

FY 2024 CSBG Tribal Application Information Webinar

July 20, 2023

3:00 pm – 5:00 pm EST



FY 2024 Tribal Application Information Webinar



This webinar will be
recorded



To ask questions, please
use the Raise Hand
feature or type your
question in chat



Please mute your mic

Topics

- *Part One: Updates to the FY 2024 CSBG Tribal Application Process*
- *Part Two: Preparation*
- *Part Three: Completing the Application*
- *Part Four: Submitting the Application*
- *Part Five: What to Expect After Submission*



Part One
**Updates to the
FY 2024 CSBG Tribal
Application Process**

Office of Community Services

- Welcome
- PEAAK
- Tribal Engagement



Verna Best
Branch Chief, Division of
Community Assistance (DCA)

DCA Leadership



Charisse Johnson
Director

Division of Community Assistance
(DCA)



Verna Best
Branch Chief

Program Operations, DCA



Melissa Joseph
Branch Chief

Financial Operations &
Accountability, DCA



Minette Galindo
Branch Chief

Policy, Data, and Evaluation (PDE),
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CSBG Program Operations Branch



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Program Specialist



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Noelle Suntheimer
Social Science Analyst

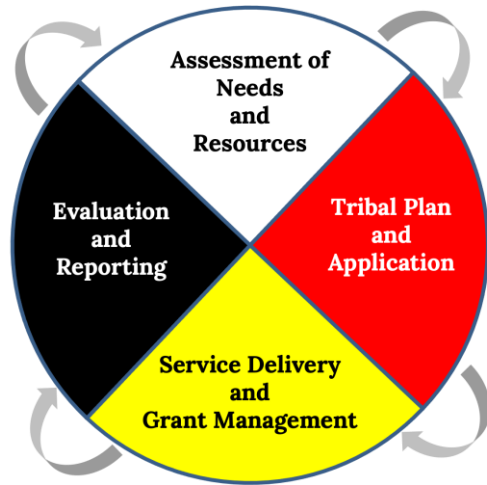


Phone: (202) 401-4853

Email: noelle.suntheimer@acf.hhs.gov

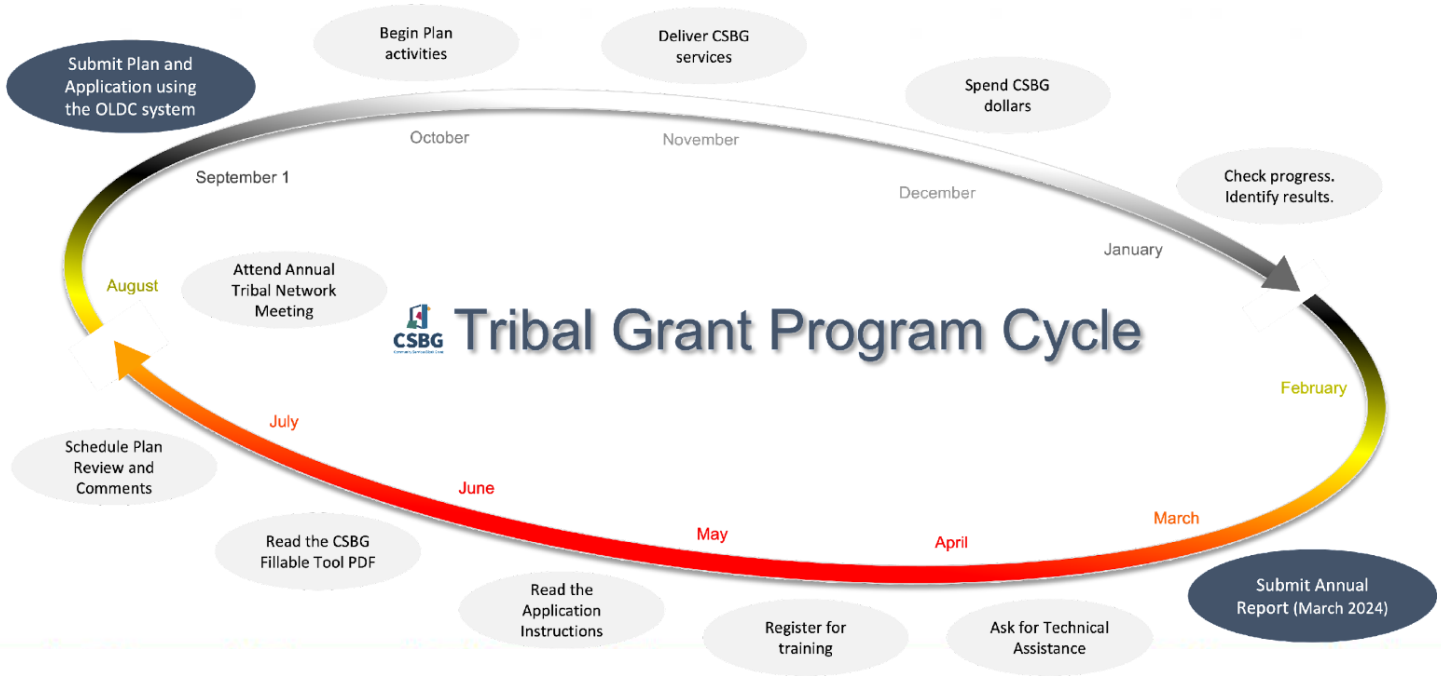
Part Two
Preparation

The CSBG Tribal Grant Program Cycle



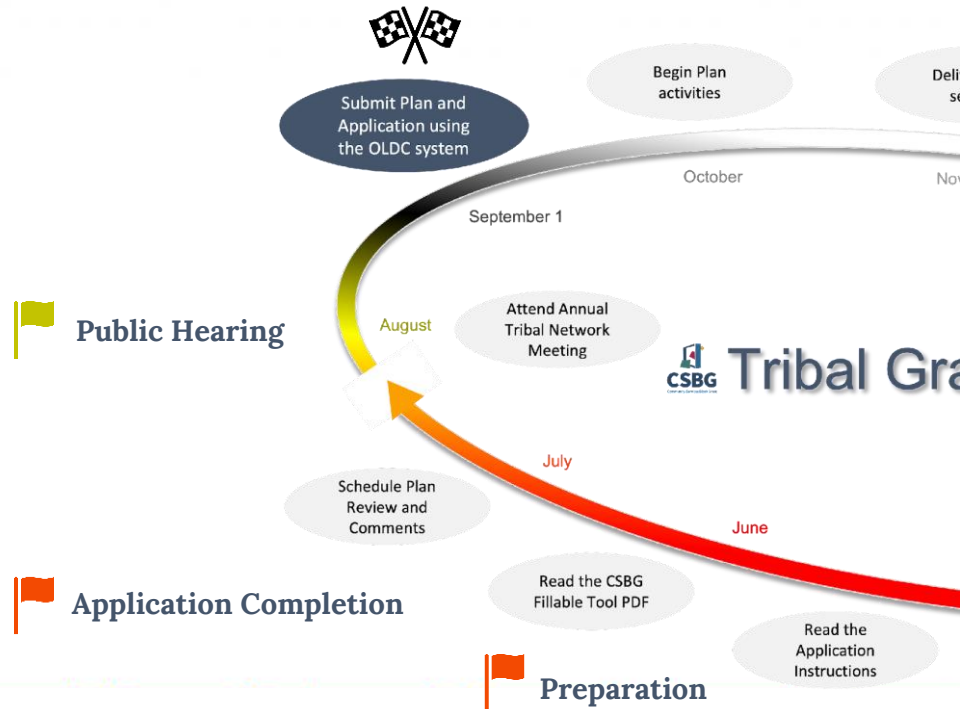
- **Plan and application submission:** Late Summer
- **Service delivery and grant management:** Fall to Late Summer
- **Evaluation and reporting:** Early Spring
- **Assessment of needs and resources:** Summer

The CSBG Tribal Program Cycle



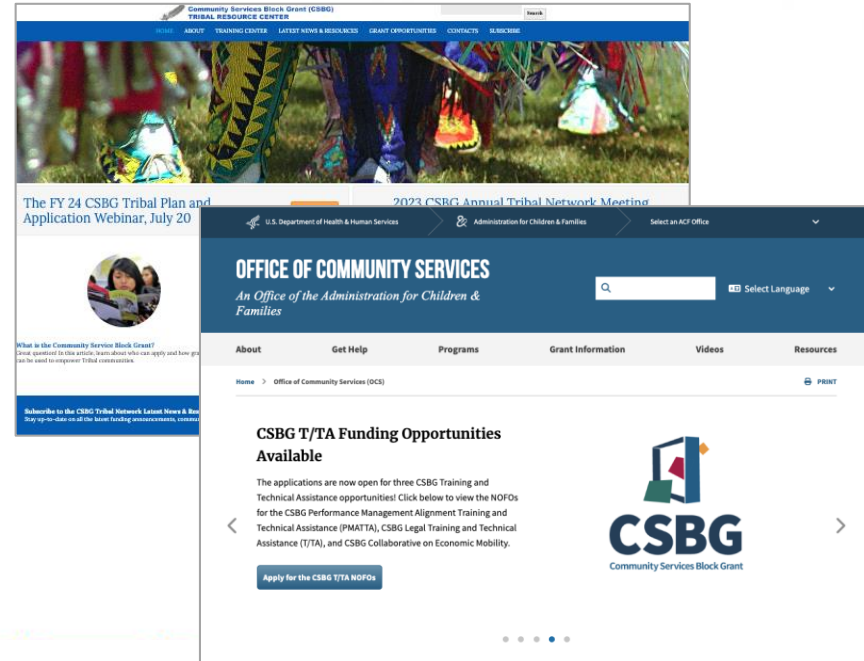
The CSBG Tribal Program Cycle

- Preparation: Download tools, review application, collect information, and ensure access
- Application Completion: Fill in the form
- Public Hearing: Arrange for public review and comment
- Submit: Submit the application online



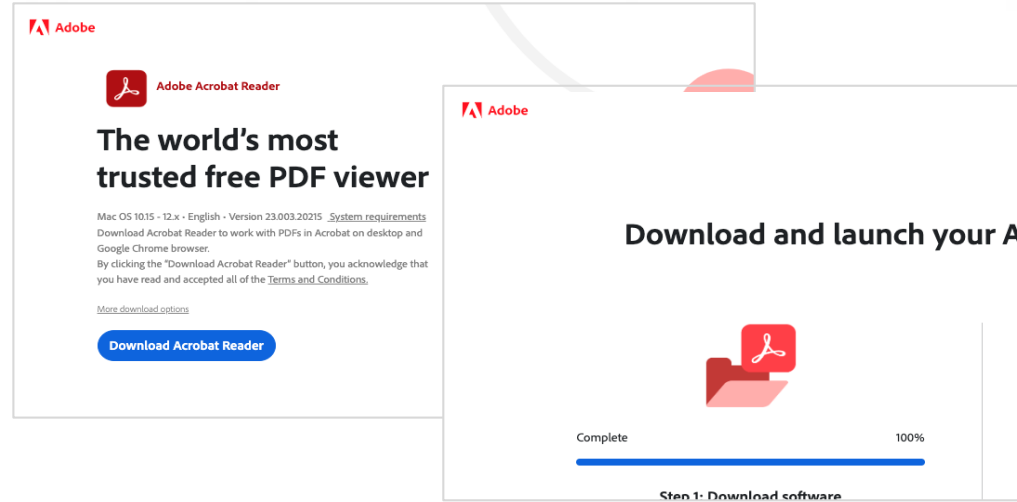
Resources to Help You Get Prepared

- CSBG Tribal Online Resource Center
- OCS Website
- Action Transmittal
- Webinars
- Latest News and Resources



Acrobat Reader

1. Download the free **Acrobat Reader** application.
2. Install Acrobat Reader on your device.



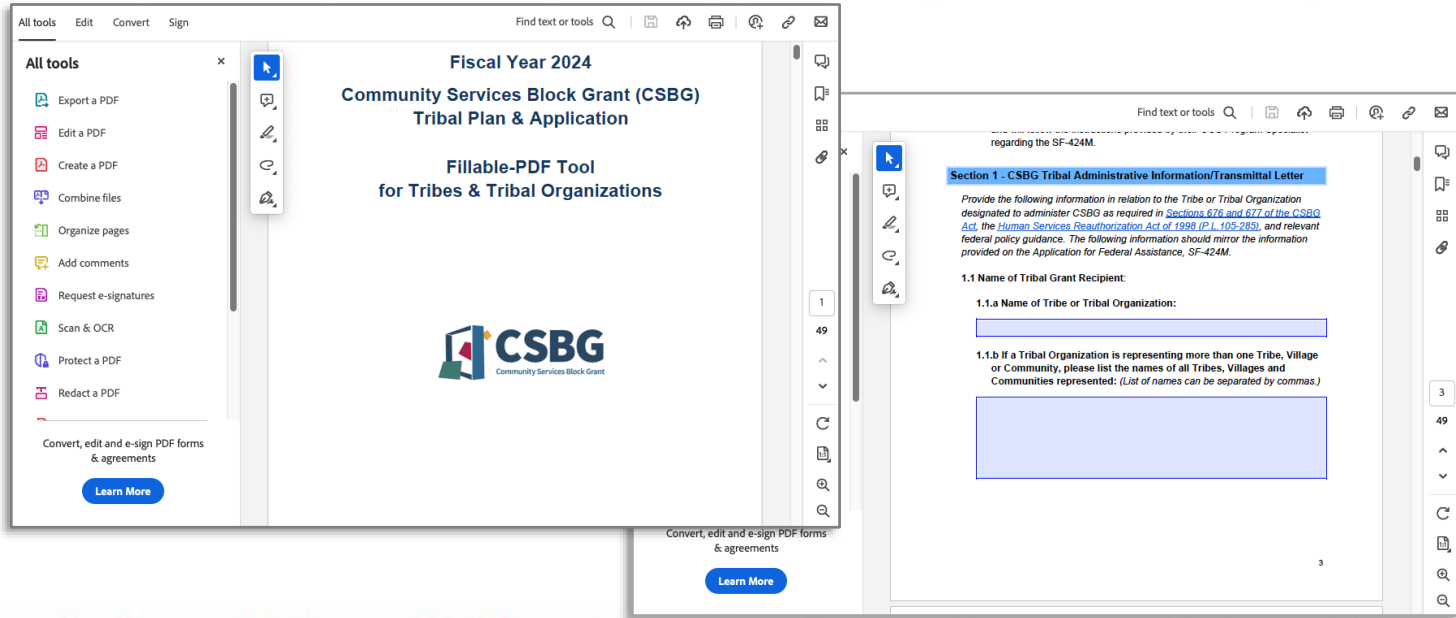
<https://get.adobe.com/reader/>

Download the Fillable PDF Form

1. Download the [Fillable PDF Tool](#)
2. Go to your downloads and open the file
3. Save as *FY24 Tribal Application* to your local drive



What the Fillable Tool Looks Like



GrantSolutions and OLDC

- Step by Step Instructions

Logging in to GrantSolutions
Follow the instructions under [Accessing Online Data Collection \(OLDC\)](#) to log into OLDC via GrantSolutions. Additional training resources are located on the [Grant Recipient Support and Reference](#) page.

Regular vs Enhanced View
You can navigate through OLDC using the regular view or the enhanced view of the homepage. It is recommended that you use the enhanced view, which is the default for accounts. The remainder of this guide is based on the enhanced view.
If upon logging in you notice that you are defaulted to the regular view of the homepage (see image below), please take the following steps to update your default to the enhanced view.

1. On the OLDC Home page, click on "Switch Home Page (enhanced)".
2. Click "Yes" on the Confirm Enhanced Home Page popup to make the enhanced view your default.

Confirm Enhanced Home Page
Do you want to keep the enhanced OLDC home page as your default home page?
 Yes No

Accessing the SF-424M
The CSBG Tribal Plan is submitted as an attachment to the SF-424M for the associated reporting period or federal fiscal year (FFY) for which you are submitting the CSBG Plan.

Page 1 of 13

You have already submitted the applicable SF-424M to meet the requirement of [blank] or to meet the Administration for Children and Family (ACF) requirement to [blank] annually.
On the OLDC homepage, click on "Report Form Entry" on the left side of the page per the Form Selection screen.

Approvals Activity | Grants Activity | My Recent Activity

Form Selection

Form Selection

Program Name: Community Services Block Grant
Grantee Name: Select your Tribe or Tribal Organization Name (this should automatically populate)
Report Name: Mandatory Grant Application (SF-424 - M)

Form Selection

Reporting Period table will open. Find the reporting period that aligns with the period for which you are applying. For FY 2024, the reporting period is 9/30/2024.

Click the Create symbol (plus sign icon) under the Actions column to open the SF-424M.

Page 2 of 13

1.6. Consolidated Application/Plan/Funding Request? Skip as entry is not allowed.
1.6. Version: Select Initial

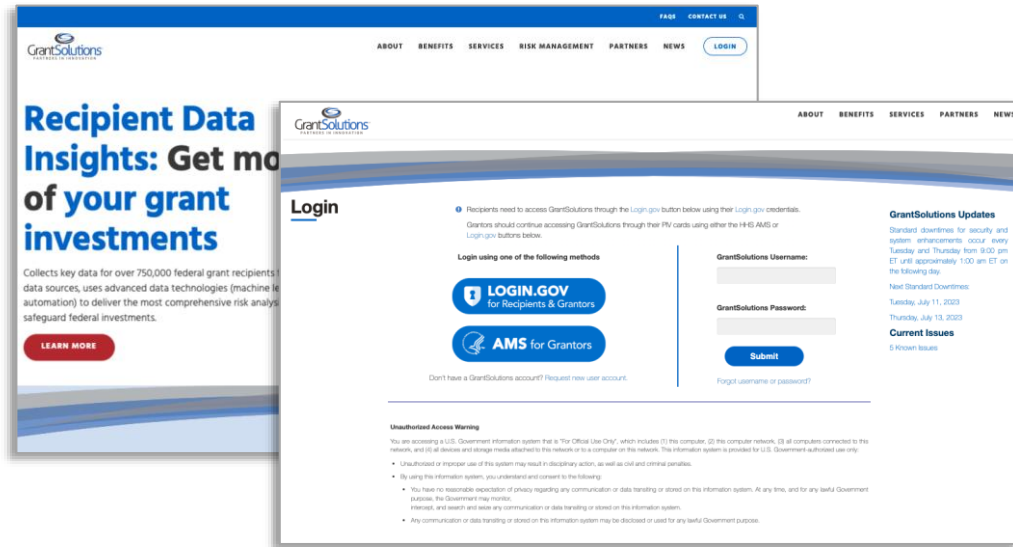
1.6. Version:
 in (3)
 Resubmission
 Revision
 Update

2. Date Received Skip as entry is not allowed.

Page 3 of 13

Access to GrantSolutions and OLDC

- Supports federal agencies and the grants process
- Every Tribal applicant must have an OLDC account



OLDC Access: To Request a New Account

Complete:

- [Recipient User Account Request Form](#)
- [OLDC Access Form](#) (DOCX)

Submit to:

- [GrantSolutions Helpdesk](mailto:help@grantsolutions.gov) (help@grantsolutions.gov)

The Notice of Grant Award will also be available via the Grants Management Module (GMM) within GrantSolutions.gov

For additional information about using the new GMM, please see this [Recipient System Navigation video](#)

OLDC Access: Prospective Applicants

- Contact the Office of Community Services (OCS)

OFFICE OF COMMUNITY SERVICES

An Office of the Administration for Children & Families



csbgTribes@acf.hhs.gov

OLDC Access: Current CSBG Grant Administrators

- Contact the Office of Community Services (OCS) for login issues

OFFICE OF COMMUNITY SERVICES

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nikita.frazier@acf.hhs.gov

OLDC Access: New CSBG Administrator/Current Grant Recipient

- Complete the OLDC Access Form
- Email to Nikita Frazier and your regional Program Specialist
- [Use this link](#) to find the Program Specialist assigned to your region

OFFICE OF COMMUNITY SERVICES

An Office of the Administration for Children & Families

Nikita Frazier
OCS Senior Records
Specialist

nikita.frazier@acf.hhs.gov

The SF-424M

- A cover sheet for your grant
- Provide contact information that will be used throughout the application and award process
- Submit the SF- 424M through [GrantSolutions.gov](https://www.grantsolutions.gov).

APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY		
1.a. Type of Submission: <input checked="" type="checkbox"/> Application <input type="checkbox"/> Plan <input type="checkbox"/> Funding Request <input type="checkbox"/> Other Other (specify): <input type="text"/>	1.b. Frequency: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Quarterly <input type="checkbox"/> Other Other (specify): <input type="text"/>	1.d. Version: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision 2. Date Received: <input type="text"/>
1.c. Consolidated Application/Plan/Funding Request? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="button" value="Explanation"/>		3. Applicant Identifier: <input type="text"/>
		4a. Federal Entity Identifier: <input type="text"/>
		4b. Federal Award Identifier: <input type="text"/>
7. APPLICANT INFORMATION:		
a. Legal Name: <input type="text"/>		
b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		c. Organizational DUNS: <input type="text"/>

Other Documents to Collect and Send

- Proof of Public Hearing
- Transmittal Letter
- Tribal Resolution (*If a Tribal organization is representing more than one Tribe*)



Summary

- **The CSBG Program Cycle**
- **Getting Started: Timeline, Tools, and Access**
 - Acrobat Reader
 - Fillable Tool
 - OLDC Access
- **Forms and Other Tasks**
 - SF-424M
 - Other Documents

Stretch  Minute

Part Three
**Completing the
Application**

A photograph of two women sitting at a dark wooden table in a home setting. The woman on the left is older, with short dark hair and glasses, wearing a red patterned top and a necklace. She has her hands clasped in front of her. The woman on the right is younger, wearing a dark blue polo shirt, a colorful patterned headband, and blue nitrile gloves. She is holding a small white pill bottle. On the table between them is a white pill organizer with several compartments. The background shows a living room with a ceiling fan and a window with a decorative hanging.

Application Section 1 CSBG Tribal Administrative Information

Section 1.3 – 1.5 Authorized Tribal Officials

- 1.3 Authorized Tribal Official to receive the CSBG Grant Award
- 1.4 Tribal CSBG Program Contact Person
- 1.5 Delegation of Authority:

Wait to add signature until all documents are collected and the form is complete (1.5.c.iii)

Summary

CSBG Tribal Administrative Information/Transmittal Letter

- Name of the tribe or tribal organization
- Fiscal year(s) to be covered
- Contact information
- Delegation of authority (if applicable)



**KEEP CALM
AND
SAVE ON**

A photograph of four people walking along a sandy path next to a stream in a wooded area. From left to right: a woman in a blue hoodie, a woman in a white hoodie and glasses, a woman in a green jacket, and a man in a tan hoodie. They are all smiling and appear to be in a supportive or celebratory mood. The background is filled with green trees and foliage.

Application Section 2
Tribal Resolution and Recognition

Representation and Recognition

- 2.1 Is the applicant representing more than one Tribe?
- 2.2 Do all Tribes, Villages, Communities served by the grant recipient have state or federal recognition?

574 Federally recognized Tribes

63 State recognized Tribes

Summary

Tribal Resolution & Recognition

- Applicant Representation
- Federal or State Recognition



**KEEP CALM
AND
SAVE ON**

A woman with long dark hair, wearing a white collared shirt and a black tie, is holding a glowing white lightbulb in her right hand. The background is a soft-focus office setting with a whiteboard containing some faint numbers like '5' and '9'.

Application Section 3 CSBG Tribal Plan Mission, Goals & Objectives

What's the Difference? Mission, Goals and Objectives

Mission: What the program wants to achieve in the long term

Goal: What you're going to do achieve your mission

Objectives: How you are going to accomplish your goal

3.1 Mission and Responsibilities

Example 1

The mission of the XYZ Tribal Social Service Department is to improve the health and well-being of Tribal members living on the reservation. The Department's Help 4 You program is responsible for providing support services and temporary assistance to homebound Tribal members.

3.2 CSBG Goals & Objectives

Example 1

The goal of the Help 4 You Program is to make sure that homebound Tribal members' basic needs are addressed. The primary services supported are:

1. Grocery shopping, delivery and put-away for 24 families per month
2. Purchase, delivery and installation of AC units 2 per month
3. Weatherization of primary domicile 4 homes, one per quarter



Summary

CSBG Tribal Plan Mission, Goals & Objectives

- **What's the Difference? Mission, Goals and Objectives**
- **Program Mission and Responsibilities**
- **CSBG Goals & Objectives**



**KEEP CALM
AND
SAVE ON**

A woman with long dark hair, wearing a white blazer over a dark top and a grey skirt, stands in a meeting room. She is holding a book or folder in her left hand and gesturing with her right hand as if speaking. In the foreground, the backs of several people's heads are visible, indicating she is addressing a group. The room has large windows on the left side, letting in bright light.

Application Section 4 CSBG Public Review (Public Hearing) Requirements

4.1a Public Review Details

Describe the way the CSBG Tribal Plan was *made available* for public review and comment:

- Agenda item in Tribal council meetings
- Other community events or community planning meetings
- Posted on public bulletin board at Health Center
- Posted on Tribal website

4.1b Notification Method

Describe the way stakeholders were *notified*:

- Placed a copy of the plan in the weekly print newspaper/newsletter and provided mailing address for comments
- Posted on Public bulletin board at Health Center and included Comment cards for Tribal members to fill out
- Other community events or community planning meetings

Summary

CSBG Public Review (Public Hearing) Requirements

- Public Review Details
- Notification to Stakeholders



**KEEP CALM
AND
SAVE ON**

5 Minute



Break

05:00

A woman with long dark hair, wearing a green and black plaid shirt over a black top, is sitting at a table in a library. She is looking at a laptop screen and has her hands on the keyboard. There are bookshelves filled with books in the background. The scene is brightly lit with overhead fluorescent lights.

Application Section 5 Use of Funds and Fiscal Controls

5.1 Planned CSBG Allocation Funds

Help 4 You:

1. Grocery shopping, delivery and put-away
1. Purchase, delivery and installation of AC units*
1. Weatherization of primary domicile

- ✓ Administrative
- ✓ Emergency assistance
- ✓ Health and Nutrition

5.1 Planned CSBG Allocation Funds Example

	Fiscal Year 2024 % of CSBG Funding	Fiscal Year % of CSBG Funding
Administrative Funds <i>(Not more than 5%)</i>	5%	
Program Funds for Core Services <i>(Not less than 95%)</i>		
Self-Sufficiency		
Employment and Job Training		
Education		
Income-Management		
Housing		
Emergency Assistance	60%	
Partnerships and Community Engagement		
Youth Development		
Program Linkages		
Service Coordination		
Health and Nutrition	35%	
Total	100%	

5.3 Single Audit Review

- Single audits are required for non-Federal entities that expend \$750,000 in federal awards annually
- Overall federal funding expenditures in any given fiscal year



Summary

Use of Funds and Fiscal Controls

- **Planned CSBG Allocation Funds**
- **Limitation on the Use of Funds**
- **Single Audit Review**



**KEEP CALM
AND
SAVE ON**



Application Section 6
Individual Eligibility and Targeted Community Eligibility

6.1 Individual Eligibility

Help 4 You: Grocery shopping, delivery and put-away

- Be an enrolled member of the ABC Tribe
- Meet the definition of homebound as established by the Tribal Health Administration
- Have a medical professional evaluate and recertify a plan of care every 120 days that includes the need for homebound services

6.2 Targeted Community Eligibility

Example: To be eligible for a Tribal Flu Vaccination, you must ...

- Be an enrolled member of the ABC Tribe
- Must have an open chart with the Tribal Health System or be an adult with a photo ID and CDIB card if you do not have a chart
- Pediatrics must be active patients with an open chart
- LIHEAP eligibility

Summary

Individual Eligibility and Targeted Community Eligibility

- Individual Eligibility
- Community Eligibility



**KEEP CALM
AND
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Application Section 7 CSBG Statement of Assurances

Programmatic Assurances

1. Use funds for certain specified purposes
2. Provide specific information about the program to the government
3. Provide emergency assistance to counteract starvation and malnutrition
4. Ensure coordination between anti-poverty programs in each community
5. Permit and cooperate with Federal investigations
6. Participate in the Results Oriented Management Accountability (ROMA) System or other reporting mechanisms

Administrative Assurances

1. Prohibit any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity
2. Expend for administrative expenses an amount not to exceed five percent of the allotment

Financial Assurances

1. Fiscal control and fund accounting procedures will be established
2. Tribes that expend \$750,000 or more must conduct an audit in accordance with the Single Audit Act
3. Make each CSBG Tribal Plan or revised plan available for public inspection

Other Administrative Certifications

1. Cost and accounting standards of the Office of Management and Budget shall apply.

Summary

CSBG Statement of Assurances

- Programmatic Assurances
- Administrative Assurances
- Financial Assurances
- Administrative Certifications



**KEEP CALM
AND
SAVE ON**

A photograph of a waiting room. In the foreground, two women are seated in light-colored chairs, looking towards the camera. The woman on the left is wearing a light blue blazer over a white floral top. The woman on the right is wearing a grey cardigan over a striped top. In the background, a healthcare worker in a white lab coat and a face mask is seated in a chair, looking down at a mobile device. The room has large windows on the left side, showing a parking lot with several cars. A television is mounted on the wall in the background.

Application Section 8 Implementation of Assurances & Purpose of Funds

8.1 CSBG Service Delivery System

Help 4 You:

- Provide a cooked nutritious meal to individuals once daily
- Spend 30 minutes in-home once a week with recipients planning a weekly grocery list
- Shop for recipients once a week
- Dispose of outdated foods and put away groceries once a week

8.2 CSBG Geographical Areas and Individuals

Help 4 You:

- Meals are prepared at three sites on the reservation. This arrangement allows for delivery of meals to homebound individuals to their homes in each of the Tribe's three districts.
- Help 4 You Delivery Specialists work remotely throughout each of the three districts to ensure adequate coverage.

8.3 Criteria and Method Used

Help 4 You:

- 35% of the Help 4 You Program's funds are allocated for purchasing groceries for meals and groceries for individuals.
- The Program Coordinator completes and submits a budget to the Tribe's Finance Office that is used to monitor expenditures quarterly
- Recipients must meet the program's eligibility requirements

8.4 Purpose of Funds

Activities that will address at least one of the following three areas:

- Assisting low-income families and individuals
- Addressing the needs of youth in low-income communities through youth development programs.
- Making more effective use of, and coordinating with, other programs related to the purposes of the CSBG Act.

Summary

Implementation of Assurances & Purpose of Funds

- CSBG Service Delivery System
- CSBG Geographical Areas and Individuals
- Method & Criteria for Distribution of Funds
- Purpose of Funds



**KEEP CALM
AND
SAVE ON**



Application Section 9 Federal Certifications

Certification Regarding Lobbying

No funds to be used to influence or attempt to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with Federal contract, grant, or loan

Certification Regarding Drug-Free Workplace Requirements

- Publish and give to each employee a copy of the Drug Free Workplace policy
- Specify the actions that will be taken for violation of the policy
- Establish an ongoing drug-free awareness program for employees
- Notify an employer in writing of a conviction for a violation of a criminal drug statute occurring in the workplace
- Take appropriate personnel action against convicted employee

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency
- Have not been convicted of or had a civil judgment for fraud or criminal offense

Certification Regarding Environmental Tobacco Smoke

Smoking will not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18.

Summary

Federal Certifications

- Lobbying
- Drug-Free Workplace Requirements
- Debarment, Suspension, and Other Responsibility Matters
- Environmental Tobacco Smoke



**KEEP CALM
AND
SAVE ON**



Application Section 10 Annual Report

What is an Annual Report?

- A detailed budget
- A narrative description of how CSBG goals and objectives were met
- Information on the types of projects supported



Due by March 31, 2025



Period: 10/01/23 -09/30/24



**KEEP CALM
AND
SAVE ON**

Stretch  Minute

Part Four
**Submitting the
Plan and
Application**

Final Checklist

- Review and save
- Add signatures, p. 46
- Save after signatures are added
- Consolidate all documents into one PDF
- Upload to OLDC, p. 48

Documents

- Application
- Updated SF-424M
- Transmittal Letter
- State Recognition documentation (only if citation of State statute was unavailable)
- Resolution (only if representing more than one Tribe)

Part Five
**What to Expect
After
Submission**

Expectations After Submitting

- September – October: DCA review period
- Determination and NOF emailed (Contact info accuracy)
- First allocation by end of December 2023 (Subject to availability of funds)

Summary

- *Part One: Updates to the FY 2024 CSBG Tribal Application Process*
- *Part Two: Preparation*
- *Part Three: Completing the Application*
- *Part Four: Submitting the Application*
- *Part Five: What to Expect After Submission*

Questions, Comments, and Answers



OFFICE OF COMMUNITY SERVICES

An Office of the Administration for Children & Families



csbgTribes@acf.hhs.gov

-or-

Program Specialist

Coming Soon!

August 3

FY 2024 Tribal Application
Information: Step by Step
Video Tutorial Series

www.csbgtribalta.com

August 9-10

CSBG Annual Tribal Network
Meeting (Virtual)
Advancing Equity

- Roundtable
- Tribal State Partnerships
- Community Needs Assessment
- The CSBG Program Cycle

www.csbgtribalta.com

August 17 and 24

FY 2024 Tribal Application
Office Hours

Program Specialists will provide brief updates and answer questions about the application and the application process.

www.csbgtribalta.com