



# How to Apply for the FY 2019 Community Services Block Grant (CSBG)

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Community Services Block Grant (CSBG)  
Training & Technical Assistance Program  
for Tribes and Tribal Organizations



# Webinar Instructions

*A few things before we start*

- 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 Lux CSBG Tribal T &TA Online Resource Center.
- During the webinar you may type in your questions via the Q&A Pod on the right of your screen.
- Questions will be answered at the end of the presentation.
- Access downloadable and online resources on the bottom of your screen.





# Agenda

- Overview of the CSBG Program
- CSBG Planning & Program Development
- Required CSBG Application Materials
- T&TA Tools for the FY19 CSBG Tribal Plan & Application
- Application Submission
- What to Expect After Submission
- Questions & Answers





# Introductions

- Nicole Oxendine, Director - CSBG Tribal Training & Technical Assistance Program
- Seth Hassett, Director - Division of Community Assistance (OCS)
- Monique Alcantara, Management & Program Analyst - Division of Community Assistance (OCS)
- Sara Lee, Tribal Program Specialist - Office of Community Services (OCS)





# Introduction & Welcoming Remarks



Seth Hassett  
Director  
Division of Community Assistance  
Office of Community Services





# 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

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

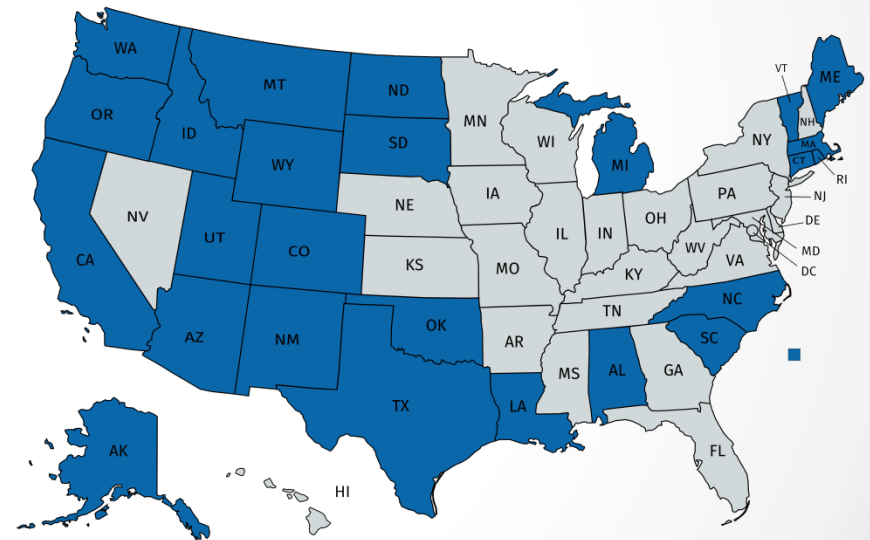






# CSBG Direct Funding to Tribes FY 2018

- 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

- State and federally-recognized Tribes and Tribal organizations are eligible to receive CSBG funding directly from the HHS ACF Office of Community Services if they complete the required application process and submit all required materials.
- To apply, interested Tribes and Tribal organizations must
  1. Submit a Tribal-State agreement;
  2. Develop a CSBG Plan; and
  3. Submit a comprehensive 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





# 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, results-oriented planning, management and accountability systems.





# The Planning Cycle & The CSBG Tribal Plan





## Action Transmittal

- Each year, OCS sends a Dear Colleague Letter & Action Transmittal with current fiscal year instructions for CSBG applications.
- The FY19 CSBG application guidance will be released soon.
- Please note some changes have been made from previous years.





# **CSBG Tribal Plan & Application Requirements**







## Prospective/New Grantees: *First Steps*

- Prospective grantees begin their CSBG application process by emailing the Office Community Services at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov).
- Next step is confirming Tribal population and poverty data for the proposed service area.
- Coordinate a document of concurrence with 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.





## Application Content for All Applicants (New & Returning)

- SF-424M
- Signed Transmittal Letter
- Complete CSBG Tribal Plan





# SF-424M

- This is a standard federal form required for submission of the CSBG application.
- A PDF copy of the SF-424M is available for prospective grantees if needed.

View Burden Statement OMB Number: 4540-0003  
Expiration Date: 01/31/2019

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

\* 1. NAME OF FEDERAL AGENCY: \_\_\_\_\_

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: \_\_\_\_\_

CFDA TITLE: \_\_\_\_\_

\* 3. DATE RECEIVED: \_\_\_\_\_ SYSTEM USE ONLY

\* 4. FUNDING OPPORTUNITY NUMBER: \_\_\_\_\_

TITLE: \_\_\_\_\_

5. APPLICANT INFORMATION

\* a. Legal Name: \_\_\_\_\_

6. Address:

\* (SORT) \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ County/Parish: \_\_\_\_\_

\* State: \_\_\_\_\_ Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

USA: UNITED STATES

7. Web Address: \_\_\_\_\_

8. Type of Applicant: (Select Applicant Type Code(s))

Type of Applicant: \_\_\_\_\_ \* 8. Employer/Employee Identification Number (EIN/Tax): \_\_\_\_\_

Type of Applicant: \_\_\_\_\_ \* 7. Organizational OMB: \_\_\_\_\_

Other (specify): \_\_\_\_\_ \* 9. Congressional District of Applicant: \_\_\_\_\_

9. PROJECT INFORMATION

\* a. Project Title: \_\_\_\_\_

\* b. Project Description: \_\_\_\_\_

10. Proposed Project: \* Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_





## SF-424M: *Required Information*

- The SF-424M form will require you to provide the following information:
  - **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*





## Transmittal Letter

- This is a cover letter to the Director, Office of Community Services.
- It must include the CSBG Program contact within the Tribe and the Tribal CSBG Official who is to receive the CSBG Grant Award.
- Must provide complete addresses, telephone and fax numbers.





# CSBG Tribal Plan Content





# CSBG Tribal Plan Content Overview

- 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







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

- If you are developing a two-year plan all elements of the plan need to address the two-year period.
- For example, the public hearing notice and Tribal Resolutions acknowledges that it is a two-year plan.
- **One-Year Plan:** 10/01/2018 – 09/30/2019
- **Two-Year Plan:** 10/01/2018 – 09/30/2020





## 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.





## 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.
- Include copies of resolutions in your Plan.





## Federal or State Recognition

- Include documentation verifying Federal recognition of the Tribe or Tribal organization covered by the plan by referencing the Tribe's name in the Federal Registrar.
- Documentation for Tribes without Federal Recognition must include proof of their State recognition. This proof includes
  1. State Statute, or
  2. the signed statement of the State's chief executive office verifying that the Tribe is recognized by that State.





# Tribal CSBG Administrative Structure

- All applicants must provide an outline of their CSBG administrative structure including:
  - Mission and responsibilities;
  - CSBG goals and objectives; and
  - Allocation of funds.





## Individual & Community Income & Eligibility Requirements

- The income eligibility requirement for participants 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





## Statement of CSBG 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.
- Note: If advance scheduling is required to obtain the Chairperson/Chief/CEO signatures, please schedule well in advance of the September 1 deadline.





# Programmatic Assurances

- CSBG funds will be used for activities designed to
  - Assist low-income individuals & families;
  - Address needs of low-income youth; and
  - Coordinate with other programs related to CSBG Act
- Provide Emergency Services.
- Coordinate and establish linkages.
- Ensure Coordination between anti-poverty programs.
- Cooperate with Federal CSBG Investigations.
- Participate in a Performance Management and Accountability System.







## Administrative & Financial Assurances

- Abide by the 5% financial cap for administrative activities.
- Assure the proper disbursement of and accounting for CSBG funds, including monitoring the funds as required by Section 678D(a)(1)(A) of the Act.





## Implementation of Programmatic Assurances

- A detailed CSBG Service Delivery Plan.
- Plan for the provision of emergency services.
- Linkages.
- Coordination with other public and private resources.
- Innovative community and neighborhood-based initiatives.
- Performance management and accountability systems.





## Implementation of Programmatic Assurances: *CSBG Service Delivery Plan*

- When describing your CSBG Delivery Plan provide a description of the activities to be supported with CSBG funds that will address at least one of the following areas:
  - Assist low-income families and individuals in removing obstacles.
  - Address the needs of youth in low-income communities.
  - Coordination with other programs related to the purpose of the CSBG Act.





## Implementation of Administrative & Financial Assurances

- Describe the Tribe or Tribal organizations plan for:
  - Direct delivery of local services: A description of how CSBG funds are spent on local services.
  - Audit information: Specify the date of the last audit conducted and the period covered by the audit.





## 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.





# Annual Report

- All returning grantees must submit an Annual Report describing the use of FY18 funds. (Including grantees with two-year CSBG Tribal Plans for FY18 and FY19.)
  - FY18: 10/01/2017 – 09/30/2018
- The CSBG Annual Report is a narrative description of how the grantee met its CSBG goals and objectives and provides information on the types of projects supported with CSBG funding awarded in the previous fiscal year.





## Annual Report Content

- The CSBG Annual Report must provide:
  - A narrative of accounting on how funds were spent on the direct delivery of local services.
  - Information on the number of and characteristics of clients served.
  - How the grantee met its goals and objectives.
  - Information on the types of projects supported by CSBG funds.
  - Accomplishments of projects and activities.
  - Outcome data.





## 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







# **CSBG Tribal Training & TA Program**

**Free Tools & Services for  
Current & Prospective Grantees**





# 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





# 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.



# CSBG Tribal Plan & Application Fillable-PDF



COMMUNITY SERVICES BLOCK GRANT (CSBG)  
FY19 TRIBAL PLAN & APPLICATION

FILLABLE-PDF TOOL  
FOR TRIBES & TRIBAL ORGANIZATIONS

- A technical assistance tool to assist grantees in producing the CSBG Tribal Plan and Application.
- Once the tool is completed it can be uploaded directly in to OLDC System.
- No need to design your own application packet – just fill-in the blanks & check the boxes!





# CSBG FY18 Annual Report Fillable-PDF



COMMUNITY SERVICES BLOCK GRANT (CSBG)  
FY18 ANNUAL REPORT

FILLABLE-PDF TOOL  
FOR TRIBES & TRIBAL ORGANIZATIONS

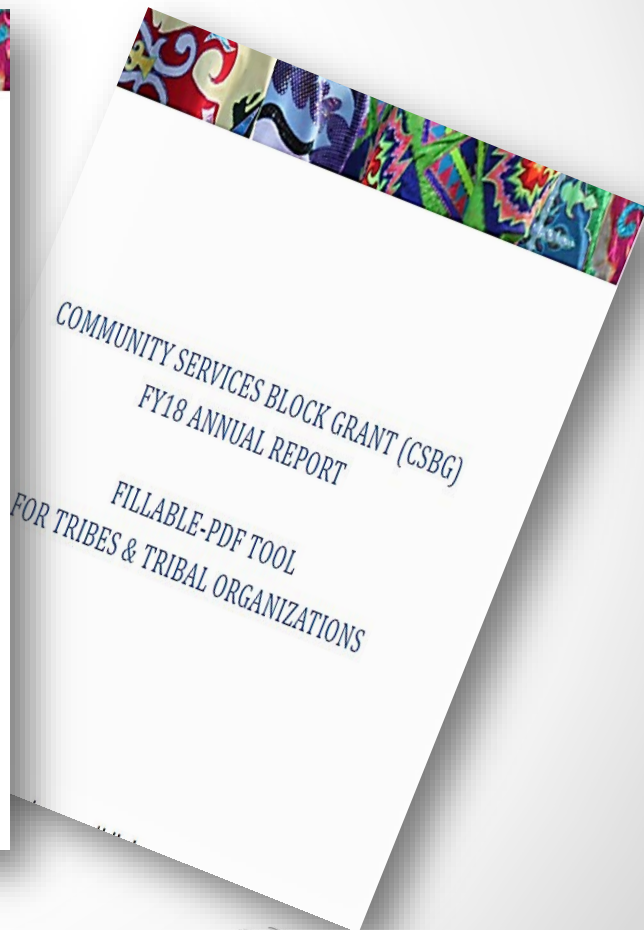
- A technical assistance tool to assist grantees in producing the FY18 CSBG Annual Report.
- No need to develop your own Annual Report – just answer the questions directly on the tool!
- Once the tool is completed it can be uploaded directly to the OLDC System.



Community Services Block Grant (CSBG)  
Training & Technical Assistance Program  
for Tribes and Tribal Organizations



# New FY19 CSBG Tribal Application Tools



# CSBG Tribal Online Resource Center

**Community Services Block Grant (CSBG)  
TRIBAL RESOURCE CENTER**

301.244.3557 | tribalta@luxcg.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.

#### FY19 How to Apply Webinar Series

– NEW DATE –Upcoming Webinar:  
*How to Apply for FY19 Community Services Block Grant*  
July 25, 2018 | 3:00 pm – 4:30 pm (Eastern) | RSVP Today!

#### 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](http://www.csbgtribalta.com)



Community Services Block Grant (CSBG)  
Training & Technical Assistance Program  
for Tribes and Tribal Organizations



# CSBG Tribal Training & TA Program

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







# Application Submission





Once you have completed all of your materials

## **Congratulations!**

You now have your CSBG Tribal Plan and application materials ready to submit through OLDC!





## OLDC Access

- Current & returning grantees will submit the SF-424M form and all application materials via the Grantsolutions.gov and Online Data Collection (OLDC) system.
- Current grantees needing new/updated OLDC accounts may contact OCS Sr. Records Management Specialist, Niki Frazier at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov) to request OLDC access.





# **A Guide to the OLDC System & CSBG Application Submission Process**

To view the *A Guide to the OLDC Webinar* online

<http://www.csbgtribalta.com/effective-strategies/howtoapplyseries>





# What to Expect After Submission





## OCS Internal Review Processes & Functions

- Applications distributed to Program Specialist.
- Upon receipt, Program Specialist will contact the Tribes.
- Program Specialists will complete a comprehensive review of each Tribal Plan.
- Tribes notified of any concerns or risk areas.
- If applicable, Tribes are asked to provide additional information or clarifications to concerns to their Program Specialist.
- Notification when the Plan review has been completed and accepted.





## What You May Expect After CSBG Application is Approved

- 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





## General Reminders

- Plan Ahead: Any Tribe or Tribal Organization that does not meet the September 1st deadline will be required to obtain a letter of concurrence for Late Submission from the State (or States). We strongly encourage **meeting the September 1<sup>st</sup> Deadline.**
- New T&TA Tribal Plan & Application Fillable-PDF Tools & Tool Guide: New tools now available for Tribes & Tribal Organizations FY19 CSBG Plan & Application.
- One-on-One Technical Assistance: Contact the CSBG Tribal Training & TA Team for technical assistance.








## General Reminders (Cont.)

- Public Hearing: Ensure adequate time for public hearing(s) BEFORE finalizing and submitting your final Tribal Plan.
- FY18 Annual Report: Must be submitted every year, by ALL CSBG grantees, with the SF-424M.
- Tribal Contacts: Notify your Program Specialist as soon as possible if there is a new Tribal Chairman, your Tribal CSBG program coordinator or contact person changes.





## **Need Assistance? Help is Available!**

### CSBG Tribal Training & TA Team at Lux

Nicole Oxendine - [nicole.oxendine@luxcg.com](mailto:nicole.oxendine@luxcg.com)

Lizette Rivera - [lizette.rivera@luxcg.com](mailto:lizette.rivera@luxcg.com)

Tribal TA email - [tribalta@luxcg.com](mailto:tribalta@luxcg.com)

[www.csbgtribalta.com](http://www.csbgtribalta.com)

### OCS - Tribal Team

Sara Lee - [sara.lee@acf.hhs.gov](mailto:sara.lee@acf.hhs.gov)

Jane Golden - [jane.golden@acf.hhs.gov](mailto:jane.golden@acf.hhs.gov)

Niki Frazier – [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov)

CSBG Tribal email - [CSBGTribes@acf.hhs.gov](mailto:CSBGTribes@acf.hhs.gov)

