

Great! We Made It!

Final Changes to CSBG State Plan FY2019

Office of Community Services
Division of Community Assistance
August 14, 2018



Welcome!



OCS Guidance

- Action Transmittal (AT) 2018-02, *Application for FY2019 Funds for State and Territories* (based on the availability of CSBG funds)
 - Released July 27, 2018

COMMUNITY SERVICES BLOCK GRANT

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
330 C Street, S.W.
Washington, D.C. 20201
<http://www.acf.hhs.gov/ocsp/programs/csbg>

Action Transmittal Date: July 28, 2017

Transmittal No. CSBG-AT-2017-03

Community Services Block Grant (CSBG) States and U.S. Territories Grantees

TO: _____ STATES
_____ TRIBES/TRIBAL ORGANIZATIONS
_____ TERRITORIES

GUIDANCE INTENDED FOR: STATES
 TRIBES/TRIBAL ORGANIZATIONS
 TERRITORIES

SUBJECT: Application for Fiscal Year (FY) 2018 Community Services Block Grant (CSBG) Funds Based on the Availability of CSBG Funds

RELATED REFERENCES: Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-25, as amended; Human Services Amendments of 1994, P.L. 103-252; the FY 1996 CSBG Appropriation Legislation, P.L. 104-134; CFR Title 45, Part 96; Coats of Human Services Reauthorization Act of 1998, P.L. 105-285; Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines

PURPOSE: To inform States and U.S. Territories of the CSBG application requirements for FY 2018. To qualify for FY 2018 CSBG funding, States must submit their State plan applications to the Office of Community Services (OCS) by September 1, 2017 using the approved online CSBG Model State Plan format. States shall submit their information electronically through the Administration for Children and Families' (ACF) On-Line Data Collection (OLDC) system.

BACKGROUND: According to Section 676(b) of the Community Services Block Grant (CSBG) Act, states, including territories, must prepare and submit a State Plan for CSBG funding. The Office of Community Services (OCS) provides funds to CSBG grantees based on the determination that their State Plan, which also serves as an application, is complete and in accordance with all requirements of the CSBG Act.

The CSBG State Plan is a critical document for both state and Federal oversight of CSBG. The CSBG State Plan – submitted through the Administration for Children and Families (ACF) On-Line Data Collection system (OLDC) – integrates and aligns requirements from the CSBG Act with elements of the overall CSBG Performance Management and Accountability Framework, which includes 1) organizational standards for CSBG eligible entities, 2) accountability measures for states and OCS, and 3) Results Oriented Management and Accountability (ROMA). Ultimately, this



OCS Guidance

- Dear Colleague – CSBG State Plan Revisions: Second Open Comment Period
 - Released March 22, 2018

- Dear Colleague – CSBG State Plan Revision: Open Comment Period
 - Released November 22, 2017



Overview and Reminders



Today's Focus

- Final CSBG State Plan Revisions



CSBG State Plan Overview

- Received OMB Clearance July 2, 2018
- Revised and automated CSBG State Plan
 - Incorporates the 3 performance management efforts
 - Accessed through ACF's Online Data Collection System (OLDC)
 - Increases efficiency, improves data analysis



Reminder...

All Plans Due:
Saturday, September 1, 2018



CSBG State Plan Submission Groups

GROUP A

The following states are required to submit a one- or two-year plan for FY2019

Alabama	Alaska	Arizona	Connecticut	Delaware
District of Columbia	Florida	Georgia	Kansas	Maryland
Massachusetts	Michigan	Mississippi	Nebraska	New Hampshire
New Jersey	Oregon	Puerto Rico	South Carolina	South Dakota
Utah	Vermont	Virginia	Washington state	Wyoming

GROUP B

The following states are solely required to submit a SF-424M for FY2019, but may submit updates to their accepted plans

Arkansas	California	Colorado	Hawaii	Idaho
Illinois	Indiana	Iowa	Kentucky	Louisiana
Maine	Minnesota	Missouri	Montana	Nevada
New Mexico	New York	North Carolina	North Dakota	Ohio
Oklahoma	Pennsylvania	Rhode Island	Tennessee	Texas
West Virginia	Wisconsin			



Reminder...

CSBG Eligible Entity Master List

Must Be Submitted **Before**

Starting the FY 2019 CSBG State Plan



CSBG State Plan



CSBG State Plan Revisions Summary

- CSBG Model Plan → CSBG State Plan (CSP)
- No revisions were made to Sections 13 - 15
- Revisions based on technological refinements
 - Skip Logic
 - Pre-population
- Character Limits Updated
- Fewer Attachments
- States should report on the Federal Fiscal Year

**Federal Fiscal Year
October 1 – September 30**



Allowable Attachments

- Attachments minimized
 - Character Limit Updated

Item No.	Item Title
1.3.	Designation Letter [Required]
2.3.	Legislation/Regulation
4.4.	Public Hearing Documentation [Required]
6.1b.	Alternative Organizational Standards [Required, as applicable]
10.2.	Monitoring Policies
15.1.	Lobby Certification
15.2.	Drug-free Workplace Certification
15.3.	Debarment Certification
15.4.	Environmental Tobacco Smoke



Attachments Not Accepted

- Character Limit Updated

Item No.	Item Title
6.5a.	Organizational Standards Eligible Entity Exemptions
7.1.	Formula – Other Narrative
7.9f.	Remainder/Discretionary Funds
9.1.	Other
9.2.	State Linkages and Coordination
9.3a.	Eligible Entity Linkages and Coordination
9.6.	Faith-Based Organizations
10.1.	Monitoring Approach Outside of Table Parameters
10.11.	State’s Fiscal Controls and Accounting Procedures
12.1a.	Required Income Eligibility Policy/Procedures
13.1a.	ROMA Policies, Procedures or Guidance



Attachments Not Accepted

- Character Limit Updated

Item No.	Item Title
13.2.	ROMA Outcome Measures
13.3.	State Support of Eligible Entities Using ROMA
13.4.	State Validation of Eligible Entity Use of Data
13.5.	State Process of Securing Eligible Entity Community Needs Assessments
13.6.	CAPs and CANs
14.1a.	State Assurance – Funds Made Available
14.1b.	State Assurance – Funds Will be Used – Youth
14.1c.	State Assurance – Funds Will be Used – Other Programs
14.3a.	State Assurance – Eligible Entity Service Delivery
14.3d.	State Assurance – Eligible Entity Community and Neighborhood Initiatives
14.4.	State Assurance – Eligible Entity Food and Nutrition Services



Cover Page

- SF – 424m
- One versus Two-Year Plan

<p>* 1.a. Type of Submission:</p> <p><input type="radio"/> Application</p> <p><input checked="" type="radio"/> Plan</p> <p><input type="radio"/> Other (2 Year)</p>	<p>* 1.b. Frequency:</p> <p><input checked="" type="radio"/> Annual</p> <p><input type="radio"/> Other (2 Year)</p>	<p>* 1.c. Consolidated Application/Plan/Funding Request?</p> <p>Explanation:</p> <p>2. Date Received:</p> <p>3. Applicant Identifier:</p> <p>4a. Federal Entity Identifier:</p> <p>4b. Federal Award Identifier:</p>	<p>* 1.d. Version:</p> <p><input checked="" type="radio"/> Initial</p> <p><input type="radio"/> Resubmission</p> <p><input type="radio"/> Revision</p> <p><input type="radio"/> Update</p> <p>State Use Only:</p> <p>5. Date Received By State:</p> <p>6. State Application Identifier:</p>
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One-Year Plan:

- 1.a. → Plan
- 1.b. → Annual
- 1.d. → Initial

Two-Year Plan:

- 1.a. → Plan
- 1.b. → Other (2 Year)
- 1.d. → Initial



Section 1 – 1.1 and 1.1a.

- CSBG Administrative Information
- 1.1 and 1.1a. Length of Plan and Time Period

1.1 Identify whether this is One-Year or a Two-Year Plan	<input type="radio"/> One-Year <input checked="" type="radio"/> Two-Year	
1.1a Provide the Federal Fiscal Years this plan covers:	Year One <input type="text" value="2019"/>	Year Two <input type="text" value="2020"/>

Your response will impact the following questions:

3.5.	6.5.	7.2.	7.6.	7.7.
7.8.	7.9.	8.1.	8.1a.	10.1.



Section 1 – 1.2 - 1.5

Pre-populations, Updates and Pre-populations

1.2. and 1.4.	Pre-populates - Identify if there are any changes - Update those specific items
1.2b, 1.2d., & 1.4b.	Require new responses
1.5.	New Question

1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by [Section 676\(a\)](#) of the CSBG Act.

Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency has changed since the last submission of the state plan? Yes No

1.3. Designation Letter:

Attach the State's official [CSBG designation letter](#). If either the governor or designated agency has changed, update the letter accordingly. 📁

Instructional Note: The 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.

1.4. CSBG Point of Contact: Provide the following information in relation to the designated State CSBG point of [contact](#). The State CSBG point of contact should be the person that will be the main point of contact for CSBG within the State.

Has Information in regards to the state point of contact has changed since the last submission of the state plan? Yes No

1.5. Provide the following information in relation to the [State Community Action Association](#). There is currently a state Community Action Association within the state. Yes No

Information in regards to the state Community Action Association has changed since the last submission of the state plan. Yes No



Section 3

New Responses Required	
3.3a	Updated & Requires New Response
3.3b.	New Question
3.3c.	Updated & Requires New Response
3.5.	Updated & Requires New Response



Section 4

4.3. Public and Legislative Hearings:
In the table below, Specify the [date\(s\)](#) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under [Section 676\(a\)\(2\)\(B\)](#) and [Section 676\(a\)\(3\)](#) of the Act.

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited	Delete
1	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Table 4.3 Updated & New Response Required
 - Combined Hearing Confirmation
- Option to add rows as needed
- 4.4. Requires Attachments



Section 5

Primarily New Questions

5.1.	Auto-populates from the Master List
5.2.	Auto-calculates
5.3.	New Question
5.3a.	New Question
5.3b.	New Question
5.3c.	New Question



Section 6

New Responses Required

6.1.	Updated & Requires New Response
6.1a.	New Question
6.1c.	New Question
6.4a.	New Question
6.5.	Updated & Requires New Response



Section 6 – 6.4a.

Auto-calculates # of exempted eligible entities

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption

Total Number of Exempt Entities: 1

CSBG Eligible Entity	Description / Justification	Delete
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Section 6.4a Specific Eligible Entities: 1

The description/justification can be repeated.



Section 7

New Responses & Two-Year Responses

7.1a.	New Question	One-Year
7.2.	Updated & Requires New Response	Allows for Two-year
7.6.	Updated & Requires New Response	Allows for Two-year
7.7.	Updated & Requires New Response	Allows for Two-year
7.8.	Updated & Requires New Response	Allows for Two-year
7.9.	Updated & Requires New Response	Allows for Two-year
7.10.	Updated & Requires New Response	One-Year
7.11.	Updated & Requires New Response	One-Year



Section 7 – 7.2, 7.6. and 7.9.

- How are you planning to allocate the 100% of the CSBG funds that you receiving between:
 - Eligible Entities (7.2.)
 - Administrative Funds (7.6.)
 - Remainder/Discretionary Funds (7.9.)

When combined the percentages provided should equal 100%



Section 8

New Responses & Two-Year Responses

8.1.	Updated & Requires New Response	
8.1a.	Updated & Requires New Response	Allows for Two-year
8.1b.	New Question	Allows for Two-year
8.2a.	New Question	Allows for Two-year



Section 9

9.9 Communication with Eligible Entities and the State Community Action Association:

In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	Select ▼		
State Plan Development	Select ▼		
Organizational Standards Progress	Select ▼		
State Accountability Measures Progress	Select ▼		
Community Needs Assessments/Community Action Plans	Select ▼		
State Monitoring Plans and Policies	Select ▼		
Training and Technical Assistance (T/TA) Plans	Select ▼		
ROMA and Performance Management	Select ▼		
State Interagency Coordination	Select ▼		
CSBG Legislative/Programmatic Updates	Select ▼		
Tripartite Board Requirements	Select ▼		

	Topic	Expected Frequency	Format	Brief Description of "Other"	Delete
1	<input type="text"/>	Select ▼	Select ▼	<input type="text"/>	<input type="checkbox"/>

Add Communication Plan: 1 ▼ [Add](#) [Delete Marked Rows](#)



Section 10

New Responses Required

10.1.	Updated & Requires New Response
10.8a.	Updated & Requires New Response
10.8b.	New Question
10.9a.	Updated & Requires New Response
10.9b.	New Question
10.10a.	Updated & Requires New Response
10.10b.	New Question



Section 10 – 10.1.

CSBG Eligible Entity	Monitoring Type	Review Type	Target Period	Start Date of Last Full Onsite Review	Date of Last Full Onsite Review (if applicable)	Brief Description of "Other"	Delete
BROC-Community Action in Southwestern Vermont	CSBG Review	Onsite Review	FY1 Q2	7/25/2016			<input type="checkbox"/>
Capstone Community Action	Select	Select	Select				<input type="checkbox"/>
Champlain Valley Office of Economic Opportunity	Select	Select	Select				<input type="checkbox"/>
Northeast Kingdom Community Action	Select	Select	Select				<input type="checkbox"/>
Southeastern Vermont Community Action	Select	Select	Select				<input type="checkbox"/>



Sections 11 - 13

New Responses Required

Section 11	All responses pre-populate
Section 12 - Exception 12.1	12.1 previously allowed for Select All; Now only allows for Select One
Section 13	All responses pre-populate



Sections 14

New Responses Required

14.1a.	Requires New Response
14.1b.	Requires New Response
14.1c.	Requires New Response
14.3a.	Requires New Response
14.3d.	Requires New Response
14.4.	Requires New Response
14.13.	Checkbox



CSBG State Plan Webinar Series

Webinar Title	Description	Date	Audience
Changes to CSP	A one-time webinar focused on the revisions made to the CSP	January 9	All states
State Plan Prep!	An annual webinar focused on refreshers to help you in completing your state plan	March 15	Group A
Button Down: Designation Letter(s), Authorizing Officials, Certifications	An annual webinar focused on requirements around the designation letter, authorizing officials, and certifications	April 17	Group A
CSBG Eligible Entity Master List	A one-time webinar on how to complete the new CSBG Eligible Entity Master List	July 30	All States
Submitting the SF-424M!	An annual webinar focused on refreshers for submitting the SF-424M	August 6	Group B
Great! We Made It!	A one-time webinar focused on the final changes made to the CSBG State Plan	August 14	All states
Submitting the Plan!	An annual webinar focused on refreshers for submitting the CSBG State Plan in OLDC	August 15	Group A

All recorded webinars can be found on the NASCSP website.



CSBG Federal Staff Contacts

Program Questions, contact your CSBG Program Specialist

- **Crystal Crews**
Regions IV(b), V, VII
Crystal.crews@acf.hhs.gov
- **Isaac Davis**
Regions III, VI, IX
isaac.davis@acf.hhs.gov
- **Jamia Furbush**
Regions II, VIII, X
jamia.furbush@acf.hhs.gov
- **Jonna Holden**
Regions I, IV(a)
jonna.holden@acf.hhs.gov

Technical Questions and OLDC Access Concerns

- **Monique Alcantara**
melania.alcantara@acf.hhs.gov
- **Niki Frazier**
nikita.frazier@acf.hhs.gov

Also copy
CSBGStates@acf.hhs.gov to
ensure prompt response



Questions?

