



ADMINISTRATION FOR
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Community Services Block Grant Action Transmittal

AT#: CSBG-AT-2019-04
DATE: June 17, 2019
TO: CSBG States
SUBJECT: CSBG Eligible Entity Master List
ATTACHMENT(S): CSBG Fillable State Plan; CSBG Master List Submission Guide

BACKGROUND:

In 2018, the Office of Community Services (OCS) introduced the Community Services Block Grant (CSBG) Eligible Entity Master List (CSBG Master List). The CSBG Master List is the official list of eligible entities with the CSBG Network as submitted by the state. Ultimately, the CSBG Master List is a more succinct method for collecting and storing eligible entity information for your state.

The CSBG Master List pre-populates sections with the CSBG State Plan that relate to the eligible entities – including Section 5, Section 7, and Section 10. Due to this, you must complete the CSBG Master List prior to the initialization of the Fiscal Year (FY) 2020 CSBG State Plan. **You do not need to re-submit this year if there are no edits to the CSBG Master List.** The CSBG State Plan will pre-populate from the last submission.

WHEN AND WHY TO UPDATE:

The CSBG Master List is now available via [GrantSolutions.gov](https://www.grantsolutions.gov) for updates as needed. The CSBG Master List will close July 15, 2019. Please be sure to make any revisions to the CSBG Master List before July 15, and prior to initializing your FY2020 CSBG State Plan.

As a reminder, you are not required to update or re-submit the CSBG Master List. You should only update the CSBG Master List if there were changes to the Master List since the last submission. These changes include a name change, a designation or re-designation, de-

designation or voluntary relinquishments, and/or mergers as defined in Section 676 of the CSBG Act.

If you update the CSBG Master List, please identify the changes within Section 5, Question 5.3 of the FY2020 CSBG State Plan.

COMPLETING THE MASTER LIST:

The Master List is a complete listing of the eligible entities within your state, and includes the following information as it relates to each eligible entity:

- **DUNS NUMBER** – provide the official Data Universal Numbering System (DUNS) registered to the eligible entity. *Note: this number is also used to identify the eligible entity for the CSBG Annual Report Modules 2 – 4.*
- **CSBG ELIGIBLE ENTITY OFFICIAL NAME** – provide the official eligible entity name as it is associated with the DUNS number. Do not include any additional information in this text box, including but not limited to acronyms or a more commonly known name.
- **DOING BUSINESS AS NAME (if applicable)** – provide the acronym, doing business as, or more commonly known name. This field is optional.
- **ADDRESS** – provide the official street address, city, state, and zip code as associated with the DUNS number.
- **GEOGRAPHICAL AREA SERVED** – the geographical area(s) served by the eligible entity.
- **PUBLIC OR NON-PROFIT** – identify whether the entity is *public* or *non-profit*
- **TYPE OF ENTITY** – identify the type of entity; options include *Community Action Agency, Limited Purpose Agency, Migrant or Seasonal Farmworker, Tribe or Tribal Organization*. *Note: If the eligible entity does not fit under one of the types listed, select Community Action Agency. Per the CSBG Act, Section 677, “whether nonprofit or public, entities that receive CSBG funds are generally considered to be CAAs for the purpose of administering CSBG.”*

FY2020 CSBG STATE PLAN

The FY2020 CSBG State Plan will be available in early July. This delay is due to technical updates to the system to ensure ease of use. This year, “cloning” (exact duplication of the prior year plan) will not be available due to changes in the required submission. However, OCS is working with its technical partners to include pre-populations from previous submissions for **most** responses within the CSBG State Plan. The responses that are not pre-populated are those that

are most likely to change on a year-to-year basis, such as *State Use of Funds (Section 7)*, and *Monitoring (Section 10)*. We apologize for any inconvenience.

To assist with creating your plan in the interim, we have attached a fillable CSBG State Plan. Please use this fillable plan to draft your CSBG State Plan. Once the online version of the CSBG State Plan, you will be able to copy your responses into the online form.

TRAINING, TECHNICAL ASSISTANCE AND SUPPORT:

The CSBG Master List does not require certification by the Authorized Official. After the CSBG Master List is completed and validated, the Grant Administrator may submit the CSBG. Attached please find a technical assistance guide on completing the CSBG Master List.

If you have questions regarding OLDC system access and/or how to submit a completed form, please send to [Niki Frazier](#) and [Monique Alcantara](#) in the Division of Community Assistance.

If you have questions in regards to the content of the CSBG State plan, contact your respective [Federal CSBG Program Specialist](#).

Thank you for your attention and OCS looks forward to continuing to provide high quality services to OCS grantees.

/s/

Seth Hassett
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Office of Community Services