

---

**Community  
Services**

**Block Grant**

**Action Transmittal**

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Community Services

Division of Community Assistance

330 C Street, S.W., 5th Floor

[Washington,](#)

[DC 20201 https://www.acf.hhs.gov/programs/ocs/programs/csbq](https://www.acf.hhs.gov/programs/ocs/programs/csbq)

---

Transmittal No. CSBG-AT-2018-  
03

Date: July 27, 2018

---

**TO:** Indian Tribes and Tribal  
Organizations

**GUIDANCE INTENDED FOR:** \_\_\_\_\_ STATES

ORGANIZATIONS  X  TRIBES/TRIBAL

\_\_\_\_\_ TERRITORIES

**SUBJECT:** Application for Fiscal Year  
(FY) 2019 Community Services Block Grant (CSBG) Funds  
Based on the Availability of CSBG Funds

**RELATED REFERENCES:** Community Services Block  
Grant Act, Title VI, Subtitle B, of the Omnibus Budget  
Reconciliation Act of 1981, Public Law 97-35, as amended;  
Human Services Amendments of 1994, P.L.103-252; the FY  
1996 CSBG Appropriation Legislation, P.L.104-134; CFR  
Title 45, Part 96; Coats Human Services Reauthorization Act  
of 1998, P. L. 105-285, Department of Health and Human  
Services Block Grant Regulations and Current Poverty  
Income Guidelines

**PURPOSE:** To inform Indian Tribes and  
Tribal Organizations of the CSBG application requirements  
for FY 2019.

## **BACKGROUND**

The Office of Community Services (OCS) funds Community Services Block Grant (CSBG) grantees based on the determination that their applications and plans are complete in accordance with the requirements of the CSBG Act and regulations. Federally- or state-recognized Indian tribes and tribal organizations may apply for funding under the CSBG Act by submitting an application that meets the requirements of Sections 676 and 677 of the Act. CSBG provides tribes with funds to lessen poverty in communities by providing a range of services and activities to address the needs of tribal members with low-income. Core services that have been funded by CSBG in tribal communities include employment and training, youth services, health, education (e.g., adult literacy, early childhood development, and drug prevention programs), housing, and nutrition.

CSBG is increasingly focused on strengthening the efficiency and effectiveness of tribal programs through improved performance measurement, fiscal accountability, monitoring, and reporting.

Operation of CSBG in accordance with these applications will be dependent on enactment of Fiscal Year (FY) 2019 appropriations supporting this program.

## **SUBMISSION GROUPS**

### ***43 Tribes or Tribal Organizations with Accepted One- or Two-Year Plans ending September 30, 2018***

These tribes and tribal organizations are expected to submit the following through OLDC:

- A completed SF-424M;
- Complete Tribal Plan and Application materials (as an attachment to the SF-424m); and
- FY 2018 Annual Report.

### ***16 Tribes or Tribal Organizations with Accepted Two-Year Plans ending September 30, 2019:***

These tribes and tribal organizations are expected to submit the following through OLDC:

- A completed SF-424M; and
- FY 2018 Annual Report

### ***First Time Applicants/Prospective Grantees***

Any federally- or state-recognized Indian tribe or tribal organization that is interested in receiving CSBG funds directly must first contact OCS at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific instructions. First-time applicants/prospective grantees should submit the following before completing a CSBG Tribal Plan and Application:

- Employer Identification Number (EIN) Number; and
- A signed statement of agreement between the tribe or tribal organization and the state confirming the tribal population and the percentage of tribal poverty in the state.

## **REQUIREMENTS**

### ***Submission:***

On October 1, 2013, the Administration for Children and Families (ACF) directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. For more information, see [78 FR 60285-60286](#).

To meet this responsibility, OCS requires tribes and tribal organizations to use the On-Line Data Collection System (OLDC) to submit the *Application for Federal Assistance SF-424 Mandatory* (SF-424M) form and attach all CSBG Tribal Plan and Application materials. OCS will only consider applications submitted by authorized CSBG grantee officials via OLDC: <https://home.grantsolutions.gov/home/>. To receive or update access to OLDC, please complete and return the [OLDC Access Form](#).

### ***Application and Plan Due Date:***

All renewing tribal CSBG grantees must submit a **complete** CSBG Tribal Plan and Application no later than **September 1, 2018** through OLDC: <https://home.grantsolutions.gov/home/>.

First-time/Prospective tribal CSBG grantees must submit their CSBG Tribal Plan and Application via email to: [CSBGTribes@acf.hhs.gov](mailto:CSBGTribes@acf.hhs.gov).

Applications submitted later than September 1, 2018, will be ineligible for direct funding from OCS, unless written approval has been obtained from the respective state CSBG office. (The tribe or tribal organization is located in the respective state, and generally this will be the state CSBG lead agency.) According to CFR Title 45, Part 96.42(e), *“Beginning with fiscal year 1983, any request by an Indian tribe or tribal organization for direct funding by the Secretary must be submitted to the Secretary, together with the required application and related materials, by September 1 preceding the Federal fiscal year for which funds are sought. A separate application is required for each block grant. After the September 1 deadline, tribal applications will be accepted only with concurrence from the State (or States) in which the tribe or tribal organization is located.”* **Applications that do not meet the required application criteria stated above will be returned to the tribe or tribal organization.**

### ***Application Content and Requirements:***

Indian tribes and tribal organizations have the option of submitting CSBG applications covering a one- or two-year period. CSBG funding will continue to be made available during each year for those CSBG applications which cover a two-year period. One-year plans submitted will cover October 1, 2018 – September 30, 2019 (FY 2019). Two-year plans submitted in FY2019 will cover October 1, 2018 – September 30, 2020 (FY 2019 and FY 2020).

A complete CSBG Tribal Plan and Application should contain the information outlined below. OCS encourages the use of the CSBG Training and Technical Assistance (T/TA) Tool created by Lux and this tool is acceptable as the plan and application. In the case that a grantee prefers to create their own plan and application, OCS requests that the plan follows the outline below to allow for ease in focusing on priority elements, consistency, content, presentation and expeditious processing of applications by OCS:

(1) **An electronic SF-424M:** As described above, each grantee must complete and submit this form through OLDC. The form requires name and contact information for the tribe or tribal organization’s authorizing official and the contact information for CSBG tribal point of contact.

(2) **Transmittal Letter:** A signed letter that includes:

- (a) the name of the tribe or tribal organization;
- (b) the fiscal year(s) to be covered;
- (c) contact information for the tribe’s authorized official;

(d) contact information for the CSBG program contact person within the tribe; and

(e) delegation of authority by the tribal CEO/Chairman or President (if applicable).

(3) **Evidence of Public Hearing (Public Review):** The applicant should hold at least one public hearing and show evidence that the CSBG Tribal Plan and Application was made available for public review and comment in conjunction with development of the plan, as required by Section 676(a)(2)(B) of the CSBG Act.

(4) **Tribal Resolution:** If appropriate, the application should include a resolution pursuant to 45 CFR 96.42(b): *“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.”*

(5) **Federal or State Recognition:** CSBG tribal applicants must provide proof of federal or state recognition. If applicable, the application should include documentation according to 45 CFR 96.44(b): *“An organized group of Indians is eligible for direct funding based on State recognition, if the State has expressly determined that the group is an Indian tribe. In addition, the statement of the State’s chief executive officer (Office of the Governor) verifying that a tribe is recognized by that State will also be sufficient to verify State recognition for the purpose of direct funding.”*

(6) **Tribal CSBG Administrative Structure:** The CSBG Tribal Plan and Application should include a description of the:

(a) Mission and responsibilities of the agency or department within the tribe or tribal organization that will administer CSBG;

(b) CSBG goals and objectives; and

(c) Planned allocation of CSBG funds.

(7) **Individual and Community Income Eligibility Requirements:** CSBG requires that services be provided to those who meet specific CSBG income guidelines (not to exceed 125% of the [poverty line](#)). The CSBG plan must detail:

(a) Policies and/or procedures for determining eligibility;

(b) Policies and/or procedures when individual income verification is not possible or practical; and

(c) Description of how the tribe or tribal organization services target and benefit low-income communities for those services that provide a community-wide benefit.

(8) **Statement of CSBG Assurances:** The CSBG Tribal Plan and Application should include the specific programmatic, administrative, and fiscal assurances precisely as they appear in the CSBG Act.

(a) For *programmatic* assurances: subsections 676(b)(1)(A) – (C) of the CSBG Act.

(b) For *administrative* and *fiscal* assurances: subsections 678D(a)(1)(A) through (B) of the CSBG Act, including certification that cost and accounting standards of the Office of Management and Budget (OMB) shall apply (OMB Circulars A-110 and A-122). If the authorized official has delegated signature authority, a signed confirmation of such delegation by the authorized official must be submitted with the application (as stated in the Transmittal Letter).

(9) **Implementation of CSBG Programmatic Assurances:** The CSBG Tribal Plan and Application must include a narrative description of how the tribe or tribal organization will carry out the required programmatic assurances. The narrative should include a description of:

(a) The CSBG service delivery plan, including information about geographical areas and categories of individuals to be served, description of the distribution of CSBG funds, and a description of the activities to be supported with CSBG funds;

(b) The plan for the provision of emergency services;

(c) Linkages to fill identified gaps in services;

(d) Coordination with other public and private resources;

(e) Innovative community and neighborhood-based initiatives; and

(f) Performance management and accountability systems.

(10) **Implementation of CSBG Administrative and Fiscal Assurances:** The CSBG Tribal Plan must include a narrative description of how the tribe or tribal organization will carry out the required administrative and fiscal assurances. The plan should detail how CSBG funds are spent on the direct delivery of services and the dates of those services. Provide the

date of the most current audit undertaken and the period for which the audit covers, in compliance with the Single Audit Act of 1984 (P.L. 98-502).

(11) **Assurance on Limitations:** The tribe or tribal organization acknowledges and assures that they will abide by the CSBG limitations outlined in [Section 678F of the CSBG Act](#).

(12) **CSBG Annual Report:** The tribe or tribal organization must submit a narrative Annual Report regarding the prior fiscal year CSBG, specifically FY 2018 grant allocation awards received during the period of October 1, 2017 through September 30, 2018 (recognizing the fiscal year will not be completed at the time of the report, please provide the most current information available). The CSBG Annual Report should detail:

- (a) An accounting of how funds were spent on the delivery of services;
- (b) Information on the number of and characteristics of clients served;
- (c) How the CSBG program met its goals and objectives;
- (d) Information on the types of projects/activities supported by CSBG funds;
- (e) Information on CSBG accomplishments; and
- (f) Outcome data that addresses progress toward the implementation of the CSBG national goals.

(13) **Certifications:** The CSBG Tribal Plan and Application must include the four required signed and dated **certifications**, including:

- (a) [Drug-free Workplace](#);
- (b) [Debarment, Suspension, and Other Responsibility Matters](#);
- (c) [Environmental Tobacco Smoke](#); and
- (d) [Lobbying](#).

## TRAINING AND TECHNICAL ASSISTANCE

Since 2011, OCS has supported a training and technical assistance (T/TA) initiative to strengthen tribal and tribal organizations' administration of CSBG. This T/TA provides information on issues such as regulatory requirements, program administration, and communication to eligible tribal entities. T/TA tools and products are developed in consultation with tribal representatives and are continuously updated and improved to meet the current needs of tribes and tribal organizations.

Applicants interested in applying for CSBG who need assistance may contact our tribal support contractor, LUX Consulting, at 301-244-3557 or [TribalTA@luxcq.com](mailto:TribalTA@luxcq.com).

### ***Technical Assistance Tools***

Technical assistance tools, including a *CSBG Tribal Plan & Application Fillable-PDF Tool & Tool Guide* are available to assist grantees in producing the CSBG Tribal Plan and Application materials as required by Section 676 of the CSBG Act. In addition, a webinar series on the CSBG application process is posted on the CSBG Tribal Training and Technical Assistance Program website. These materials are available at <https://csbqtribalta.com/tools/>.

Please send an email with any questions or requests for additional information to [CSBGTribes@acf.hhs.gov](mailto:CSBGTribes@acf.hhs.gov). The list of OCS staff and contact information is also posted on the OCS website at [CSBG Federal Staff by Region](#).

/s/

Seth Hassett

Director, Division of Community Assistance  
Office of Community Services