

# State Plan Prep! Webinar

Thursday, March 15, 2018, 3:30 – 4:30 PM ET

Office of Community Services,  
Division of Community Assistance



# Presenters

Niki Frazier, Records Manager

Jamia Furbush, Program Specialist  
(Regions II, VIII, and X)

Jonna Holden, Program Specialist  
(Regions I and IV-A)



# Webinar Focus

- Fiscal Year (FY 2019) CSBG State Plan Submission Requirements
- Refresher of Submission Essentials
- Updated State Plan Highlights
- Opportunity for Q & A



# Background

- Third year of submission of CSBG State Plan
- FY19 submission requirements/process
- On-Line Data Collection (OLDC)
- Revised Clearance Expected: **July 2, 2018**
  - 1<sup>st</sup> Federal Register Notice: **November 17, 2017 – January 16, 2018**
  - 2<sup>nd</sup> Federal Register Notice: **March 2018 – April 2018**
- Supportive, Clarifying, and Revision comments encouraged



# Fiscal Year 2019 Submission

- CSBG State Plan Anticipated Date in OLDC: [July 2, 2018](#)
- Submission Deadline: [September 1, 2018](#)

## State Plan Preparation

- Items to have available: State Plan (Word Document), OCS Webinars, Relevant OCS Information Memoranda (IMs)



# OLDC Reminders

- Ensure user accounts have been established
- Access account every 60 days to avoid lockout
- Pay attention to the maximum number of characters in sections



# SF-424M Submission

- States entering the second year of their two-year plan, must complete and submit the SF-424M report (separate OLDC report)
- Contact OCS in advance if your state plans to submit a revision and/or update
- States must use the CSP report to submit revisions or updates



# Designation Letter

- Plan must be certified by the designated official
- Consider utilizing a “title/position” on the designation letter vs. a specific individual
- Designation must originate from the Governor’s office
- Each subsequent designation (if necessary) must follow checks the chain of command balances
- Designation letter does not need to be updated each year (Exception: personnel changes)
- The letter does not need to be changed with new OCS director





# State Plan Attachments

- Attach documents using the paperclip icon located after designated section items
- Use item number to reference attachment file name



# Section 1: CSBG Administrative Information

**Purpose:** Collects information on...

- State CSBG authorized official
- State CSBG program official
- Copy of State designation letter



# Section 1: CSBG Administrative Information

## Question 1.1: Submission Options

- One Year vs. Two Year
- 2<sup>nd</sup> Year Existing Two Year Plan: SF-424M or Update/Revision



# Section 2: State Legislation and Regulation

**Purpose:** Collects information on

- State Legislation
- State Regulation



# Section 2: State Legislation and Regulation

- Question 2.3: Ensure hyperlinks work
- The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided.

**Example** - A state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington  
D.C. Statute



# Section 3: State Plan Development and Statewide Goals

**Purpose:** Collects information on the mission and responsibilities of the state agency that serves as the CSBG lead agency.

- CSBG Lead Agency mission
- State's vision and CSBG-specific goals
- Types of input used to develop the State Plan
- Eligible Entity involvement in State Plan development



# Section 3: State Plan Development and Statewide Goals

- State can provide multiple Administrative/Program related goals
- Goals vs. Requirements of CSBG:  
**Example Goal:** Distribute 90% funds to all Eligible Entities
- NEW Guidance: Consider Performance Management data when developing state goals
- Question 3.5: Review IM 150 on ACSI and setting targets



# Section 4: CSBG Hearing Requirements

**Purpose:** Verifies that the state has met requirements for the public notice, the public hearing, and the legislative hearing.





# Section 4: CSBG Hearing Requirements

- Public hearing (Each Year) vs. Legislative hearing (Three Years)
- Combined Hearings: Clear Documentation
- NEW Guidance: Sufficient notification time, recommended 30 days



# Section 5: CSBG Eligible Entities

**Purpose:** Collect entity-level data

- Public/private
- Entity type
- Entity service area



## Section 5: CSBG Eligible Entities

- NEW information collection: Mergers
- NEW guidance: Mergers
- NEW guidance: De-designation & Re-designation



# Section 6: Organizational Standards for Eligible Entities

**Purpose:** Describe state procedures related to Organizational Standards.

- Choice of standards: COE-developed, COE with modifications, or alternative standards
- Implementation process at state-level
- Assessment procedures, including corrective action procedures
- Special circumstances exceptions



# Section 6: Organizational Standards for Eligible Entities

- NEW Question 6.3: Organizational standards processes improvement
- NEW Guidance 6.5: IM 138, setting targets for Organizational standards



# Section 7: State Use of Funds

**Purpose:** Collects information on the planned use of CSBG funds in three areas.

- 90 percent funds
- Administrative funds
- Remainder/Discretionary funds



# Section 8: State Training and Technical Assistance

**Purpose:** Describes the state's plan for delivering CSBG-funded training and technical assistance to eligible entities.

- Indicate the timeframe, whether it is training, technical assistance or both, and the topic
- State training technical assistance paid for by the state should include the planned budget



# Section 8: State Training and Technical Assistance

- Technical Assistance Plans (TAPs) and/or Quality Improvement Plans (QIPs)
- Performance Management Adjustment





# Section 9: State Linkages and Communication

**Purpose:** Addresses the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under the State Plan.

- State Linkages and Coordination at the Local Level
- Eligible Entity Linkages and Coordination
- Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities
- Emergency Energy Crisis Intervention
- Coordination



# Section 9: State Linkages and Communication

- Question 9.9: Table will now allow you to select any/all formats to communication; prevents the state from having to enter additional rows
- NEW Guidance Question 9.10: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS



# Section 10: Monitoring, Corrective Action, and Fiscal Controls

**Purpose:** For states to note the planned monitoring of eligible entities. To consist of the proposed schedule for planned monitoring visits including:

- Full on-site reviews
- On-site reviews of newly designated entities
- Follow-up reviews
- Monitoring Policies
- Initial Monitoring Reports
- Closing Findings
- Quality Improvement Plans (QIPs)
- Assurance on Funding Reduction or Termination



# Section 10: Monitoring, Corrective Action, and Fiscal Controls

- 10.8b: How the procedures were made available to eligible entities and the public (designation)
- 10.9b: How the procedures were made available to eligible entities and the public (termination)
- 10.10: How the procedures were made available to eligible entities and the public (re-designation)



# Section 11: Eligible Entity Tripartite Board

**Purpose:** Gathers information on the state's tripartite board.

- How states verify entity tripartite board requirements, and how often entities provide board updates to the state
- Assurance 676(b)(10): eligible entities have procedures by which individuals/organizations can petition for adequate representation on the tripartite board



# Section 12: Individual and Community Income Eligibility Requirements

**Purpose:** Gathers information on individual and community income eligibility requirements.

- Individual income eligibility threshold (125% of HHS poverty or other) and policies
- Income verification process for general/short term services
- Community eligibility procedures



# Section 13: Results Oriented Management and Accountability (ROMA) System

**Purpose:** Collects information related to assurance 676(b)(12).

- State's choice of ROMA or another performance measurement system
- States use of National Performance Indicators (NPI) or alternative set of outcome measures
- How the state supports eligible entities in using ROMA system. (May overlap with T and TA activities in Section 8)
- How state is validating eligible entities use of data to improve service delivery



# Section 14: CSBG Programmatic Assurances and Information Narrative

**Purpose:** Fulfill CSBG application requirements for the CSBG Act assurances, including:

1. A signature to indicate the state commits to all assurances
2. A description for each assurance, as required by assurance 676(b)(13)

*The state application and State Plan shall include “information describing how the state will carry out the assurances described in this subsection.”*





# Section 15: Federal Certifications

**Purpose:** Collects signed certifications.

1. Lobbying
2. Drug free workplace
3. Debarment
4. Environmental Tobacco Smoke



# Resources:

- **NASCSP State Plan Technical Resource Center:**  
<http://nascsp.org/Performance-Management/968/State-Plan-Information.aspx?iHt=34>
- **Webinar: Registering and Accessing the Online Data Collection (OLDC) (2015)**
  - Recording:  
<https://hhs.adobeconnect.com/a1020204752/p6yb9pecmm6/?launcher=false&fcsContent=true&pbMode=normal>
- **Webinar: Fiscal Year 2016 Model State Plan Submission Process (2015)**
  - Recording:  
<https://hhs.adobeconnect.com/a1020204752/p2xottn13q7/?launcher=false&fcsContent=true&pbMode=normal>
- **Webinar: CSBG Model State Plan Technical Webinar (2015)**
  - Recording:  
<https://hhs.adobeconnect.com/a1020204752/p2w9sezhlli/?launcher=false&fcsContent=true&pbMode=normal>
  - Presentation:  
[https://extranet.acf.hhs.gov/oldcdocs/pdf/OLDCTechnicalWebinar%20CSBG%208-6-15-Final-updated8\\_6.pdf](https://extranet.acf.hhs.gov/oldcdocs/pdf/OLDCTechnicalWebinar%20CSBG%208-6-15-Final-updated8_6.pdf)



# Program Assistance

**[CSBGStates@acf.hhs.gov](mailto:CSBGStates@acf.hhs.gov)**

Crystal Crews, Regions: IV-B, V, and VII  
[Crystal.Crews@acf.hhs.gov](mailto:Crystal.Crews@acf.hhs.gov)

Isaac Davis, Region: III, VI, IX  
[Isaac.Davis@acf.hhs.gov](mailto:Isaac.Davis@acf.hhs.gov)

Jamia Furbush, Region: II, VIII, X  
[Jamia.Furbush@acf.hhs.gov](mailto:Jamia.Furbush@acf.hhs.gov)

Jonna Holden, Regions: I, IV-A  
[Jonna.Holden@acf.hhs.gov](mailto:Jonna.Holden@acf.hhs.gov)



# Technical/OLDC Assistance

[CSBGStates@acf.hhs.gov](mailto:CSBGStates@acf.hhs.gov)

Monique Alcantara

[Melania.Alcantara@acf.hhs.gov](mailto:Melania.Alcantara@acf.hhs.gov)

Niki Frazier

[Nikita.Frazier@acf.hhs.gov](mailto:Nikita.Frazier@acf.hhs.gov)



# Q & A

