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Community Services Block Grant
Action Transmittal

AT#: CSBG-AT-2020-03

DATE: February 6, 2020

TO: Community Services Block Grant (CSBG) State, Territory and Tribal Lead Agencies

SUBJECT: CSBG Disaster Supplemental Funds – Stage 2 Application

ATTACHMENT(S): Allocation Table, Stage 2 Application Template, Naming Convention

RELATED REFERENCES: Community Services Block Grant Act, U.S.C. 9901 et seq.; Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Public Law (P.L.) 116-20); Department of Health and Human Services Block Grant Regulations 45 C.F.R. Part 96; Current Poverty Income Guidelines, 84 FR 1167; and CSBG Information Memorandum No. 156.

PURPOSE: To announce to recipients of the 2019 CSBG Disaster Supplement Funds, Stage 1, Initial Planning, Needs Assessment and Cost Documentation grants, the application requirements for Stage 2, Interim Recovery Efforts grants. **Applications are due Thursday, March 12, 2020.**

BACKGROUND

The Office of Community Services (OCS), Community Services Block Grant (CSBG) program was appropriated \$25 million in supplemental funds under the Supplemental Appropriations for Disaster Relief Act, 2019 (P.L. 116-20). The funds are being made available to states, territories and tribes authorized under the CSBG Act that were directly affected by hurricanes Florence and Michael, Typhoon Mangkhut, Super Typhoon Yutu, and wildfires and earthquakes occurring in calendar year 2018 and tornados and floods occurring in calendar year 2019, and which have been declared by the President as a major disaster under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

The Supplemental funds will be distributed to states and eligible entities based on need and should address necessary expenses directly related to the consequences of the disasters. CSBG

state, territory and tribal lead agencies must allocate the funds to qualified locally-based nonprofit community antipoverty agencies and other eligible entities that provide services to individuals and families with low incomes. They may use the funds to document and reimburse any immediate costs incurred by eligible entities that were directly related to the Presidentially-declared disaster, provided that they fall within available grant resources under the CSBG Act and provided that states can verify that costs were not previously reimbursed through Federal Emergency Management Agency (FEMA) or private insurance.

OCS will be allocating the funds in a three-stage process: 1) initial planning, needs assessment and cost documentation grants; 2) interim recovery efforts; and 3) longer term recovery efforts. This three-stage process will allow for necessary adjustments during the implementation and for funds to be expended by eligible entities through the end of Fiscal Year (FY) 2022. This Action Transmittal provides instructions specifically focused on the second stage of this process.

For more information about the CSBG Disaster Relief Supplement Funds, see [Information Memorandum \(IM\) 2020-156](#).

For more information about the CSBG Disaster Relief Supplement Funds, Stage 1 Initial Planning, Needs Assessment and Cost Documentation grants, see [Action Transmittal 2020-01 Disaster Supplemental Fund Application](#).

APPLICATION REQUIREMENTS FOR STAGE 2, INTERIM RECOVERY EFFORTS GRANTS

The Office of Community Services (OCS) will make awards available for Stage 2 grants to each state, territory or tribe for interim recovery efforts as a result of the qualified disasters. Please review the following actions to allow for timely submission and feedback on your application.

Eligibility Criteria for States, Territories and Tribes

Applicants for CSBG Disaster Relief Supplemental Funds Stage 2 awards must have applied for and received approval for Stage 1, Initial Planning, Needs Assessment and Cost Documentation grants.

Funding Allowances under the CSBG Disaster Relief Supplement Stage 2 Grants

Applicants of the CSBG Disaster Relief Supplemental Funds must distribute the funds based on the following guidelines:

- States, territories and tribes must use the funds for any necessary administrative expenses, needs assessments and planning activities and for interim recovery activities.
- In accordance with Section 675C(b)(2)) of the CSBG Act (42 U.S.C. 9907(b)(2)), states and territories may allocate the higher of \$55,000 or 5 percent of the total award for state

administrative costs. This cap will apply cumulatively to all funds awarded for stages 1-3 of the CSBG disaster supplemental.

- States, territories and tribes must allocate all remaining funds to eligible entities to reimburse them for expenses for activities such as needs assessment conducted by eligible entities or expenses already incurred for disaster recovery.

Allocation Table: OCS has attached preliminary allocation amounts as of **January 24, 2020**. The updated allocation amounts should be used by states in developing distribution plans for CSBG funds. Please note that OCS will continue to monitor FEMA Individual Assistance (IA) registrant data for any recent disasters that may have occurred at the end of 2019 and has an active registration status.

Application Content and Requirements

A full submission of your Stage 2 application **must** include the following: 1) Standard Form for Federal Assistance (SF424M); 2) CSBG Administrative Information; 3) Narrative on State Use of Funds; 4) Information on Individual and Community Income Eligibility Requirements; 5) Statement of CSBG Assurances; and 6) Federal Certifications.

1. **Standard Form for Federal Assistance (SF-424M)** – The form requires name and contact information for the state, territory or tribe’s authorizing official and the contact information for their point of contact.
2. **CSBG Administrative Information** – Information on the CSBG State Lead Agency, program contact and authorized official.
3. **Narrative on State Use of Funds** – The application narrative should include a description of the following: 1) needs assessment as a result of the disaster’s impact on communities and eligible entities; 2) the allocation criteria and allocation formula for CSBG eligible entities based on needs directly related to the Presidential disaster declaration, including an allocation table for CSBG eligible entities; 3) allocation amount for administrative funds; 4) if necessary, the allocation amount from state discretionary funds; 5) the state’s process for receiving, reviewing, and approving Disaster Community Action Plans from the eligible entities; 6) the state’s approach to ensure its needs assessment and allocations formula are publically available; and 7) the state’s oversight and monitoring plan. **Please note that the state must provide an opportunity for public input on the needs assessment and allocation formula. OCS will not release Stage 2 award funds until this has been completed.**
4. **Information on Individual and Community Income Eligibility Requirements** – Information on the state income eligibility requirements for the CSBG Disaster Supplemental and community-level disaster recovery services.

5. **Statement of CSBG Assurances** – The application should include the specific programmatic, administrative, and fiscal assurances precisely as they appear in the CSBG Act (with the exception of the assurance related to Section 676(b)(8)).
 - **For Programmatic Assurances** – Subsections 676(b)(1)(A) – (C) of the CSBG Act.
 - **For Administrative and Fiscal Assurances** – Subsections 678D(a)(1)(A) through (B) of the CSBG Act, including certification that cost and accounting standards of the Office of Management and Budget (OMB) shall apply (OMB Circulars A-110 and A-122). If the authorized official has delegated signature authority, a signed confirmation of such delegation by the authorized official must be submitted with the application.
6. **Federal Certifications** – The state authorized official providing certifications regarding lobbying, drug-free workplace requirements, debarment and environmental tobacco smoke.

Note: OCS has provided with this Action Transmittal an application template that serves as a technical assistance tool that applicants may use to fulfill the requirements of the application. **Applicants are not required to use this tool.** If applicants choose not to use the template, please note that all applications must be converted to PDF prior to submission.

Deadlines

OCS is encouraging states, territories and tribes who have met the eligibility criteria under the CSBG disaster supplemental to apply for Stage 2 funds within the following timelines:

- **March 12, 2020** – CSBG grantees who received a Presidentially-declared disaster and have received a FEMA IA authorization by January 24, 2020 must submit an application for Stage 2 grants to OCS by **March 12, 2020**.
- **After March 12, 2020** – Grantees who received a Presidentially-declared disaster declaration in calendar years 2018 and/or 2019, and received their FEMA IA authorization beyond January 24, 2020 should submit an application for stages 1 and 2 funds within 90 days after they have received their FEMA IA authorization. OCS will alert State CSBG Offices in any instances in which such a declaration occurs.

Submission of Application:

The application materials for the CSBG Disaster Supplemental, Stage 2, Interim Recovery Grants, will be submitted through the CSBG email system, CSBGStates@acf.hhs.gov. The documents should be in PDF format, not password protected and have the **Naming Convention** that is attached to this document.

OCS will review applications as they come in and we will notify you of any deficiencies and request a plan for remedial action. We will also work with the applicants to provide ongoing training and technical assistance in order to ensure that the applicants submit a timely and complete application.

FUNDING AWARDS

CSBG state, territory and tribal grantees whose applications were submitted to OCS by **March 12, 2020** and received approval from OCS will be awarded their funds by the Office of Grants Management (OGM) after the completion of a review and OCS acceptance.

Note: The Office of Grants Management will issue the Notice of Grant Award electronically via email distribution to the Authorized Official noted within OLDC on the SF-424M. Therefore, please ensure that the Authorized Official email contact information is accurate.

TRAINING, TECHNICAL ASSISTANCE (T/TA) AND SUPPORT

OCS held a webinar on **Tuesday, January 28, 2020** on the CSBG Disaster Supplemental Funds Stage 2 application process. This T/TA provided information on the Stage 2 application requirements, application approach, and expected timelines for the supplemental grant effort. The slides and recording are available at [CSBG Disaster Supplemental: Stage 2 Interim Recovery Efforts Application Webinar](#).

FOR INQUIRIES

Questions pertaining to the CSBG Supplemental Funds should be directed to the following:

For questions regarding accurate completion of the CSBG Disaster Supplemental, Stage 2 application, contact:

Seth Hassett

Senior Advisor, Office of Community Services

Phone: 202-401-2333

Email: Seth.Hassett@acf.hhs.gov

For questions regarding the fiscal reporting on the CSBG Disaster Supplemental Funds, and the SF 425, contact:

Diane Bragdon

ACF Grants Management Officer

Phone: 202-401-0933

Email: Diane.Bragdon@acf.hhs.gov

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

/s/

J. Janelle George

Acting Deputy Director

Office of Community Services