

**FY 2020 CSBG Application
Submission:
Reminders & Frequently
Asked Questions:**

**July 31, 2019
3:00 pm – 4:00 PM (ET)**



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

- Application Instructions
- Required Tribal Plan & Application Content
- OLDC Submission
- Application Tools & Resources
- Frequently Asked Questions
- Q&A



Application Instructions & Required Content



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.



Application Instruction Locations

- **Action Transmittal:** OCS released detailed instructions via the, *FY 2020 CSBG Action Transmittal, 2019-CSBG-03, June 13, 2019*
- **How to Apply Webinar:** View the *How To Apply for FY 2020 CSBG Direct Funding* webinar on the CSBG Tribal Online Resource Center.
- **CSBG Tribal Plan & Application Tool Guide:** Use the step-by-step *Tool Guide* for completing your FY 2020 CSBG Application & Plan.



The Big 5

Required CSBG Application Documents

1. SF-424M
2. Public Hearing
3. Complete CSBG Tribal Plan
4. Signed and dated CSBG Statement of Assurances
5. Signed and dated Federal Certifications



The Big 10

Required CSBG Tribal Plan Content

1. Signed and dated Transmittal Letter
2. Fiscal Year(s) covered by the plan
3. Current Tribal Resolution
4. Federal or State Recognition
5. Mission, Goals, & Objectives
6. Planned use of CSBG funds
7. Income Eligibility Requirements
8. Signed and dated CSBG Assurances
9. Implementation of Assurances
10. Signed and dated Federal Certifications



A Note About Two-Year CSBG Tribal Plans

- CSBG Tribal Plans may be approved for a two-year period.
- The advantage to submitting a two-year plan is, in year two, the only required documents are a 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.



Public Hearing

- Plan ahead. Schedule as soon as possible.
- Remember: The fiscal years covered by the plan must be consistent in the public hearing and the application.
- Supporting documentation **must** include the hearing date, time, and location, as well as a copy of the public hearing announcement.
- Do not attach additional materials, such as sign-in sheets and minutes.



CSBG Statement of Assurances

- Schedule appointment for signatures well in advance of the September 1 deadline.
- 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.



Federal Certifications

Four Federal Certifications:

1. Lobbying
2. Debarment and Suspension
3. Drug-Free Workplace
4. Environmental Tobacco Smoke



Original Signatures

Original signatures required for:

- CSBG Statement of Assurances
- Four Federal Certifications

If applicable, also:

- Delegation of Authority (If needed)
- Tribal Resolution (If needed)



CSBG Annual Report

New Deadline: December 30th



OLDC Submission



OLDC Credentials

- All administrators should have received their username and passwords by email.
- Review *A Guide to the OLDC System & CSBG Application Submission* webinar.
- 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://home.grantsolutions.gov/home/>)
- Users are encouraged to use Google Chrome as the web browser.
- Grantees with access to OLDC will continue to use their current OLDC login credentials in GrantSolutions.



The SF-424M

- ACF requires Tribal grantees to use the OLDC system to submit data on the electronic 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 FY19 and FY20, the grantee is still required to submit a SF-424M along with an annual report.



Accessing the SF-424M

- From the enhanced Home page, click the **Report Entry Form** tab on the left.
- From the Form Selection screen, complete each field:
 1. Program Name: Community Services Block Grant
 2. Grantee Name: Your Tribe
 3. Report Name: Mandatory Grant Application (SF-424-M)
 4. Click on the + sign (Create) under Actions to the right of the correct Reporting Period: (October 1 – September 30)

The screenshot shows the OLDC Home page with the 'Report Form Entry' tab highlighted in a red box. Below this, the 'Form Selection' screen is shown with the following fields filled in:

- Program Name: Community Services Block Grant
- Grantee Name: AL [1 630836889 A1] (2016-2019) MACHIS LOWER CREEK - No. 01
- Report Name: Mandatory Grant Application (SF-424 - M)

The table below shows the reporting periods and actions available:

Reporting Period	Type	Report Status	Actions
10/01/2019 - 09/30/2020	Annual		+ (highlighted with a blue arrow)
10/01/2018 - 09/30/2019	Annual		+
10/01/2017 - 09/30/2018	Annual	Submitted (Revision #3)	📄 📄 👁
10/01/2016 - 09/30/2017	Annual		+
10/01/2015 - 09/30/2016	Annual		+

Completing the SF-424M

- Complete all sections that have an asterisk “*”
- If submitting a **new one-year plan**, select “Plan”, “Annual” and “Initial”.
- If submitting a **new two-year plan**, select “Plan”, “Other”, “Initial”. Enter fiscal years covered in the text box.
- If submitting for the **second year of a two-year plan**, select “Plan”, “Other” and “Update”. Enter “Year 2 of 2 in the text box.

The screenshot displays the SF-424M application form interface. At the top, a navigation bar includes 'OLDC Home', 'Form Selection', 'Report', and 'Report Form Status'. A central box provides summary information: Program Name: Community Services Block Grant; Grantee Name: MACHIS LOWER CREEK - No. 01; Report Name: Application SF-424M; Report Period: 10/01/2019 - 09/30/2020; Report Status: Initialized. Below this is a 'Report Progress' bar with stages: Initialized (checked), Edit/Save, Validated, Certified, and Submitted. A toolbar contains 'Save', 'View/Add Attachments', 'Validate', and 'Print'. The main form title is 'APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY'. The form is divided into sections: 1.a. Type of Submission (Plan selected), 1.b. Frequency (Annual selected), 1.c. Consolidated Application/Plan/Funding Request? (Explanation), 1.d. Version (Initial selected), 2. Date Received, 3. Applicant Identifier, 4a. Federal Entity Identifier, 4b. Federal Award Identifier, 5. Date Received By State, and 6. State Application Identifier. Blue arrows point to the selected options in sections 1.a, 1.b, and 1.d. A text box under 1.b. Other (Specify) contains instructions for two-year plans.



Report Entry: Attachments

- All documents must be attached by clicking the paperclip icon in the field “Attach supporting documents as specified in agency instructions.”
- Convert documents to PDF before uploading in OLDC.
- Ensure they are not encrypted or password protected.
- You can view all attachments from the “Report Form status” page or by 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 	



Reports: Validate

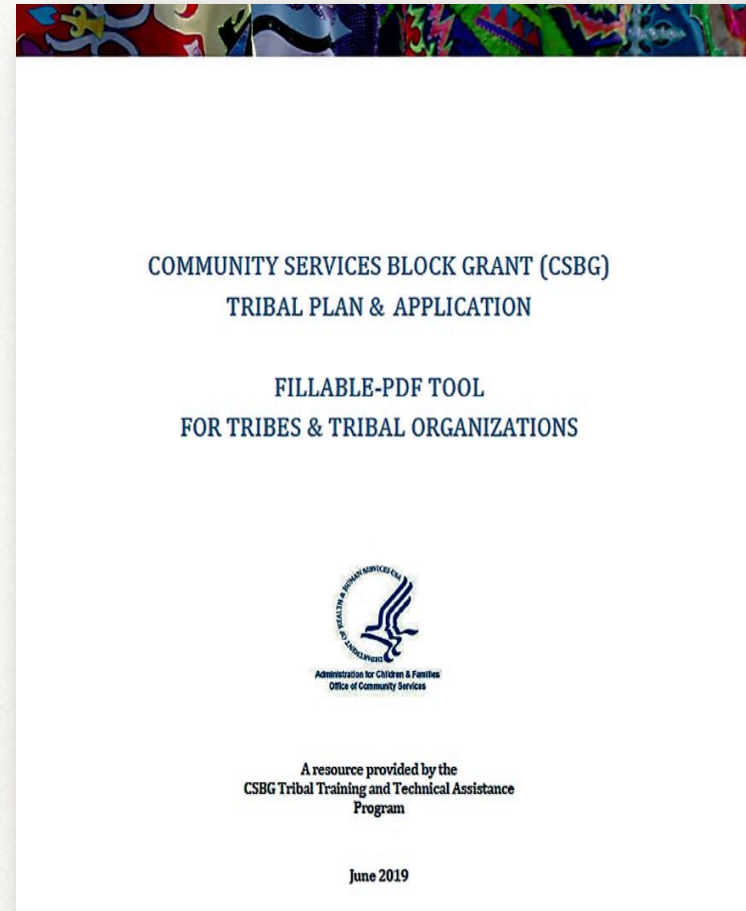
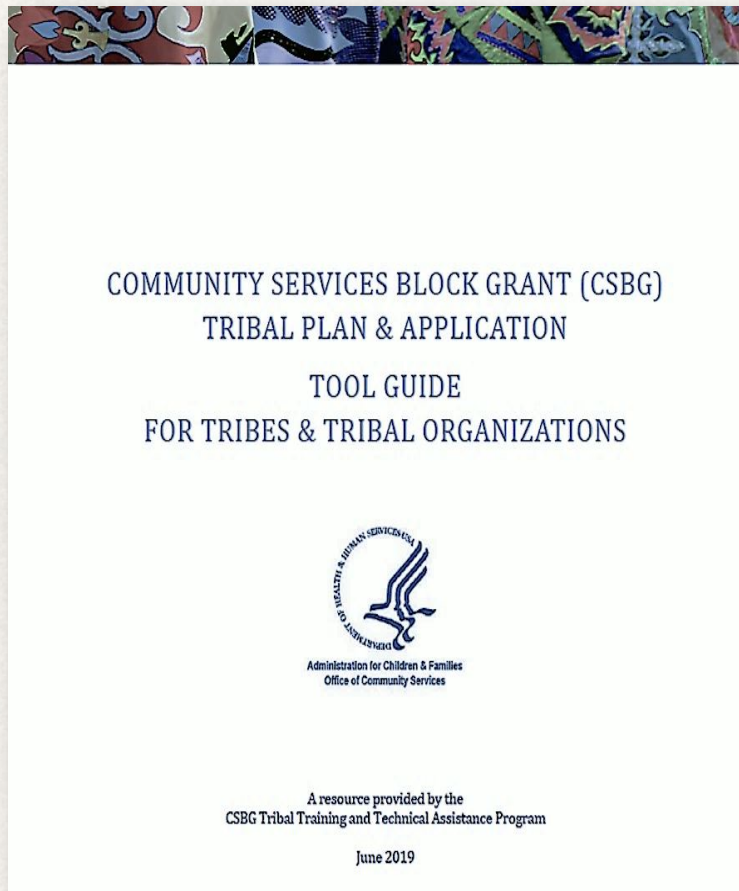
- **Saved -- Validated:** There are no errors and the form is ready to be certified.
- **Validated -- with Warnings:** The report form is saved and validated and there are some errors on the saved form. However, these errors are allowable and the report may still be submitted.
- **Saved with Errors:** 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.



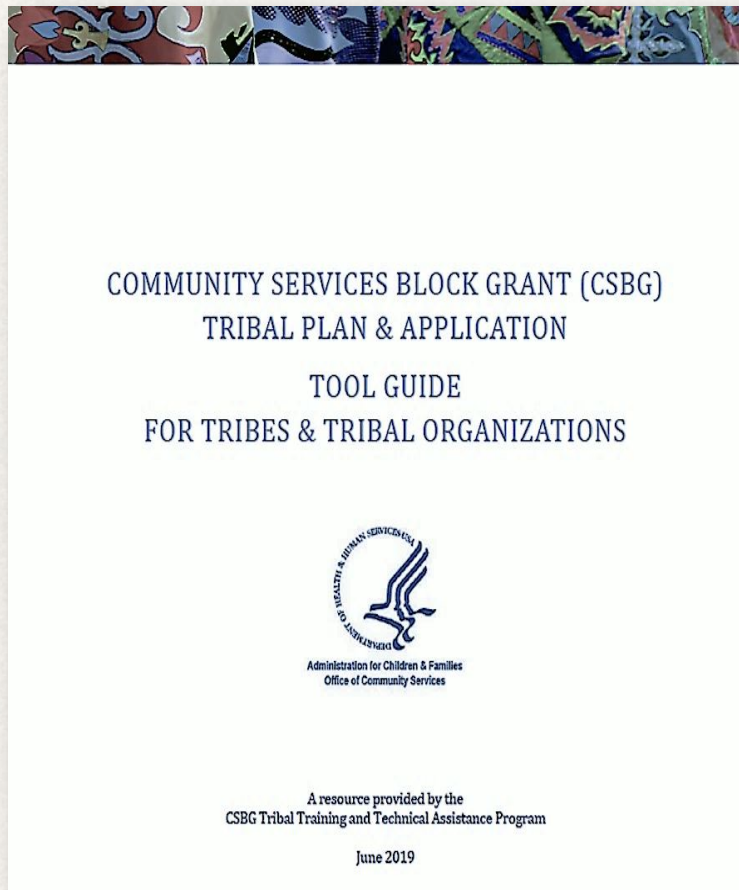
CSBG Application Tools & Resources



Updated FY2020 CSBG Tribal Application Tools



Comprehensive Guide to CSBG Tribal Plan & Application



- The Tool Guide provides step-by-step directions for completing the Fillable-PDF Plan & Application 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.

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>

- Complete each requirement to ensure a complete CSBG Tribal Plan and Application.
- Upload directly into the OLDC System as the official Application and Plan document.
- 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

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



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

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



Introduction to Community Service Block Grant

Published – June 2019

A Guide to OLDC System & CSBG Application Submission Process

Published – June 2019

How to Apply for FY 2020 CSBG Direct Funding

Published – June 2019

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



CSBG Tribal Online Resource Center

Community Services Block Grant (CSBG) TRIBAL RESOURCE CENTER

301.244.3557 | tribalta@iuxcg.com

Search

CSBG HOME ABOUT APPLICATION COMMUNITY LINKAGES MAXIMIZING RESOURCES NEWS CALENDAR CONTACT US

What is the CSBG Tribal Training & TA Program?

Under contract with the HHS/ACF Office of Community Services, the CSBG Training & Technical Assistance Program for Tribes and Tribal organizations connects CSBG Tribal grantees and provides information and assistance through webinars, conferences, and direct phone support to maximize the impact of CSBG funding.

[LEARN MORE](#)

CSBG Application Tools

View a variety of available tools, fact sheets, and templates to support your Tribes & Tribal Organization with a successful application and annual report.

CSBG Tribal Grantee Spotlight

Meet the newest CSBG Tribal Grantee Spotlight of 2018: Blackfeet Nation

Tribal Network Newsletter

Read the latest edition of our free monthly newsletter covering the latest CSBG Tribal resources, events, funding opportunities, & more.

www.csbgtribalta.com



CSBG Tribal Network Newsletter

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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/>



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 OLDC assistance.



Frequently Asked Questions



Can We Submit a Two-Year Plan?

Two-year Plans can be submitted. (FY20 & FY21)

- Tribal Plan must indicate that all documents were developed, reviewed, and authorized to cover a two-year period.
- Two-year dates must be clearly marked for public hearing, program narrative, certifications, assurances, and resolutions.
- *Every* grantee must still complete the SF-424M, and an Annual Report *every* year.



What is the Income Eligibility Requirement?

Income eligibility limit for 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.



May CSBG funds be used to transport voters to the polls?

- No. The statute prohibits the use of CSBG funds by a grantee to transport any voter to the polls.



How Do I Provide Proof of 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.



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
 - help@grantsolutions.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 Can I Expect After Submission?

- The Program Specialist receives the Plan and Application through the OLDC system.
- Notice is sent to the CSBG Program Contact identified in the Transmittal Letter.
- Program Specialist review each CSBG Tribal Plan.
- Applicants are notified by email of any concerns or risk areas. Additional information may be requested.
- Notification is sent when the Plan review has been successfully completed and accepted.



How is CSBG Funding 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



When Will We Receive Our CSBG Funding?

- A copy of the Notice of Grant Award Letter is sent to the CSBG Program Contact after the CSBG Plan & Application review process has been completed
- Grant awards are allocated quarterly and are based on the availability of funds as appropriated by Congress.



Q & A

