

Slide 1



## **FY21 CSBG Tribal Plan Fillable-PDF Tool Training Guide**

Welcome to the FY21 CSBG Tribal Plan & Application Fillable-PDF Tool training guide webinar!

My name is Nicole Oxendine, Director of the CSBG Tribal Training & Technical Assistance Program.



**Topics Covered in this Training**

- The CSBG Program
- The CSBG Tribal Plan & Application Fillable-PDF Tool
  - Overview
  - Step-by-Step Instructions
  - Finalizing Signatures & Materials
- OLDC Access & Submission
- What to Expect After Submission
- CSBG Tribal Training & Technical Assistance

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 DEPARTMENT OF CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **Topics Covered in this training:**

In this webinar, we will review all the steps necessary to complete the CSBG Tribal Plan & Application Fillable-PDF Tool for successful submission to the Office of Community Services (OCS) to request direct CSBG funding for FY21. Our topics will include:

- The CSBG Program
- The CSBG Tribal Plan & Application Fillable-PDF Tool
  - Overview
  - Step-by-Step Instructions
  - Finalizing Signatures & Materials
- OLDC Access & Submission
- What to Expect After Submission
- CSBG Tribal Training & Technical Assistance



### Training Support Materials

- Webinar support materials & resources can be found on the CSBG Tribal Online Resource Center at: <https://csbgtribalta.com/tribal-plan-application>.
- Open the *CSBG Tribal Plan & Application Resources* document to review support materials.
- Open the *CSBG Tribal Plan & Application Fillable-PDF Tool*.

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COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **Training Support Materials:**

Before we begin, let's take a moment to review the training support materials & resources that are available. You can find these resources on the CSBG Tribal Online Resource Center at: <https://csbgtribalta.com/tribal-plan-application>. There, you can open the *CSBG Tribal Plan & Application Resources* document to review the support materials available. Let's review what you may need:

- *FY21 CSBG Tribal Plan & Application Fillable-PDF Tool* - As we move through the training today, you may want to have the fillable-PDF tool for review.
- *FY21 CSBG Tribal Plan & Application Tool Guide* - In addition to this webinar, you will also see in your support documents that there is a *CSBG Tribal Plan & Application Tool Guide* which provides easy-to-follow, step-by-step instructions as well.
- *OLDC Access Form* - This form will be needed if new or updated OLDC access credentials are needed for submission.
- *Guide to OLDC System* webinar recording - A step-by-step guide, with a live demonstration, to using the OLDC system for online CSBG application submission.





### **The CSBG Program:**

Now, let's begin with a brief overview of the Community Services Block Grant (CSBG) Program. The CSBG program is a federal funding stream that 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

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### **Core CSBG Services:**

CSBG is a flexible, community-responsive block grant that can support a range of services and activities, and programs including:

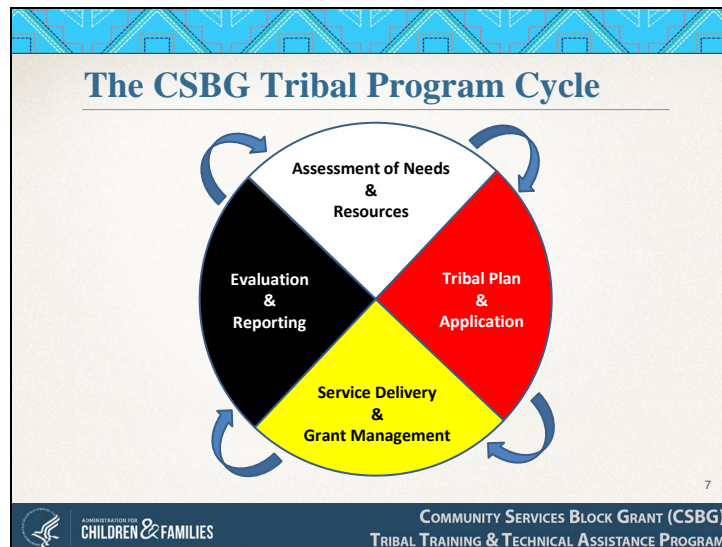
- Self-sufficiency
- Employment
- Education
- Income Management
- Housing
- Emergency Assistance
- Partnerships & Community Engagement
- Youth Development
- Linkages & Coordination
- Health & Nutrition



### **Introduction to CSBG:**

If you have not done so already, new grantees and administrators should be sure to view the Introduction to CSBG webinar for a comprehensive review of the CSBG program, core services, and program cycle.

View the Introduction to CSBG Webinar online:  
<https://csbgtribalta.com/introduction-to-csbg-webinar/>



### **The CSBG Tribal Program Cycle:**

The CSBG Program operates on a framework of continuous planning and evaluation for CSBG program development and management. Here you can see a visual representation of the CSBG Tribal Program Cycle. In this model we can see the following ongoing and continuous processes:

- CSBG programming begins with an assessment of community and program needs & resources. Each Tribe or Tribal organization must first identify and prioritize the needs to be addressed through CSBG funding.
- Based on the information gathered through the assessment process, the Tribe or Tribal Organization can then develop a comprehensive CSBG Tribal Plan to map out a plan for utilizing CSBG funding. The CSBG Tribal Plan specifies the CSBG services and activities that will be implemented each fiscal year. One important component in developing a CSBG Tribal Plan is the participation of the community. Section 676(a) (2) (B) of the CSBG Act requires community feedback as part of the development of the CSBG Tribal Plan. As part of the

funding application process, Tribal grantees are required to provide evidence of public review of the CSBG Tribal Plan that allowed for adjustments based on community feedback as necessary.

- With an approved CSBG Tribal Plan in place, CSBG program activities and service delivery then follows according to the implementation and service delivery plan outlined. Successful grant management is also important and includes ensuring that all CSBG requirements are met, including drawing down, obligating, and spending funds within required timeframes.
- CSBG programs then utilize the experience and information gathered through the program year to evaluate and report their evaluate successes and challenges. Thorough evaluation allows the programs to adapt and make programmatic adjustments as needed to improve their approaches and impact.
- A formal report on program activities and outcomes is also required. 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 by the current fiscal year CSBG funds. Each year, all grantees are required to submit their CSBG Annual Report to the Office of Community Services by December 30.
- And as you can see, the ongoing evaluation and CSBG Annual Report help to inform the continuing assessment of needs and resources, and the cycle loops again.

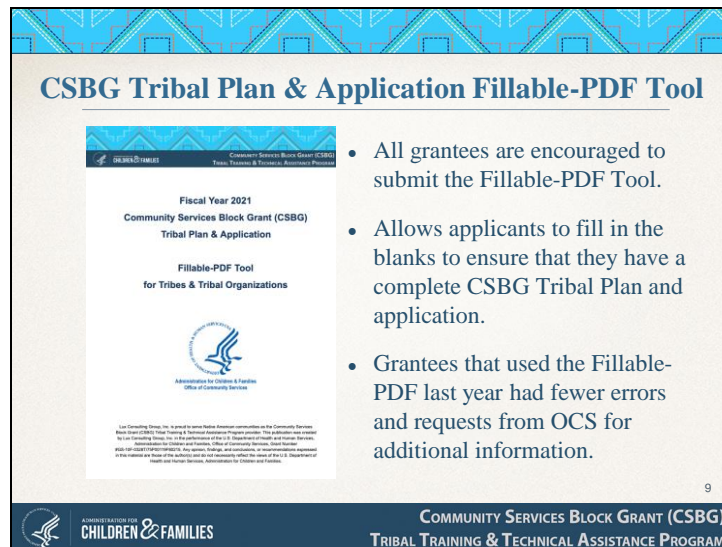
Today we will be focusing on the use of the CSBG Tribal Plan & Application Fillable-PDF Tool as part of the CSBG Tribal Plan & Application submission process.

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### **The Fillable-PDF Tool:**

Now, let's discuss the CSBG Tribal Plan & Application Fillable-PDF Tool in detail.



The slide features a decorative blue and white geometric pattern at the top. The main title is "CSBG Tribal Plan & Application Fillable-PDF Tool". On the left, there is a thumbnail image of the tool's cover, which includes the text: "Fiscal Year 2021", "Community Services Block Grant (CSBG)", "Tribal Plan & Application", "Fillable-PDF Tool", and "for Tribes & Tribal Organizations". The cover also displays the Department of Children & Families logo and a disclaimer. To the right of the thumbnail, a bulleted list highlights the tool's benefits. At the bottom, a dark blue banner contains the Department of Children & Families logo and the text "COMMUNITY SERVICES BLOCK GRANT (CSBG) TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM". A small number "9" is located in the bottom right corner of the slide content area.

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

- All grantees are encouraged to submit the Fillable-PDF Tool.
- Allows applicants to fill in the blanks to ensure that they have a complete CSBG Tribal Plan and application.
- Grantees that used the Fillable-PDF last year had fewer errors and requests from OCS for additional information.

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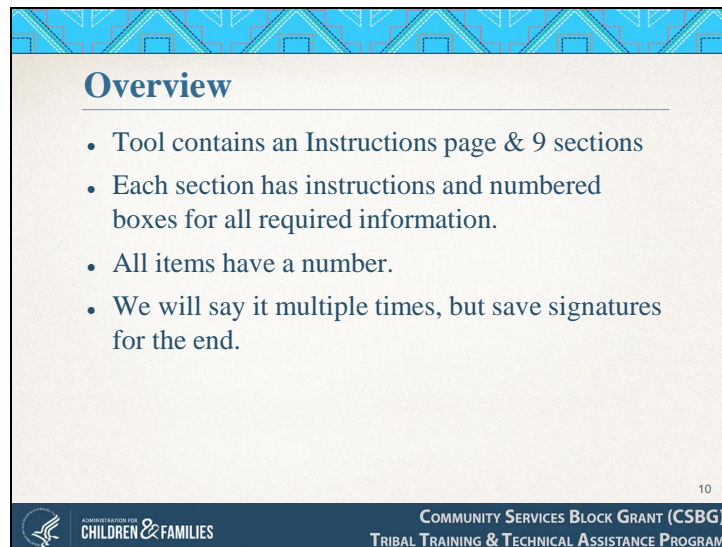
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COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **CSBG Tribal Plan & Application Fillable-PDF Tool:**

The Fillable-PDF Tool is provided as a technical assistance tool to assist grantees in producing the CSBG Tribal Plan and Application as required in [Section 676 of the CSBG Act](#).

- All grantees are encouraged to submit the Fillable-PDF Tool.
- It allows applicants to simply fill in the blanks to ensure that they have a complete CSBG Tribal Plan and application.
- Grantees that used the Fillable-PDF last year had less errors and less need to provide additional information after submission.

The CSBG Tribal T/TA Program developed this tool and keeps it up to date each year in sync with the latest OCS policies and instructions.



The slide features a decorative header with a blue and white geometric pattern. The main content area is a light beige rectangle with a thin black border. It contains the title 'Overview' in a bold, dark blue font, followed by a horizontal line. Below the line is a bulleted list of four items. The slide number '10' is located in the bottom right corner of the beige area. The footer is a dark blue bar containing the Department of Children & Families logo on the left and the text 'COMMUNITY SERVICES BLOCK GRANT (CSBG) TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM' on the right.

### Overview

- Tool contains an Instructions page & 9 sections
- Each section has instructions and numbered boxes for all required information.
- All items have a number.
- We will say it multiple times, but save signatures for the end.

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**Overview:**

- The Fillable-PDF Tool contains an instructions page and 9 sections.
- Each section has instructions and numbered boxes for all required information.
- All items have a number.
- We will say it multiple times, but save signatures for the end.



<b>Tool Table of Contents</b>	
•	Section 1: Tribal Administrative Information
•	Section 2: Legislation and Resolution
•	Section 3: Tribal Plan Development and Mission, Goals/Objectives
•	Section 4: Hearing Requirements
•	Section 5: Use of Funds and Fiscal Controls
•	Section 6: Eligibility Requirements and Target Communities
•	Section 7: Assurances and Implementation Narratives
•	Section 8: Federal Certifications
•	Section 9: Annual Report

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### **Tool Table of Contents:**

Each Section of the Tool contains required boxes to complete:

Section 1: Tribal Administrative Information

Section 2: Legislation and Resolution

Section 3: Tribal Plan Development and Mission, Goals/Objectives

Section 4: Hearing Requirements

Section 5: Use of Funds and Fiscal Controls

Section 6: Eligibility Requirements and Target Communities

Section 7: Assurances and Implementation Narratives

Section 8: Federal Certifications


Section 9: Annual Report.



**Instructions: Using the Fillable-PDF Tool:**


Let's review some of the preliminary overview instructions needed for completing the Tool.

### Download the Fillable-PDF Tool



- It is very important to download the **Fillable-PDF Tool** onto your computer and save it before you open it in Adobe Acrobat to begin working on it.
- Loss of data will occur if the tool is not downloaded, saved, and opened in the Adobe platform prior to entering data.
- Saving a working copy also allows you to modify or update information as needed.
- Detailed instructions on how to download, save, and open Adobe Acrobat can be found on the Tool Guide.

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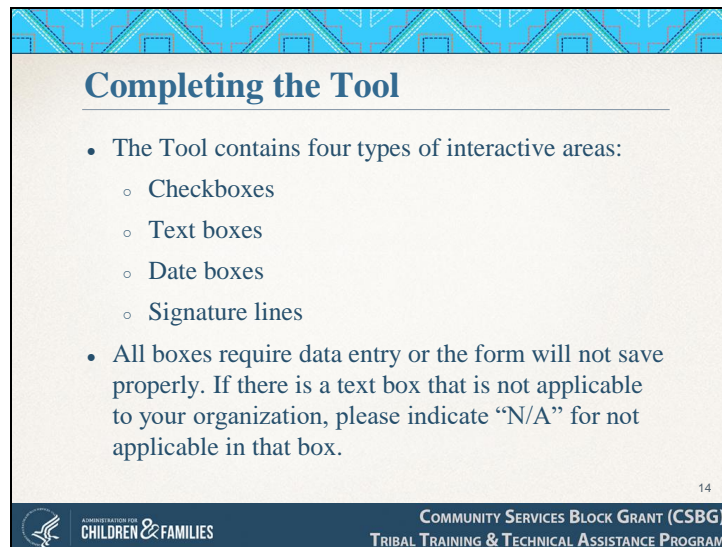


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**Download the Fillable-PDF Tool:**  
**(Name)**


- It is very important to download the Fillable-PDF Tool onto your computer and save it before you open it in Adobe Acrobat to begin working on it.
- Loss of data will occur if the tool is not downloaded and saved prior to entering data.
- Saving a working copy also allows you to modify or update information as needed.
- Detailed instructions on how to download, save, and open Adobe Acrobat can be found on the Tool Guide.



### Completing the Tool

- The Tool contains four types of interactive areas:
  - Checkboxes
  - Text boxes
  - Date boxes
  - Signature lines
- All boxes require data entry or the form will not save properly. If there is a text box that is not applicable to your organization, please indicate “N/A” for not applicable in that box.

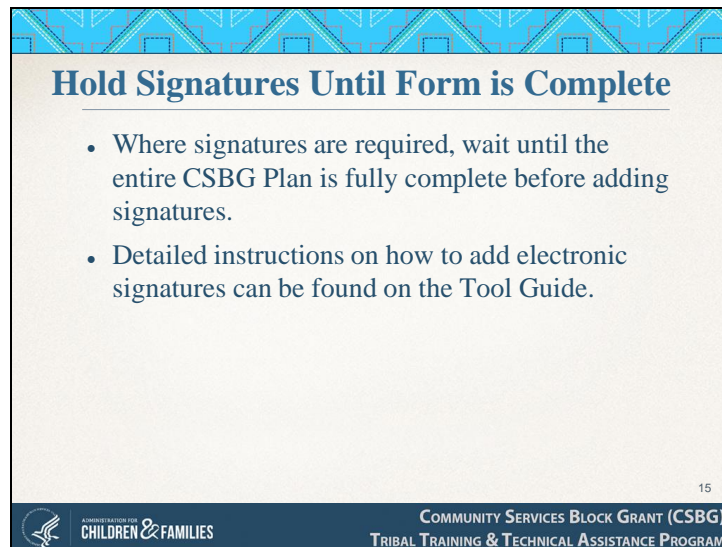
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### **Navigating the Fillable-PDF Tool:**

- The Tool contains four types of interactive areas:
  - Checkboxes
  - Text boxes
  - Date boxes, and
  - Signature lines
- All boxes require data entry or the form will not save properly. If there is a text box that is not applicable to your organization, please indicate “N/A” for not applicable in that box.




The slide features a decorative blue and white geometric pattern at the top. The main content area is white with a thin black border. The title "Hold Signatures Until Form is Complete" is in a bold, dark blue font. Below the title are two bullet points in a dark blue font. The footer is a dark blue bar with white text and logos.

### **Hold Signatures Until Form is Complete**

- Where signatures are required, wait until the entire CSBG Plan is fully complete before adding signatures.
- Detailed instructions on how to add electronic signatures can be found on the Tool Guide.


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**Hold Signatures Until Form is Complete:**

- Where signatures are required, wait until the entire CSBG Plan is fully complete before adding signatures.
- We will discuss more about signatures later in this training and detailed instructions on how to add signatures are available in the Tool Guide.



### Signatures Valid for Two Years

- Signatures are valid for up to two years unless there is a change in the Authorized Official.
  - If signatures were provided as part of your FY20 Tribal Plan and application materials and no change in Authorized Official, a new signature is not required.
  - If there has been a change in the Authorized Official, new signatures must be provided. New signatures will be authorized for up to two years unless there is another change in the Authorized Official.
- If no signature is required this year, please note “Authorized signature provided in FY20.” in the field.

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### **Signatures Valid for Two Years:**

- Signatures for CSBG Assurances & Certifications are valid for up to two years unless there is a change in the Authorized Official for the Tribe or Tribal Organization.
  - If signatures were provided as part of your FY20 Tribal Plan and application materials and there has not been a change in the Authorized Official, a new signature is not required.
  - If there has been a change in the Authorized Official for the Tribe or Tribal Organization, new signatures must be provided. The new signatures will be authorized for up to two years unless there is another change in the Authorized Official for the Tribe or Tribal Organization.
- If no signature is required this year, please note “Authorized signature provided in FY20.” in the field.



**Ensure OLDC Access**


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**Current CSBG Grant Administrators:**  
Login to the OLDC System and confirm that CSBG is listed as one of your programs.

**New CSBG Administrators (Current Grantees):**  
Must complete an OLDC Access Form and email it to Niki Frazier at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).

**Perspective New Grantees:**  
Contact OCS at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific instructions.

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**Ensure OLDC Access:**


- To ensure OLDC Access:
- Current CSBG Grant Administrators will need to login to the OLDC System and confirm that CSBG is listed as one of your programs.  
**Remember:** If the Contact information and personnel from last year are remaining the same, there is no need to submit a new access request form!
- New CSBG Administrators (Current Grantees) must complete an OLDC Access Form and email it to Niki Frazier, OCS Senior Records Specialist/Project Lead, at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).
- Perspective Grantees can contact OCS at [csbgtribes@acf.hhs.gov](mailto:csbgtribes@acf.hhs.gov) to receive specific instructions.



### Test OLDC Accounts

- All grantees should test OLDC accounts and be sure login credentials are up to date and working properly.
- If you experience technical difficulties, contact Niki Frazier, OCS Senior Records Specialist / Project Lead, at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).

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CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **Test OLDC Accounts:**

- All grantees should test OLDC accounts and be sure login credentials are up to date and working properly.
- If you experience technical difficulties, contact Niki Frazier, OCS Senior Records Specialist/Project Lead, at [nikita.frazier@acf.hhs.gov](mailto:nikita.frazier@acf.hhs.gov).
- We will go over training on the OLDC System after we go over all the sections of the Tool.



**Help is Available**



No Need to Struggle!

Help with the Tool is available anytime from the CSBG Tribal T/TA team at [tribalta@luxcg.com](mailto:tribalta@luxcg.com) or (301) 244-3557.

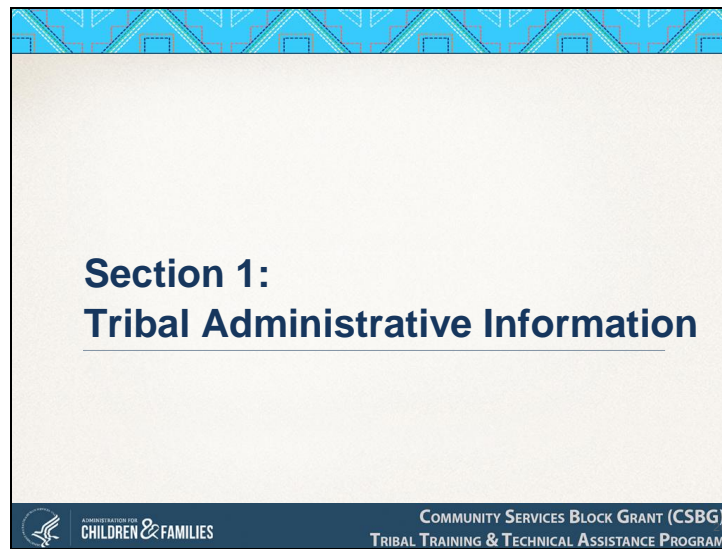
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**Help is Available:**


- As you work through the application, remember that help is available anytime from the CSBG Tribal T/TA team at [tribalta@luxcg.com](mailto:tribalta@luxcg.com) or (301) 244-3557.



**Section 1: Tribal Administrative Information:**


Section 1: Tribal Administrative Information.

### Annual SF-424M Update



- All grantees must provide an updated SF-424M Form with their application materials *every year*.
- Includes grantees in the middle of a two-year plan.
- Complete form via the OLDC System.
- Instructions on how to use the OLDC System can be found in the Guide to OLDC webinar slides & recording.

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### Annual SF-424M Update:

- All grantees must provide an updated SF-424M Form with their application materials every year.
  - This includes grantees in the middle of a two-year plan.
- You will need to complete the form via the OLDC System.
- You can find instructions on how to use the OLDC System in the Guide to OLDC webinar slides and recording.



### Transmittal Letter

- CSBG Program Contact
- Fiscal years to be covered
- Tribal CSBG official to receive the CSBG grant award
- Delegation of authority by the Tribal CEO/Chairman or President (if applicable)
- Complete street address, email, website, telephone and fax numbers for both

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### **Transmittal Letter:**

In the Transmittal Letter section you will include:

- CSBG Program Contact Information
- Fiscal years to be covered
- Tribal CSBG official to receive the CSBG grant award
- Delegation of authority by the Tribal CEO/Chairman or President (if applicable)
- Complete street address, email, website, telephone and fax numbers for both




### **Federal Fiscal Year(s) Covered**

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:** 10/01/2020 – 09/30/2021
- **Two-Year Plan:** 10/01/2020 – 09/30/2022

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### **Federal Fiscal Year(s) Covered:**

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 are:

- **For One-Year Plans: 10/01/2020 – 09/30/2021**
- **For Two-Year Plans: 10/01/2020 – 09/30/2022**



### **Benefits of a Two-Year Tribal Plan**

Grantees are encouraged to consider a two-year CSBG Tribal Plan.

- **Reduced administrative burden**  
CSBG Tribal Plan materials and public hearing only necessary every two years.
- **Stabilized planning**  
Programs can plan ahead for services and activities. If the need for changes arise, CSBG Tribal Plan can be amended.

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### **Benefits of a Two-Year Tribal Plan:**

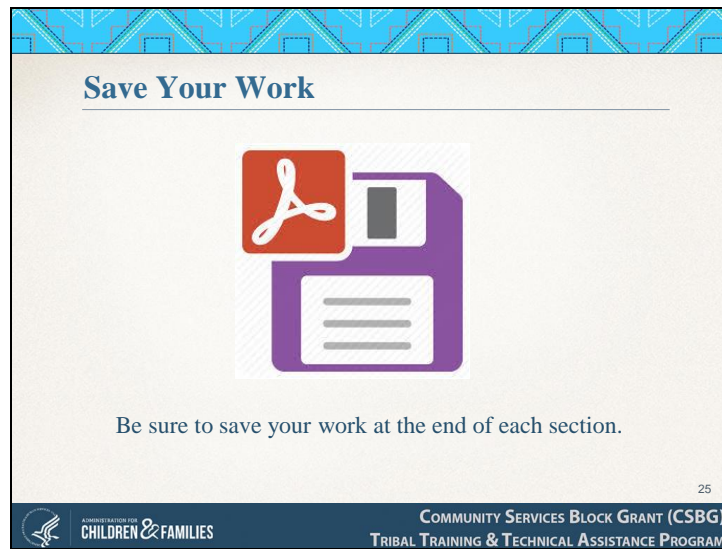
Grantees are encouraged to consider a two-year CSBG Tribal Plan.

Reduced administrative burden

- The CSBG Tribal Plan materials and public hearing is only necessary every two years.


Stabilized planning

- Programs can plan ahead for services and activities.
- If the need for changes arise, your CSBG Tribal Plan can be amended.



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## Save Your Work



Be sure to save your work at the end of each section.

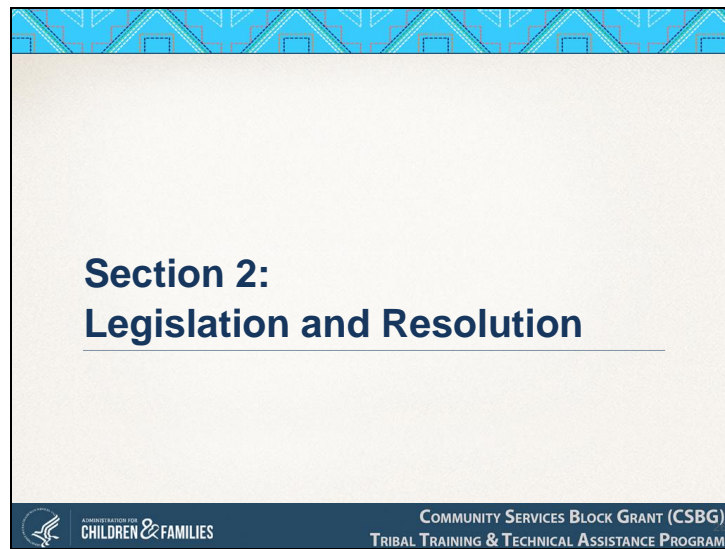
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### **Save Your Work:**

Be sure to save your work at the end of each section!



**Section 2: Legislation and Resolution:**

Section 2: Legislation and Resolution.



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### 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.

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### **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.

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### **Federal or State Recognition:**

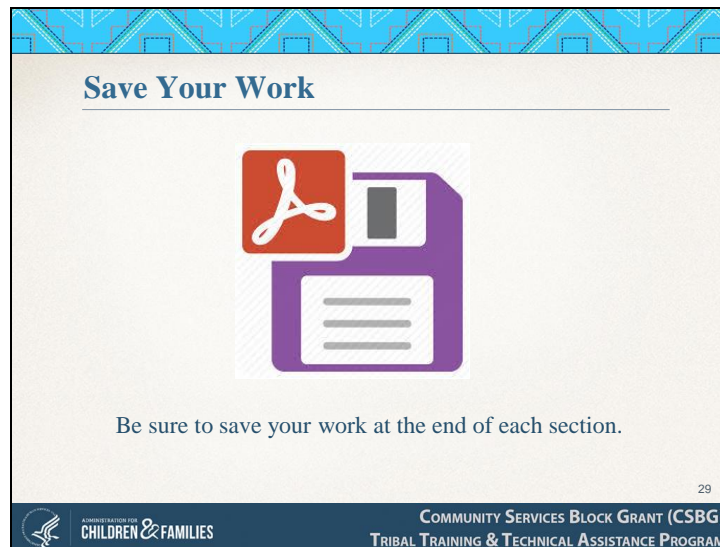
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#### **Tribes without Federal recognition**

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



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## Save Your Work



Be sure to save your work at the end of each section.

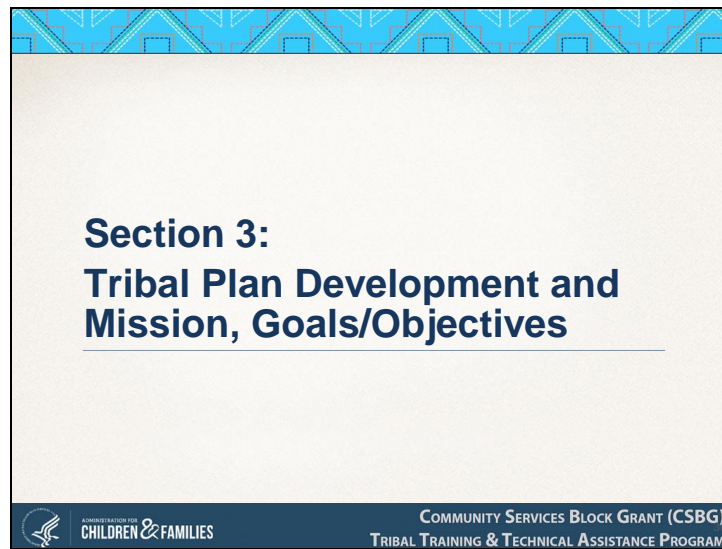
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COMMUNITY SERVICES FOR CHILDREN & FAMILIES

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## **Save Your Work:**

Be sure to save your work at the end of each section!




**Section 3: Tribal Plan Development and Mission, Goals/Objectives:**

Section 3: Tribal Plan Development and Mission, Goals/Objectives.



## Mission, Goals & Objectives




### Agency Mission & Responsibilities

- Description of the mission and responsibilities of the agency or department that administers CSBG.

### CSBG Goals & Objectives

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

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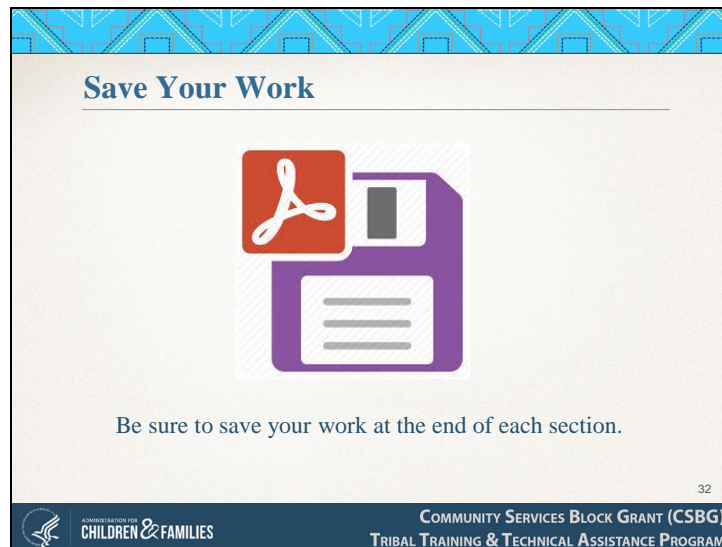
## **Mission, Goals & Objectives:**

### 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.



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## Save Your Work



Be sure to save your work at the end of each section.

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COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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### **Save Your Work:**

Be sure to save your work at the end of each section!



**Section 4: Hearing Requirements:**


Section 4: Hearing Requirements.



### Plan Ahead

- Public hearings must be held prior to plan submission and should be scheduled as soon as possible.
- Grantees are encouraged to have public hearings complete by August 1 to ensure adequate time for revisions if necessary.

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### **Plan Ahead:**


- Public hearings must be held prior to plan submission and should be scheduled as soon as possible.
- Grantees are encouraged to have public hearings complete by August 1 to ensure adequate time for revisions if necessary.

### Evidence of Public Hearing

- Detail when and where the Tribe or Tribal Organization made the CSBG Tribal Plan available for review and comment.

Date	Location
<small>Enter a date for each hearing in the boxes below.</small>	<small>Enter the location and address for each public hearing in the boxes below.</small>

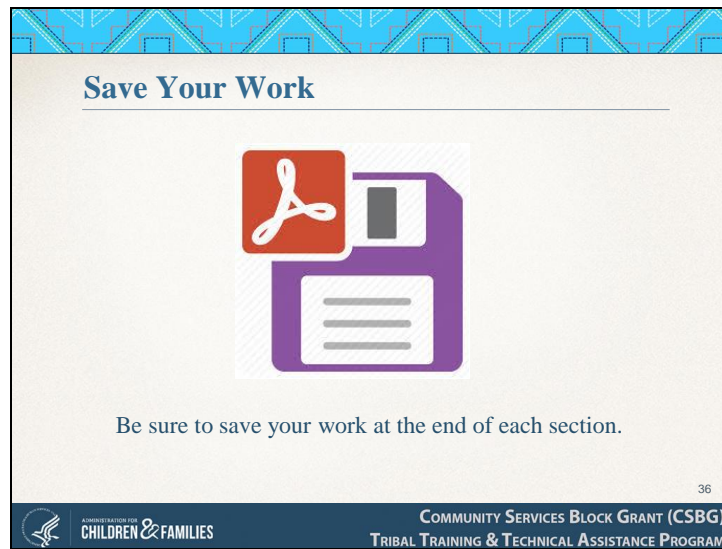
- Supporting documentation must include the Public Hearing announcement.
- Sign-in sheets and minutes are no longer required.

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### **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.
  - Sign-in sheets and minutes are no longer required.



The slide features a decorative blue and white geometric pattern at the top. The main title "Save Your Work" is in a dark blue serif font, underlined. Below the title is a graphic of a red Adobe PDF icon and a purple floppy disk icon. The text "Be sure to save your work at the end of each section." is centered below the graphic. The slide number "36" is in the bottom right corner. The footer contains the logo for "COMMUNITY SERVICES FOR CHILDREN & FAMILIES" and the text "COMMUNITY SERVICES BLOCK GRANT (CSBG) TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM".

## Save Your Work



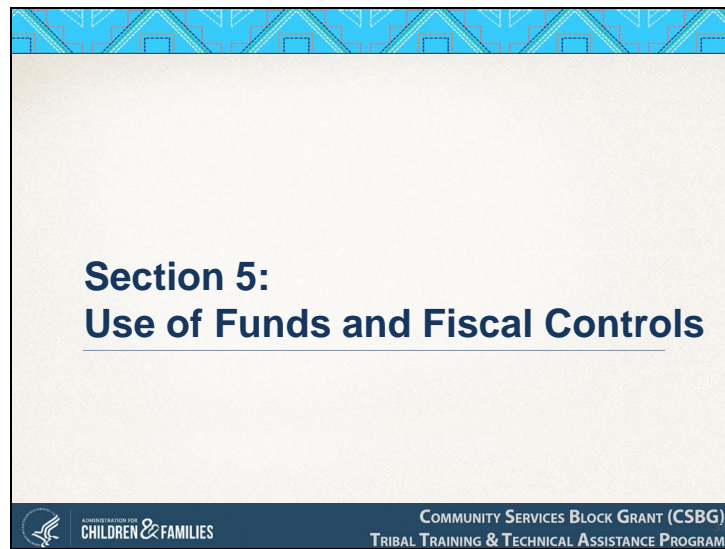
Be sure to save your work at the end of each section.

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COMMUNITY SERVICES FOR CHILDREN & FAMILIES  
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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### **Save Your Work:**

Be sure to save your work at the end of each section!



**Section 5: Use of Funds and Fiscal Controls:**

Section 5: Use of Funds and Fiscal Controls.


### Planned Allocation of Funds

Detail the planned allocation in percent for Administrative and Program CSBG funding.

	Fiscal Year	Fiscal Year
	% of CSBG Funding	% of CSBG Funding
Administrative (Not more than 5%)		
Program (Not more than 95%)		

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


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 DEPARTMENT OF CHILDREN & FAMILIES
 
 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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### **Planned Allocation of Funds:**

Detail 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.



### **Limitations on the Use of Funds**

- Funds will not be used for:
  - the purchase or improvement of land
  - 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.

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 **DEPARTMENT OF CHILDREN & FAMILIES**

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### **Limitation 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.



**Single Audit Review**

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

Date	Period

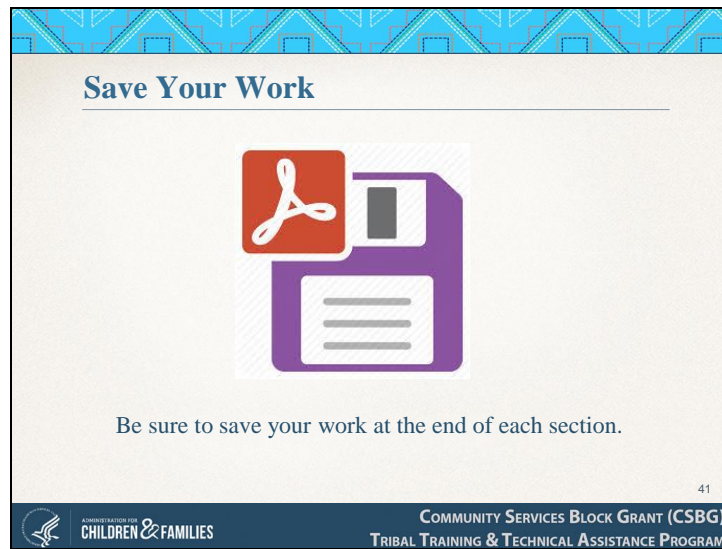
40

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**Single Audit Review:**

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



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## Save Your Work



Be sure to save your work at the end of each section.

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COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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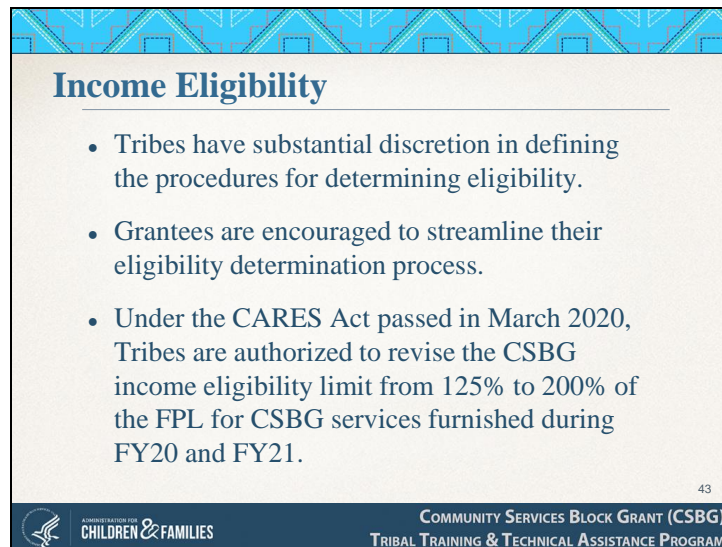
### **Save Your Work:**

Be sure to save your work at the end of each section!



**Section 6: Individual Eligibility Requirements and Target Communities:**

Section 6: Individual Eligibility Requirements and Target Communities.



### Income Eligibility


- Tribes have substantial discretion in defining the procedures for determining eligibility.
- Grantees are encouraged to streamline their eligibility determination process.
- Under the CARES Act passed in March 2020, Tribes are authorized to revise the CSBG income eligibility limit from 125% to 200% of the FPL for CSBG services furnished during FY20 and FY21.

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### **Income Eligibility:**


- Tribes have substantial discretion in defining the procedures for determining eligibility, including timeframes for review and necessary documentation.
- Grantees are encouraged to streamline their eligibility determination process for the duration of the national public health emergency.
- Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act passed in March 2020, Tribes are authorized to revise the CSBG income eligibility limit from 125% to 200% of the FPL for CSBG services furnished during FY20 and FY21.



### Target Communities

- Some services are community-wide and not limited to individual eligibility requirements. (For example: Health fairs, community gardens)
- Describe how the organization ensures that services target and benefit low-income communities.

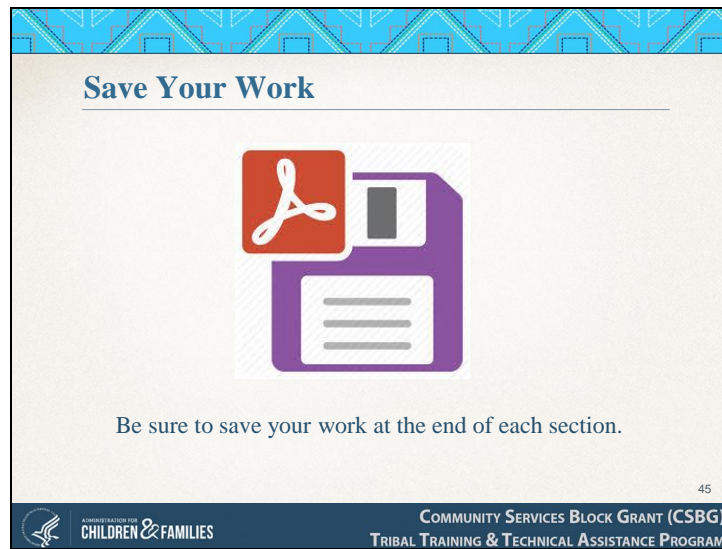
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### **Target Communities:**

- Some services community-wide and not limited to individual eligibility requirements. (For example: Community health fairs, gardens, food delivery, etc.)
- Describe how the organization ensures that services target and benefit low-income communities.



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## Save Your Work



Be sure to save your work at the end of each section.

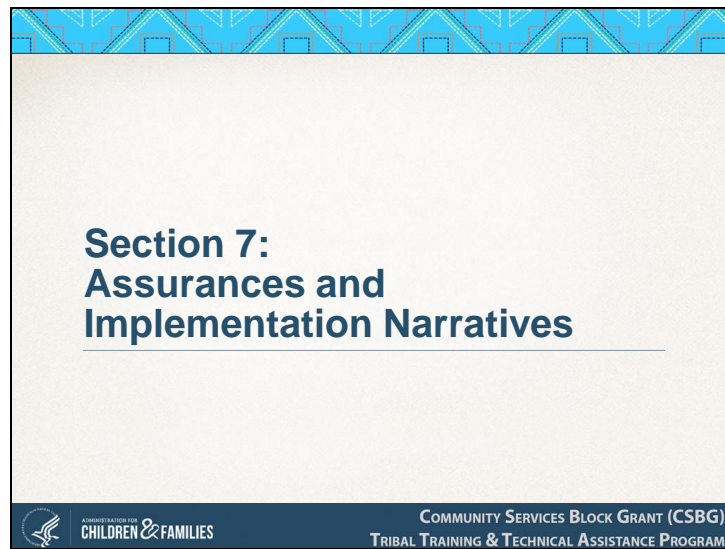
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COMMUNITY SERVICES FOR CHILDREN & FAMILIES

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### **Save Your Work:**

Be sure to save your work at the end of each section!



**Section 7: Assurances and Implementation Narratives:**

Section 7: Assurances and Implementation Narratives.

### CSBG Statement of Assurances



- All assurances are to be certified and signed by the Tribe's CEO or Authorized Official once every two years, unless there is a change in Authorized Official.
- Schedule appointment for signatures well in advance of the September 1 deadline.
- Wait until all fields on the fillable-PDF are complete before adding signatures.




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### **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.

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### **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 descriptions of:

- The service delivery system;
- Linkages to fill gaps in services;
- Funding coordination with other public and private sources; and
- Innovative initiatives.

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### **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 also are provided that the Tribe or Tribal Organization will support:

- Emergency supplies and services;
- Coordination between anti-poverty programs
- Emergency energy crisis intervention programs;
- Necessary Federal investigations; and
- A system for measuring program performance and results.

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**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**

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.

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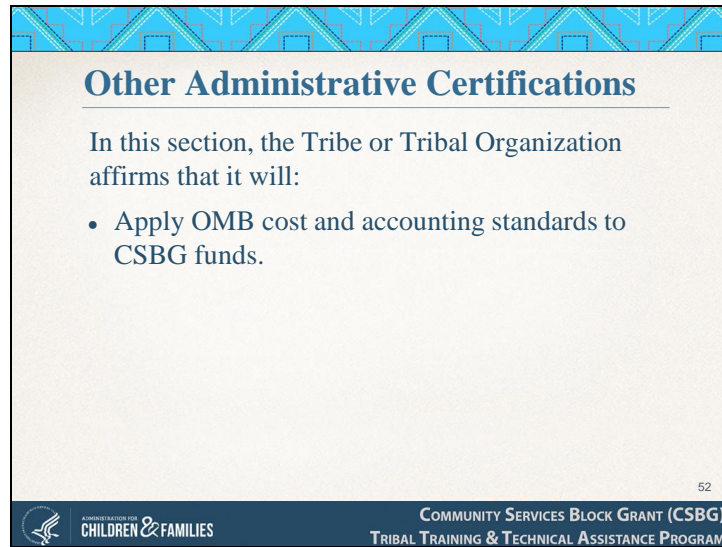
DEPARTMENT OF CHILDREN & FAMILIES

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### **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.




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### Other Administrative Certifications

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

- Apply OMB cost and accounting standards to CSBG funds.

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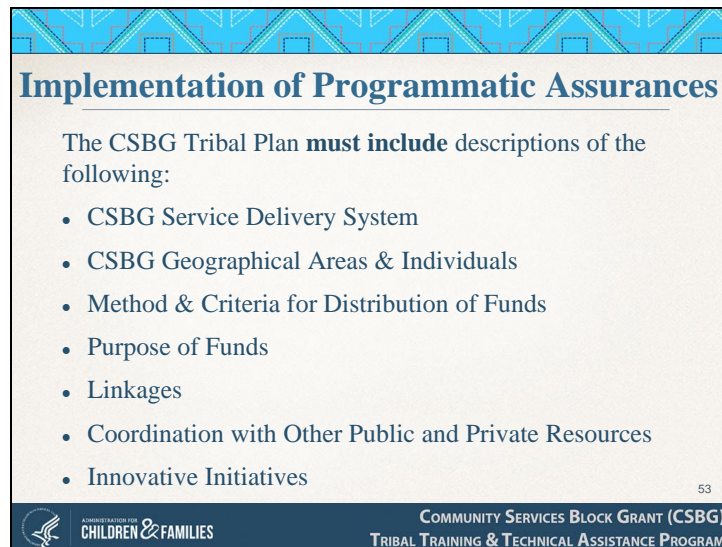
 DEPARTMENT OF CHILDREN & FAMILIES

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### **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

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 Initiatives

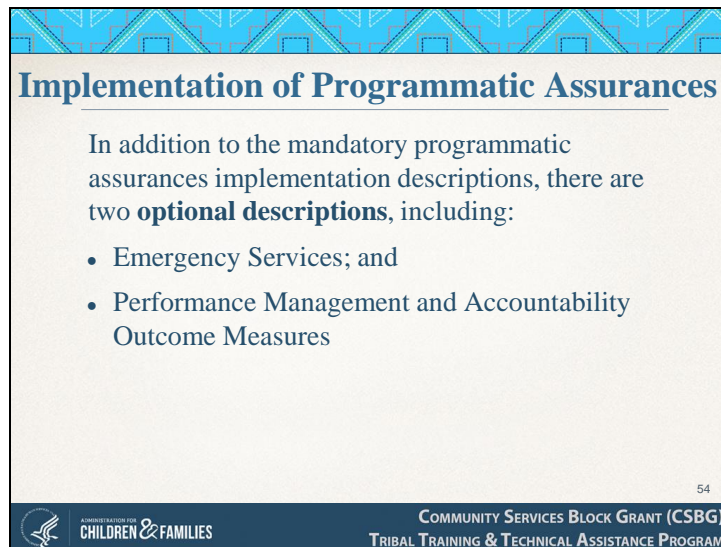
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DEPARTMENT OF CHILDREN & FAMILIES  
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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### **Implementation of Programmatic Assurances:**

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

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

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

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### **Implementation of Programmatic Assurances:**

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


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

**Save Your Work**



Be sure to save your work at the end of each section.

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**Save Your Work:**

Be sure to save your work at the end of each section!



**Section 8: Federal Certifications:**

Section 8: Federal Certifications.



### Federal Certifications

Each certification must be signed by the Tribal CEO, Chief, or Authorized Official:

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

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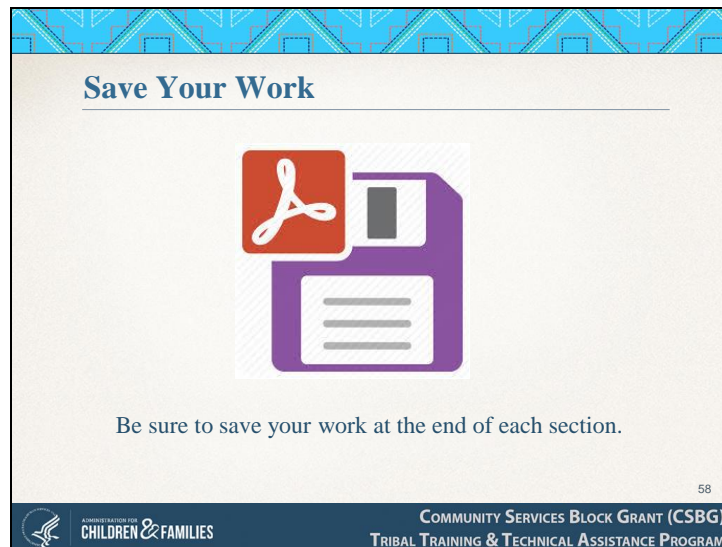
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### **Federal Certifications:**

There are four Federal Certifications:


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

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



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## Save Your Work



Be sure to save your work at the end of each section.

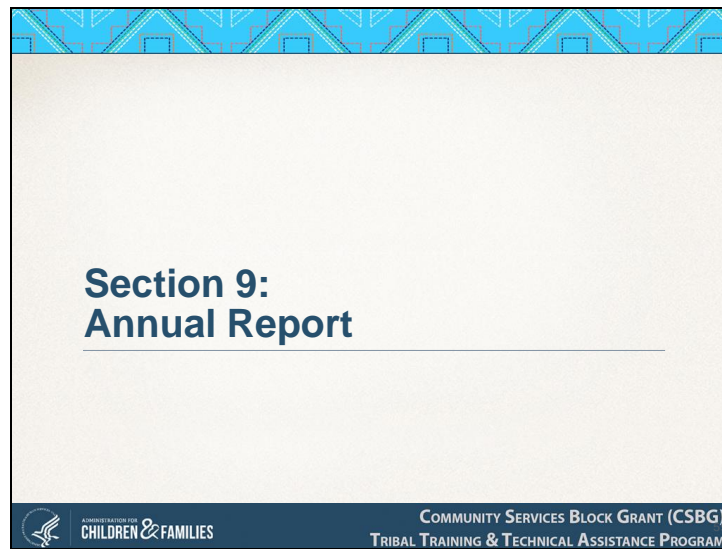
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Department of Social & Behavioral Sciences  
CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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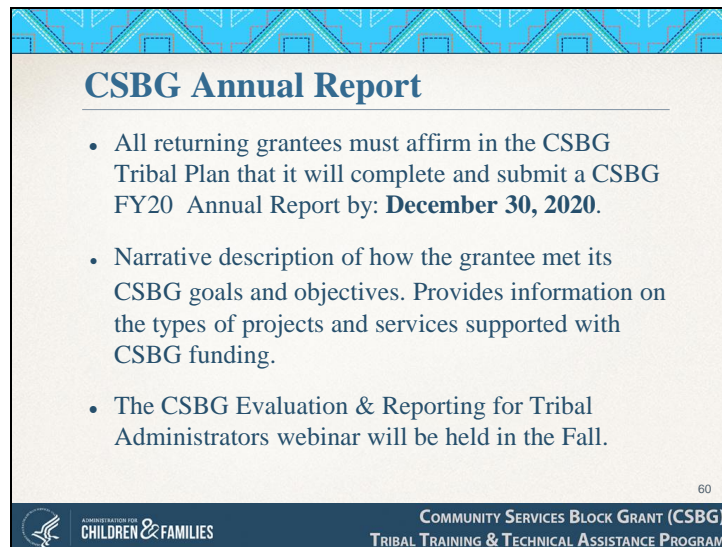
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Be sure to save your work at the end of each section!



**Section 9: Annual Report:**


Section 9: Annual Report.



**CSBG Annual Report**

- All returning grantees must affirm in the CSBG Tribal Plan that it will complete and submit a CSBG FY20 Annual Report by: **December 30, 2020**.
- Narrative description of how the grantee met its CSBG goals and objectives. Provides information on the types of projects and services supported with CSBG funding.
- The CSBG Evaluation & Reporting for Tribal Administrators webinar will be held in the Fall.

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 DEPARTMENT OF CHILDREN & FAMILIES

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**CSBG Annual Report:**


- All returning grantees must affirm in the CSBG Tribal Plan that it will complete and submit a CSBG FY20 Annual Report by: December 30, 2020.
- 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 and services supported with CSBG funding.
- The CSBG Evaluation & Reporting for Tribal Administrators webinar will be held in the Fall.

**Save Your Work**



Be sure to save your work at the end of each section.

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**Save Your Work:**

Be sure to save your work at the end of each section!



## **Authorized Signatures**

Now that we've covered all of the CSBG Tribal Plan & Application Fillable-PDF Tool sections, let's review signatures information & requirements.



### Signatures Valid for up to Two Years

- CSBG Assurances and Certifications signatures are valid for up to two years unless there is a change in the Authorized Official.
- If signatures were provided as part of your FY20 Tribal Plan and there has not been a change in the Authorized Official, new CSBG Assurances and Certification signatures are not required.
- If there has been a change in the Authorized Official, new signatures must be provided.
- In addition, any change in delegation of authority will always require a new signature.


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### **Signatures Valid for Two Years:**


- CSBG Assurances and Certifications signatures are valid for up to two years unless there is a change in the Authorized Official for the Tribe or Tribal Organization.
- If signatures were provided as part of your FY20 Tribal Plan and there has not been a change, a new signature is not required.
- If there has been a change in the Authorized Official, new signatures must be provided. The new signatures will be authorized for up to two years unless there is another change.



### Original Signatures

- Original signatures must be provided -- manually or electronically.
- Certified electronic signatures are preferred for ease of submission.
- Choose the approach best suited to your program.
- Detailed instructions on how to add signatures can be found on the Tool Guide.
- Assistance with either approach is available from the CSBG Tribal T/TA Program.

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### **Original Signatures:**


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**Save Your Work**



Be sure to save your work at the end of each section.

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**Save Your Work:**

Be sure to save your work at the end of each section!



**Consolidating Digital Materials:**

The following section covers a few technical notes on consolidating digital materials to keep in mind when working on your application.




### **Create Digital Copies of All Materials**

Save all documents for reference and future administrator.


Save digital copies in .PDF format, including:

- Complete, signed CSBG Tribal Plan and Application,
- Public hearing announcements,
- State recognition documentation (if required),
- Tribal resolution (if representing more than one Tribe),
- Project images (optional, but must be saved as .PDF)



Detailed instructions on how to save materials in PDF format can be found on the Tool Guide.

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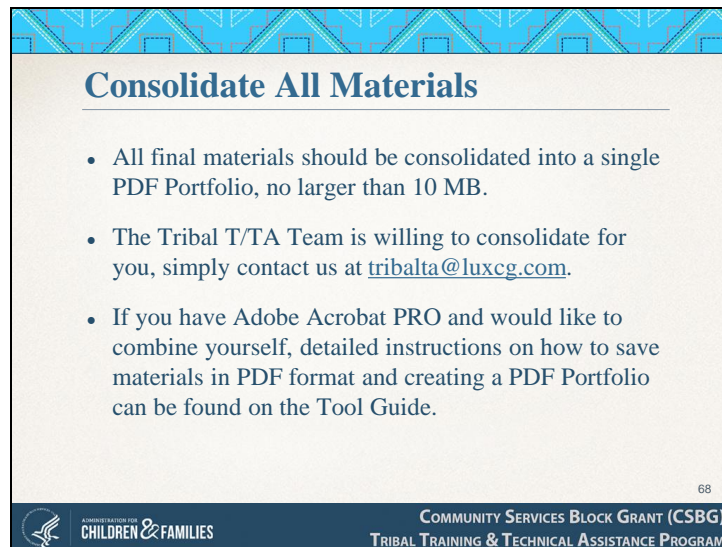
COMMUNITY SERVICES BLOCK GRANT (CSBG)  
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### **Create Digital Copies of All Materials:**

You will need to save all documents for reference and future administrators. Save digital copies in PDF format, including

- Complete, signed CSBG Tribal Plan and Application,
- Public hearing announcements,
- State recognition documentation (if required),
- Tribal resolution (if representing more than one Tribe),
- Project images (optional, but must be saved as .PDF)

Detailed instructions on how to save materials in PDF format can be found on the Tool Guide.




The slide features a decorative header with a blue and white geometric pattern. The main content area is a light beige rectangle with a thin black border. It contains a title, a bulleted list, and a footer. The footer includes a logo on the left and text on the right.

### Consolidate All Materials

- All final materials should be consolidated into a single PDF Portfolio, no larger than 10 MB.
- The Tribal T/TA Team is willing to consolidate for you, simply contact us at [tribalta@luxcg.com](mailto:tribalta@luxcg.com).
- If you have Adobe Acrobat PRO and would like to combine yourself, detailed instructions on how to save materials in PDF format and creating a PDF Portfolio can be found on the Tool Guide.

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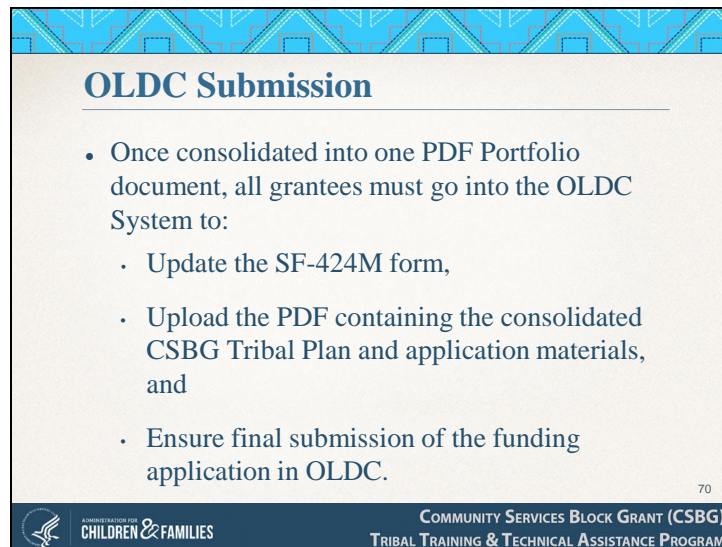
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- The Tribal T/TA Team is willing to consolidate documents for you, simply contact us at [tribalta@luxcg.com](mailto:tribalta@luxcg.com).
- If you have Adobe Acrobat PRO and would like to combine yourself, detailed instructions on how to save materials in PDF format and creating a PDF Portfolio can be found on the Tool Guide.



**OLDC Submission:**

We will now go over the OLDC Submission.



The slide features a decorative header with a blue and white geometric pattern. The main content area is a light beige rectangle with a thin black border. The title 'OLDC Submission' is in a bold, dark blue font. Below it, a bulleted list in dark blue text outlines the submission process. The footer is a dark blue bar containing the Department of Children & Families logo and text on the left, and the Community Services Block Grant (CSBG) Tribal Training & Technical Assistance Program text on the right. A small number '70' is in the bottom right corner of the beige area.

### OLDC Submission

- Once consolidated into one PDF Portfolio document, all grantees must go into the OLDC System to:
  - Update the SF-424M form,
  - Upload the PDF containing the consolidated CSBG Tribal Plan and application materials, and
  - Ensure final submission of the funding application in OLDC.

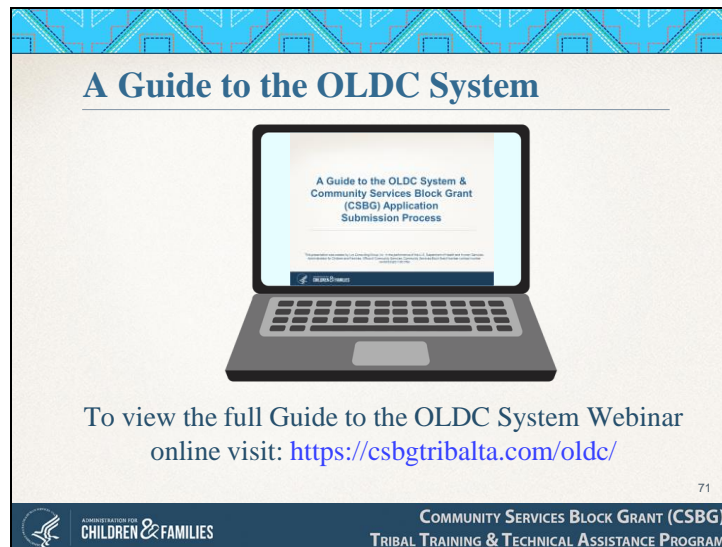
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TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **OLDC Submission:**

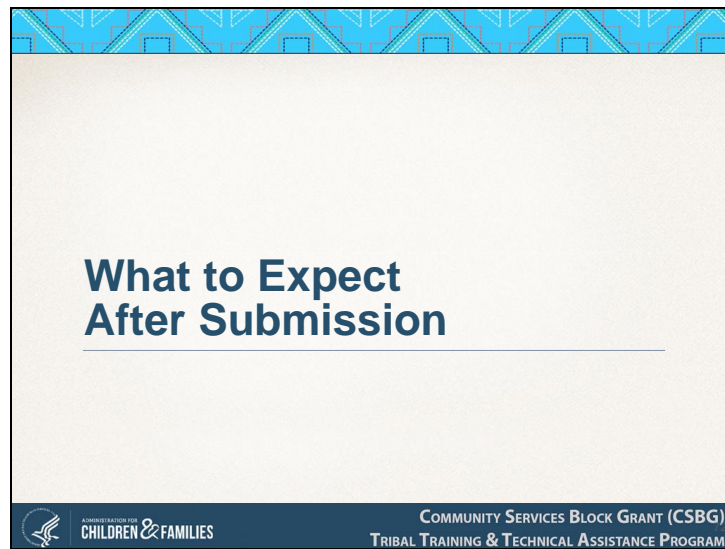
- Once all application materials are consolidated into one PDF Portfolio document, grantees must go into the OLDC System to:
  - update the SF-424M form mentioned earlier,
  - upload the PDF containing the consolidated CSBG Tribal Plan and application materials, and
  - ensure final submission of the funding application in OLDC.



The slide features a decorative blue and white geometric pattern at the top. The main title, "A Guide to the OLDC System", is centered in a dark blue font. Below the title is a laptop icon with a screen displaying the text: "A Guide to the OLDC System & Community Services Block Grant (CSBG) Application Submission Process". Below the laptop, the text reads: "To view the full Guide to the OLDC System Webinar online visit: <https://csbgtribalta.com/oldc/>". The slide number "71" is in the bottom right corner. The footer contains the logo for "DEPARTMENT OF CHILDREN & FAMILIES" on the left and "COMMUNITY SERVICES BLOCK GRANT (CSBG) TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM" on the right.

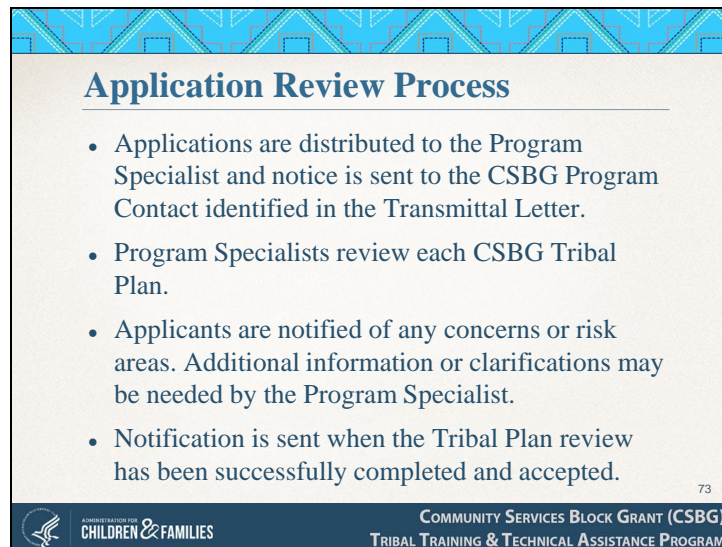
### **A Guide to the OLDC System:**

You can watch a full guide to the OLDC system webinar recording on the CSBG Tribal Online Resource Center or by opening the CSBG Tribal Plan & Application Resources document and following the link. This webinar includes a very detailed and helpful demonstration on how to use the system.



**What to Expect After Submission:**


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 Tribal Plan review has been successfully completed and accepted.

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 DEPARTMENT OF CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **Application Review Process:**

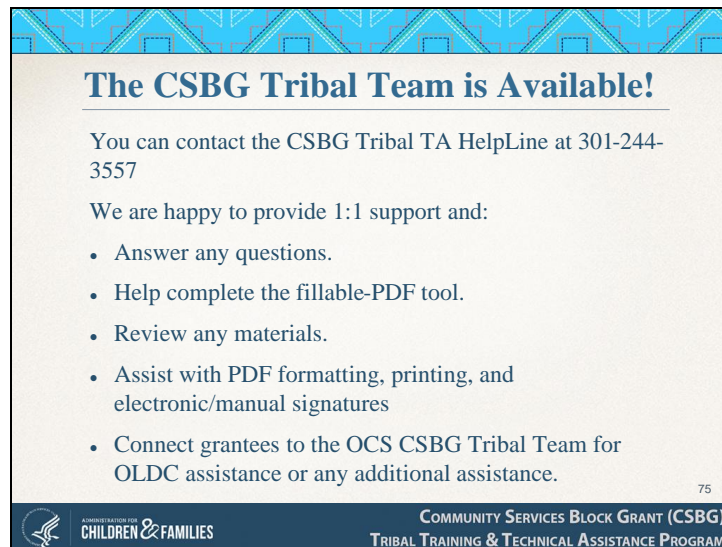
After submission of the CSBG Tribal Plan:

- Applications are distributed to the Program Specialist and a 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. In some cases, additional information or clarifications may be needed by the Program Specialist. And,
- Notification is sent to applicants when the Plan review has been successfully completed and accepted.



**CSBG Tribal Training & Technical Assistance:**

Before we wrap up, we'd like to make sure you know about the training & technical assistance support available to you.




**The CSBG Tribal Team is Available!**

You can contact the CSBG Tribal TA HelpLine at 301-244-3557

We are happy to provide 1:1 support and:

- Answer any questions.
- Help complete the fillable-PDF tool.
- Review any materials.
- Assist with PDF formatting, printing, and electronic/manual signatures
- Connect grantees to the OCS CSBG Tribal Team for OLDC assistance or any additional assistance.

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 DEPARTMENT OF HEALTH & HUMAN SERVICES  
CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

### **The CSBG Tribal Team is Available!:**

Under contract with the HHS/ACF Office of Community Services, the CSBG Tribal Training & Technical Assistance Program connects CSBG Tribal grantees and a variety of free support, information, and technical assistance to current and potential CSBG tribal grantees.

You can contact the CSBG Tribal TA HelpLine at 301-244-3557

We are happy to provide 1:1 support and:

- Answer any questions.
- Help complete the fillable-PDF tool.
- Review any materials.
- Assist with PDF formatting, printing, and electronic/manual signatures
- Connect grantees to the OCS CSBG Tribal Team for OLDC assistance or any additional assistance.



### **Tribal T/TA Resources:**

In addition to 1:1 support available through our CSBG Tribal Help Line, all available training resources can be found on the the CSBG Tribal Online Resource Center. The site offers all of the Tribal CSBG Latest News & Resources, instructional guides & webinars, application tools & templates, information on upcoming events, current funding opportunities, and much more.

A presentation slide titled "CSBG Tribal T/TA Contacts" with a decorative blue and white geometric border at the top. The slide lists contact information for Nicole Oxendine, Lali Teitelbaum, a Tribal TA helpline, Tribal TA email, and Tribal TA website. The footer includes logos for "COMMUNITY SERVICES FOR CHILDREN & FAMILIES" and "COMMUNITY SERVICES BLOCK GRANT (CSBG) TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM", along with the number 77.

**CSBG Tribal T/TA Contacts**

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

Lali Teitelbaum [Laura.Teitelbaum@luxcg.com](mailto:Laura.Teitelbaum@luxcg.com)

Tribal TA helpline (301) 244-3557

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

Tribal TA website [www.csbgtribalta.com](http://www.csbgtribalta.com)

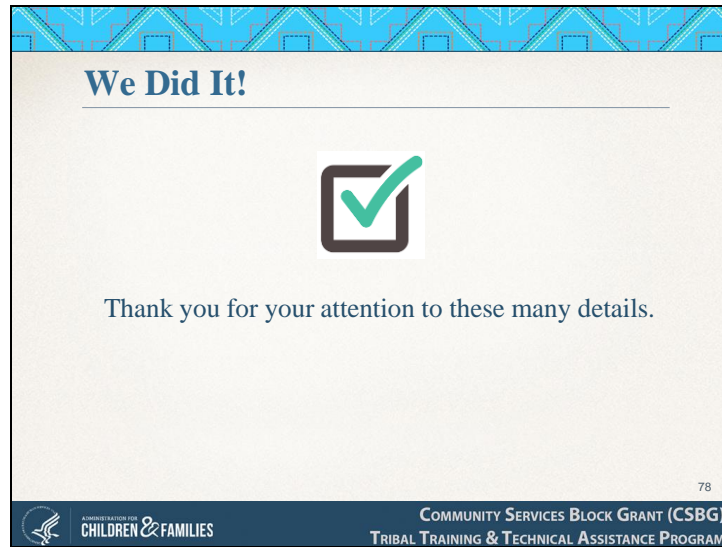
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COMMUNITY SERVICES FOR CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

**CSBG Tribal T/TA Contacts:**

We are also available to provide 1:1 support to all current and potential grantees any time. We are happy to help, so please do not hesitate to reach out to us. Here is our contact information.



The slide features a decorative blue and white geometric pattern at the top. The main content area is a light beige rectangle with a thin black border. At the top of this area, the text "We Did It!" is written in a dark blue, sans-serif font, followed by a horizontal line. In the center is a large green checkmark inside a dark brown square. Below the checkmark, the text "Thank you for your attention to these many details." is written in a dark blue, sans-serif font. In the bottom right corner of the beige area, the number "78" is displayed. The bottom of the slide has a dark blue footer bar. On the left, there is a circular logo with a stylized bird or wing, followed by the text "DEPARTMENT OF CHILDREN & FAMILIES" in white, all-caps, sans-serif font. On the right, the text "COMMUNITY SERVICES BLOCK GRANT (CSBG)" and "TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM" is written in white, all-caps, sans-serif font.

**We Did It!**

Thank you for your attention to these many details.


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DEPARTMENT OF CHILDREN & FAMILIES

COMMUNITY SERVICES BLOCK GRANT (CSBG)  
TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM

**We did it!:**


We did it! Thank you for your attention to these many details. We look forward to your successful CSBG funding!



Lux Consulting Group, Inc. is proud to serve Native American communities as the Community Services Block Grant (CSBG) Tribal Training & Technical Assistance Program provider.

This publication 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, Grant Number #GS-10F-0328T775P00119F80215. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

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**COMMUNITY SERVICES BLOCK GRANT (CSBG)**  
**TRIBAL TRAINING & TECHNICAL ASSISTANCE PROGRAM**