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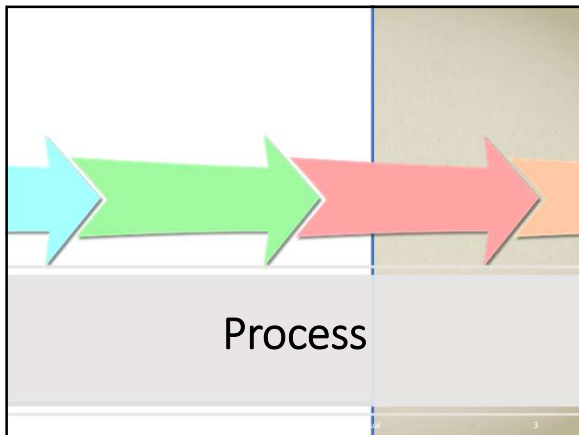
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**Process**

- A few years ago, NASCSP was requested by its members to provide guidance and identify common State CSBG policy and procedure practices and to recommend what should be included in a Policy and Procedure Manual used to administer CSBG.
- NASCSP conducted a survey with CSBG State Offices and developed an Issue Brief that contained recommended contents for a CSBG Policy and Procedures Manual.
- More recently, the membership requested an update to that document.
- A small group of State Office representatives from AR, MN, NE, NV, VA, WA, and WI met to review the original document developed by NASCSP and make revisions.

NASCSP | CSBG Policies and Procedures Manual 4

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**Why have a CSBG Policies and Procedures Manual?**

- To clarify the federal and state requirements for CSBG.
- For efficient use and management of grant funds.
- To provide consistency and direction for new program managers.
- Applicable to all CSBG recipient agencies.
- Establish expectations of eligible entities.
- Provide supplement grant/contract language.
- Provide forms for use by eligible entities i.e., Disposition of Equipment, Quality Improvement Plans, Notice of Equipment Purchase, etc.

NASCSP | CSBG Policies and Procedures Manual 6

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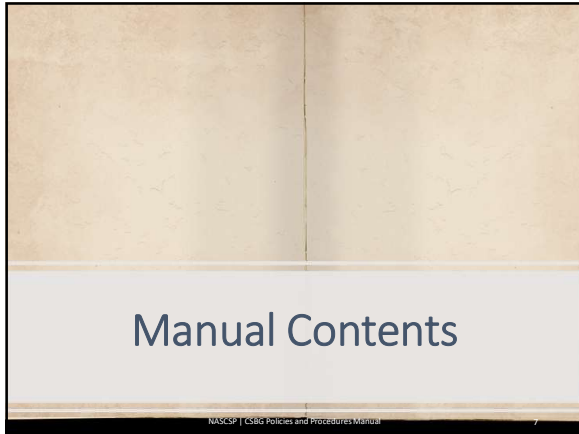
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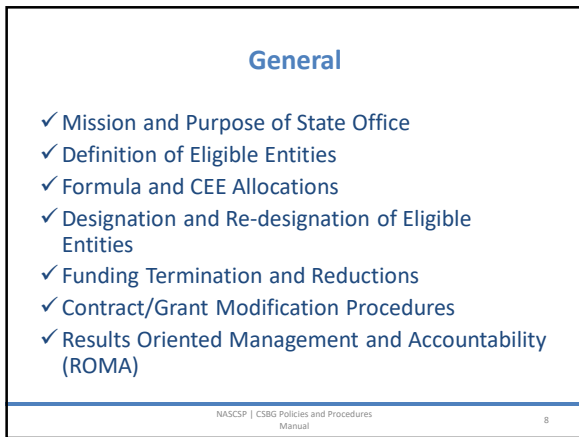
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**Eligible Entity**

- ✓ Private CAA Board Composition
- ✓ Public CAA Board Composition
- ✓ Community Action Plan
- ✓ Customer Privacy
- ✓ Personnel Policy
- ✓ Client Income Eligibility
- ✓ Client Income Eligibility Verification

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NASCSP | CSBG Policies and Procedures Manual 10

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**Eligible Entity**

- ✓ Conflict of Interest
- ✓ Political Activity / Hatch Act Restrictions
- ✓ Workforce Innovation and Opportunity Act (WIOA)
- ✓ Child Support Services and Referrals
- ✓ Referrals to Drug Treatment Services
- ✓ Reporting
- ✓ CSBG Organizational Standards
- ✓ Community Needs Assessment
- ✓ Tribal/Tribal Entities

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**Fiscal**

- ✓ Administrative and Indirect Costs
- ✓ Invoicing and Requests for Payment Instructions
- ✓ Equipment Disposition and Equipment Purchases
- ✓ Audit Requirement
- ✓ Fidelity Bonds and Insurance Treatment Services



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NASCSP | CSBG Policies and Procedures Manual 12

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