

# **Button Down: Designation Letter(s), Authorizing Officials & Certifications**

Tuesday, April 17, 2018  
3:00pm ET

Office of Community Services,  
Division of Community Assistance



# Presenters

Niki Frazier, Records Manager

Roneika Carr, Program Specialist



# Webinar Focus

- Attachments within the CSBG State Plan, with a focus on:
  - The Designation Letter
  - Authorizing Officials
  - Certifications
- Opportunity for Q & A



# Background

- Third year of CSBG State Plan online submission
- FY2019 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 16 – April 15, 2018**
- Next: OMB has 30 days to review and approve
  - Expected approval date: **May 14, 2018**



# Fiscal Year 2019 Submission Reminders

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



# OLDC Reminders

- Ensure user accounts have been established
- Access account every 60 days to avoid lockout
- Pay attention to the maximum number of characters under each question
- States entering the second year of their two-year plan must complete and submit the SF-424M report (separate OLDC report)



# Attachments



# Attachments: Background

- Nine (9) Items allow for attachments
- Three (3) of the Nine (9) are required
- Two (2) of the Nine (9) require an attachment or a link (text)
- Four (4) of the Nine (9) are optional





# Attachments: List

Item No.	Item Title	Requirement
1.3	Designation Letter	Required
2.3	Legislation/Regulation	Attach a copy or provide a hyperlink
4.4	Public Hearing Documentation	Required
6.1b.	Alternative Organizational Standards	Required (as applicable)
10.2.	Monitoring Policies	Attach a copy or provide a hyperlink
15.1	Lobby Certification	Optional
15.2	Drug-Free Workplace Certification	Optional
15.3	Debarment Certification	Optional
15.4	Environmental Tobacco Smoke	Optional



# Attachments: Naming Convention

- Attachment names should include:
  - The correlating item number
  - The correlating item title
  - Any additional information identifying the attachment (optional)



# Attachments:

## Item 1.3 (Required)

**1.3. Designation Letter:** Attach the state's official CSBG designation letter.

- **Name:** 1.3 Designation Letter
- **Instructional Note:** The designation letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency and title of the authorized official of the lead agency who is to administer the CSBG grant award.
- **Additional Guidance:** The designation letter should be updated whenever there is a change to the lead agency and/or title of authorized designee.



# Designation Letter

- Plan must be certified by the designated official
- Assure that delegation is consistent with state laws and procedures
- Consider utilizing a “title/position” on the designation letter vs. a specific individual
- Designation must originate from the Governor’s office
- Any subsequent designation (if necessary) must follow the chain of command
- Designation letter does not need to be updated each year (Exception: the designee changes)
- The letter does not need to be changed with new OCS director



# Attachments:

## Item 2.3 (Attachment or Hyperlink)

**2.3. Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2.

- **Name:** 2.3 Legislation/Regulation Documentation
- An attachment is not required here if you are able to provide a link to your documents.
- If you have statutes and regulations, please provide attachments/links to both and name them accordingly.
  - Example: 2.3. Legislation/Regulation Statute



# Attachments: Item 4.4 (Required)

**4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.

- **Name:** 4.4 Public Hearing Documentation
  - Naming convention: Item Number, Type of Hearing, Type of Document, Date
    - *Example:* 4.4 Combined Hearing Agenda 041718
- **Additional Guidance:** Supporting documentation may include, but is not limited to:
  - Agendas
  - Sign-in sheets
  - Transcripts
  - Notices/advertisements of the hearings



# Attachments:

## Item 6.1b (Required)

**6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

- **Name:** 6.1b Alternative Organizational Standards
- This attachment is only required if you select *Alternative Set of Organizational Standards* under 6.1
- Attach the entire set of alternative organizational standards
  - Note: The standards must be as rigorous as the COE-developed Organizational Standards



# Attachments:

## Item 10.2 (Attachment or Hyperlink)

**10.2. Monitoring Policies:** Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

- **Name:** 10.2 Monitoring Policies
- An attachment is not required here if you are able to provide a link to your documentation.





# Authorizing Officials



# Authorizing Officials

- Official(s) must be identified on the designation letter(s)
- Can be identified by title (letter may specify that authorization will transfer to successive officeholder)
- Must have their own OLDC account
- Certifies the entire application and plan (including attachments)



# Certifications



# Section 15: Federal Certifications

- Four (4) Required Certifications:
  - Lobbying
  - Drug-Free Workplace Requirements
  - Debarment
  - Environmental Tobacco Smoke
- Certify that the state CSBG authorized official is providing the certification set out above
- Must Maintain a signed copy in your records



# Next Webinar

*Great! We Made It!*

**NEW DATE!**

June 6, 2018,  
2:00 PM – 3:00 PM ET

*This webinar was originally scheduled for May 17, 2018.*



# Resources

- **NASCSP State Plan Technical Resource Center**
  - Recording: <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](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](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](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

