



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

The Office of Community Services (OCS) and the CSBG Tribal Training & Technical Assistance Program held our Spring CSBG Tribal Network Update & FY20 Application Season Kick-Off Session on May 22, 2019. The [webinar recording and materials](#) are now available. Below is a summary of the updates and resources shared in the session:

OCS News:

- **Introductions**

The OCS CSBG Tribal Team joined the live update session. We heard introductions from the newest OCS CSBG Tribal Team members.

- Maxine Maloney, CSBG Program Operations Chief: Maxine came to this position from the Social Services Block Grant. Before that, she served as a Head Start Collaboration Director, State Child Care Administrator, as well as a Child Care Licensing Administrator.
- Isaac Davis, CSBG Tribal Team Lead: Isaac has been working at OCS as a CSBG Regional Program Specialist. He will now be the lead for the CSBG Tribal Team.

- **Policy Updates for the CSBG Application Requirements**

OCS examined the CSBG Tribal CSBG Plan and application process to identify ways to reduce the paperwork burden for current and prospective grantees. It was noted that many Tribes submit their Statement of Assurances, the four Federal Certifications, or the Public Hearing documents without the signature of the Authorizing Official.

Authorizing Officials are often the Tribes' Chief Executive Officer or Chairperson. They may not be available to sign CSBG Assurances and Certifications within the deadline. OCS decided to make some important policy changes to assist in this issue.

- **CSBG Statement of Assurances:** When submitting the CSBG Plan and application for FY20, you must include a CSBG Statement of Assurances signed by the Tribe's Authorized Official. If you have the same Authorized Official in 2021 as you did in 2020, you do NOT have to send in a new CSBG Assurances document in 2021. If you have a new Authorized Official in FY2021, you must send in a new CSBG Statement of Assurances, signed by the new Authorized Official.

- **CSBG Public Hearing Documentation:** When submitting the CSBG Plan and application for FY20, you are no longer required to provide copies of the minutes or sign-up sheets from the Public Hearing. There are two pieces of Public Hearing documentation that must be included. They are:
 - **Public Hearing Notice:** Provides proof that the public was notified in advance of the date, time, and location of the Public Hearing where they can inspect the Tribe's CSBG Plan for FY20.
 - **Public Hearing Details:** Provides proof of the date, time, and location the Public Hearing actually occurred.
- **Annual Report:** The submission date for the Annual Report has changed, rather than submit your Annual Report with your Tribal Plan on September 1; you will now submit your Annual Report via the OLDC System on **December 30, 2019**.

CSBG Tribal Plan & Application Preparation

- **Plan Ahead**

May is the perfect time to think about your CSBG Plan and application options. Here are five steps to help you prepare for the September 1st application deadline.

- **Step 1:** Look at the current Fiscal Year calendar. Fiscal Year 2019 begins on October 2018 and ends on September 2019.
- **Step 2:** Look at your Fiscal Year 2019 CSBG plan. Look at the activities and the services you planned to provide to Tribal members starting in October 2018 and ending in September 2019.
- **Step 3:** Write down the activities and the services you actually provided to Tribal members since you started in October 2018 and up until today.
- **Step 4:** If you actually provided the majority of the needed services that you planned to provide, your 2019 CSBG Plan was effective. Use it as a guide for your FY20 Plan.
- **Step 5:** It is not too early to gather information for the Fiscal Year 2019 CSBG Annual Report. Remember that you will report the results of the services you provided from October 2018 through September 2019. The Annual Report is due December 30, 2019.

- **CSBG Tribal Plan & Application Deadline**

September 1st is the submission deadline for all CSBG application and plan documents. ALL grantees, including those in the middle of a two-year plan, must submit an updated electronic SF-424M form using the Online Data Collection system (OLDC).

- **A Note About Two-Year Plans**

When you submit a CSBG Tribal Plan for a two-year project, all of the pages of the CSBG Tribal Plan must identify the federal fiscal years covered by the plan.

- Fiscal Year 2020 = October 1, 2019 through September 1, 2020
- Fiscal Year 2021 = October 1, 2020 through September 1, 2021

Be clear and consistent about the federal fiscal years covered by the plan, and remember that all elements of the plan must address the two-year period. The advantage of 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 arises in the middle of a two-year plan, the grantee may submit a revised CSBG Tribal Plan.

- **FY20 CSBG Tribal Application Timeline**

OCS will release the date that the OLDC System will begin accepting CSBG FY20 Plan and application documents. As soon as the announcement is released, an email was sent out through the CSBG Tribal Network and will be published on the CSBG Tribal Online Resource Center.

- June 1st: Test OLDC accounts and submit [OLDC Access Forms](#) for new/renewed administrative access to Niki Frazier at nikita.fraizer@acf.hhs.gov.
- September 1st: Submit all CSBG Tribal Plan and application documents.
- December 30th: Submit the FY19 Annual Report.

FY20 CSBG Tribal Plan & Application Tools and Resources

- **CSBG FY19 Mid-Year Check In**

In March 2019, the CSBG Tribal T&TA team released the [CSBG FY19 Mid-Year Check In](#). This is a downloadable checklist designed to encourage current Tribal grantees to evaluate their progress in the current year and to begin planning for the next fiscal year.

- **CSBG Tribal Plan & Application Fillable-PDF Tools**

Last year the CSBG Tribal Team developed two fillable-PDF tools and a Tool Guide, each designed to make it easier for you to complete your CSBG Plan and application by the September 1st deadline.

All of the tools are currently being updated to reflect the new Plan requirements highlighted in this session.

- Comprehensive Guide to the CSBG Tribal Plan and Application: This tool provides step-by-step directions for completing the Tribal Plan & application and the Annual Report in the fillable format. If you choose not to submit a fillable PDF Application, Plan, and Annual Report, you can use the Tool Guide to make sure you are submitting all the required documents. The updated Guidelines will also contain new, user-friendly instructions for creating manual signatures.
- FY20 CSBG Tribal Plan & Application Fillable-PDF: This fillable-PDF tool assists to ensure that your application meets all the requirements. Once the fillable-PDF is complete, you can upload it directly the OLDC System. The updated fillable-PDF Plan tool will include improvements for a more user-friendly experience.

- **FY20 How to Apply Webinar Series**

In June 2019, we will begin the [FY20 How to Apply Webinar Series for Tribes & Tribal Organizations](#). This is a four-part webinar series created to help new and current grantees with their Community Services Block Grant application. Please keep a lookout in your email for invitations coming soon.

- The first two presentations: *An Introduction to the Community Services Block Grant* and *A Guide to the OLDC System & CSBG Application Submission Process* will be pre-recorded and available by June 2019 at the CSBG Tribal Online Resource.
- The last two presentations: *How to Apply for FY20 Community Services Block Grant* and *Reminders & Frequently Asked Questions: FY20 CSBG Application Submission* will air live this summer. After the live sessions, the webinar recordings, along with all downloadable and online resources, will be available on the CSBG Tribal Online Resource Center.

- **Additional Application Tool & Resources**

The [CSBG Tribal Online Resource Center](#) has a collection of additional free, downloadable templates and resources for your CSBG Tribal Plan & application.

- **CSBG Tribal Team Available**

Please know that you are not alone! The CSBG Tribal Team is available to help you every step of the way. You can count on us to:

- Help you complete a fillable PDF document.
- Answer any questions about the CSBG program, application process, application tools, and all thing CSBG related.

- Review your final Plan and required documents before submission to ensure a complete application packet.
 - Assist with all PDF formatting, printing, and manual and electronic signatures. This includes providing “Long Answer Addendums” that are attached to the final PDF for any grantees needing to print their PDF tools for manual signatures.
 - Connect grantees to the CSBG Tribal Team and Niki Frazier for assistance with the OLDC system.
- **CSBG Tribal Team Contact Information**

The CSBG Tribal Team and Lux CSBG Tribal T&TA Team are here to assist you with any questions, resources, training, or connections that you may need.

- Isaac Davis, CSBG Tribal Team Lead, Isaac.davis@acf.hhs.gov
- Sara Lee, CSBG Tribal Liaison, Sara.lee@acf.hhs.gov
- Jane Golden, CSBG Tribal Liaison within OCS, Jane.golden@acf.hhs.gov
- Niki Frazier, the DCA Senior Record Specialist, Nikita.frazier@acf.hhs.gov
- Nicole Oxendine, CSBG Tribal T&TA Director, Nicole.Oxendine@luxcg.com
- Lizette Rivera, CSBG Tribal T&TA Program Coordinator, Lizette.Rivera@luxcg.com
- CSBG Tribal T&TA Program, tribalta@Luxcg.com

Reminders

- **FY18 & FY19 Funding**

Please note that all CSBG funds must be fully obligated within a two-year period.

If any FY18 Funds remain:

- The deadline for Obligating FY18 Funds is September 30, 2019.
- The deadline for Expending/Liquidating FY18 Funds is December 30, 2019.

Important fiscal dates for FY19 include:

- The deadline for Obligating FY19 Funds is September 30, 2020.
- The deadline for Expending/Liquidating FY19 Funds is December 30, 2020.

- **CSBG Tribal Network Newsletter Subscribe Today!**

The CSBG Tribal Training & TA Program offers a free monthly online newsletter covering the latest CSBG resources, events, funding opportunities, and more. You can access the latest edition, as well as the archive of past editions, on the CSBG Online Resource Center. If you are not receiving this monthly newsletter or have staff that is not subscribed, please [subscribe today](#).

For questions or more information, please contact:
[CSBG Tribal Training & TA Team](#) at tribalta@luxcg.com or call directly at 301-244-3557