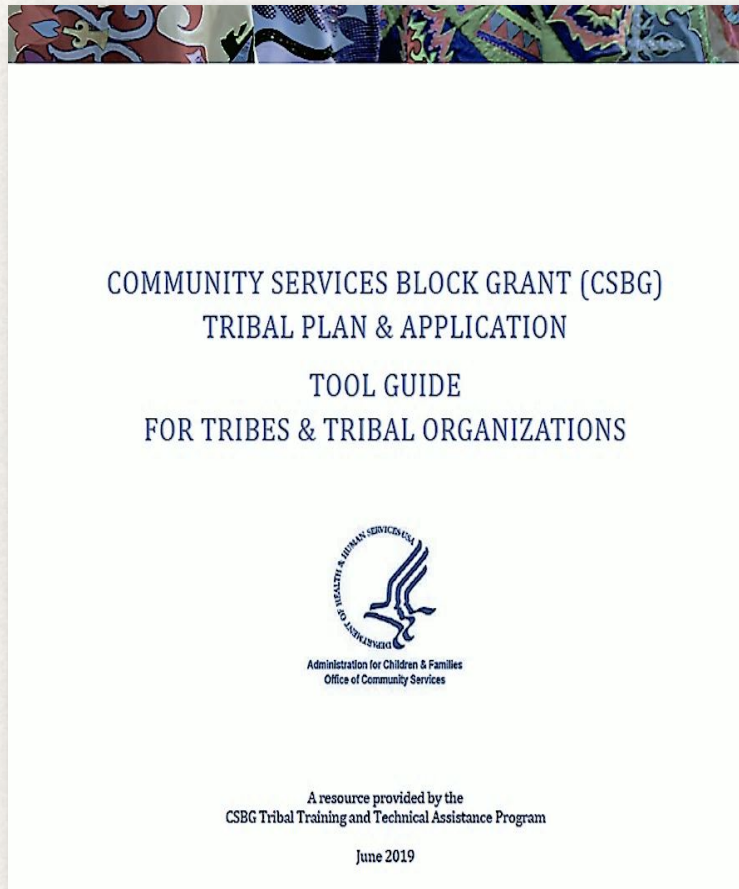
- Answer any questions.
- Help you complete a fillable-PDF document.
- Review your CSBG Tribal Plan and application materials before submission.
- Assist with PDF formatting, printing, and electronic/manual signatures (including addendums for PDFs with manual signatures).
- Connect grantees to CSBG Tribal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



Updated FY20 CSBG Tribal Application Tools



Comprehensive Guide to CSBG Tribal Plan & Application



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

CSBG Tribal Plan & Application Fillable-PDF

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>

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



FY20 How to Apply Webinar Series

Introduction to the Community Services Block (CSBG)

This presentation 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 Number contract number HHSP233201100175A



A Guide to the OLDC System & Community Services Block Grant (CSBG) Application Submission Process

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Reminders & Frequently Asked Questions: FY 2020 CSBG Application Submission

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**Introduction to
Community Service
Block Grant**
Published – June 2019

**A Guide to OLDC
System
& CSBG Application
Submission Process**
Published – June 2019

**Reminders & FAQ: FY
2020 CSBG Application
Submission**
July 2019

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



Additional Application Resources

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

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



CSBG Tribal Network - 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.

First Name

Last Name

Tribe/Tribal Organization

Email address:
Your email address

<https://csbgtribalta.com/>



General Reminders

Public Hearing:

- Ensure adequate time for public hearing(s) *before* finalizing and submitting your final CSBG Tribal Plan.

Tribal Contact Information:

- Notify your Program Specialist as soon as possible if there is a new Tribal Chairman or your Tribal CSBG Program Contact changes.

FY19 CSBG Annual Report:

- New submission deadline: **December 30, 2019.**



Help is Available!

CSBG Tribal Team

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



Q & A

