

Federal Perspectives I

A Overview of the CSBG State Plan

NASCSP 2020 Winter Conference
February 26, 2020

OFFICE OF COMMUNITY SERVICES (OCS)
COMMUNITY SERVICES BLOCK GRANT (CSBG)

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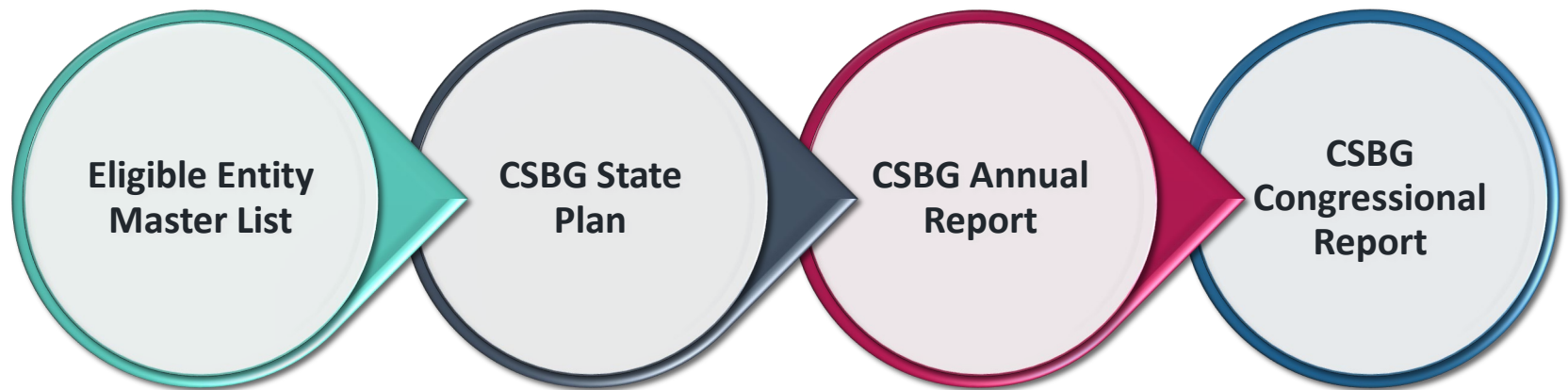


Agenda

- Updates on the Annual Report
- The CSBG Process of Reporting
- CSBG Eligible Entity Master List
- CSBG State Plan: Let's Chat!



The CSBG Process of Reporting



CSBG Annual Report Updates

- Timeline:
 - ✓ Due Date Extended – [March 20, 2020](#)
 - ✓ Finalize FY 2018 Module 2 and Module 4 – [April 20, 2020](#)
 - ✓ Release FY 2019 SmartForms – [April 27, 2020](#)
 - ✓ Submit FY 2019 Annual Report – [June 26, 2020](#)
 - ✓ Finalize FY 2019 Annual Reports – [October 9, 2020](#)

Note: Add your questions to the “parking lot”!

Resource: [CSBG-DCL-2020-13](#)



CSBG Annual Report – Module 3 Updates

- CSBG Dear Colleague Letter 2020-14
 - ✓ Community-Level **Transformations**
 - ✓ Revised Checklist
- Operational Definition

*A **community-level transformation** is a project designed to create measurable community-wide improvement affecting one or more cause or condition of poverty within a defined geographic area. The project has clearly defined and measurable goals and one or more strategic activities designed to achieve that goal. The CSBG eligible entity must be an active participant with a clearly defined role that complements those of any other organizational partners with the necessary expertise and capacity to affect change in community conditions.*



CSBG Annual Report – Module 3 Updates

- CSBG Dear Colleague Letter 2020-14
 - ✓ Community-Level **Transformations**
 - ✓ Revised Checklist
- Phases and When to submit?
 - ✓ Formative Phase
 - No Submissions
 - ✓ Formal Planning Phase
 - Eligible entity submits to the state
 - ✓ Active Implementation Phase
 - State submits to OCS
 - ✓ Maturity Phase
 - Successful implementation or Ending Transformation
 - Final Submission to OCS



CSBG Annual Report – Module 3 Next Steps

- Read CSBG DCL 2020-14
- Review Memo
 - ✓ Master List
 - ✓ Review – Comments and Questions
- Resubmit for FY2019
 - ✓ Do not resubmit for FY2018
 - ✓ Review Prior Submissions
 - ✓ Seek technical assistance from T/TA Partners








CSBG State Plan: Let's Chat!



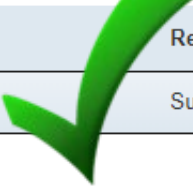
CSBG Eligible Entity Master List





- Update **only** if there are revisions
- Submit **before** starting the CSBG State Plan



Report Description	Report Status	Created Date	Updated Date	Actions
Alabama - EE Master List	Saved -- Validated (Revision #3)	02/07/2020	02/07/2020	   

Navigation: < << 1 >> >



Report Description	Report Status	Created Date	Updated Date	Actions
Alabama - EE Master List	Submitted (Revision #2)	06/19/2019	06/20/2019	   

Navigation: < << 1 >> >

To view, select the eye icon



Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

State Plan question.

- 1.3. Designation Letter
- Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed.

What is OCS looking for?

- The designation letter should be updated whenever there is a change to the designee.
- 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.

How to respond in OLDC?

- Attach a document
- *Sample text:*
Pursuant to 42 U.S.C. 9908(a)(1) and Title 45, Part 96.10(b) of the Code of Federal Regulations, I hereby delegate signature authority to Forrest Waterhose, Director of the State of (Insert State) Department of Community Services and Development, and his/her successor, for the purposes of submitting the application and certifying compliance with federal assurances relating to the Community Services Block Grant.



Section 2: State Legislation and Regulation

State Plan question.

- 2.3. Legislation/Regulation Document
- Attach the legislation and/or regulations or provide a hyperlink(s) to the documents

What is OCS looking for?

- 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.

How to respond in OLDC?

- Narrative (1500 characters) or Attachment
- If the CSBG legislation and/or regulation is part of a longer document, include the page number(s) in the text field
- Sample Text:
**2.3.
Legislation/Regulation Document, Washington D.C. Statute – Pages 35 - 40**



Section 3: State Plan Development and Statewide Goals

State Plan question.

- 3.2. State Plan Goals
- Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

What is OCS looking for?

- States should take into account feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their state plan goals.

How to respond in OLDC?

- Narrative (3000 characters)
- Clearly identify the goals.
- Sample Text

Goal 1: Funds will be distributed in a timely manner in accordance with applicable federal and state statutes.

Goal 2: A comprehensive onsite review of each eligible entity will be conducted at least once every three years in accordance with § 678B of the CSBG Act.

Goal 3: CSBG funds will be coordinated with governmental and other social services programs to assure effective delivery of services and to avoid duplication.



Section 4: CSBG Hearing Requirements

State Plan question.

- 4.2. Public Notice/Hearing
- Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act.

What is OCS looking for?

- OCS is seeking to ensure that States have provided the public ample time to review the State Plan and an opportunity to comment on the proposed use and distribution of funds to be provided through the grant

How to respond in OLDC?

- Narrative (2500 characters)
- Sample Text
The state posted the State Plan on the state website, in public libraries, as well as at local agencies on May 1 and 2, 2020. A public hearing notice and public comment period was published in the State Register on May 5, 2020 soliciting written public comments from May 6, 2020 to June 17, 2020. On July 1, 2020, a public hearing was held at the State offices to solicit and review comments from the public with regard to the draft 2021 state plan.



State Plan Café: Group Discussions (10 MIN)

Instructions:

1. Choose a group lead to facilitate and guide the conversation
2. Choose a recorder to record your group's answers/comments
3. Choose one person to report out to the larger group
4. Pick 2 – 3 questions to discuss and develop a group answer for report out



Section 5: CSBG Eligible Entities

State Plan question.

- CSBG Eligible entities within the state

What is OCS looking for?

- The list of eligible entities within the state that are receiving part of the 90 percent funds as defined in Section 675C(a)(1)

How to respond in OLDC?

- Read-Only
- You must complete the CSBG Eligible Entity Master List **before starting** the state plan
- The eligible entities listed in your state plan will be the list used for the Annual Report and SmartForms



Section 6: Organizational Standards for Eligible Entities

State Plan question.	What is OCS looking for?	How to respond in OLDC?
<ul style="list-style-type: none">6.3a. Assessment Process: Describe the planned assessment process.	<ul style="list-style-type: none">State clearly identifies how eligible entities will be assessed for organizational standards.	<ul style="list-style-type: none">Narrative (5000 characters)Recommended Information to include:<ul style="list-style-type: none"><i>Assessment type: Onsite or Desk</i><i>Completed separately or as part of the regular monitoring visit (Section 10)</i><i>How often?</i><i>List follow-up activities such as post-visit, reporting, days it takes for a report to be sent</i><i>Provide information on the org standards assessment process if the state is not due for a monitoring that year.</i>



Section 7: State Use of Funds

State Plan question.

- 7.3. Distribution Process:
- Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

What is OCS looking for?

- State described clearly and concisely, the specific steps for distributing 90 percent of funds to the eligible entities and include the number of days for each steps.

How to respond in OLDC?

- Narrative (5000 characters)
- Recommended Information to include:
 - ***State policies for distribution of funds***
 - ***Funding formula (data mechanisms to support decision)***
 - ***Coordination of formula development at the state level***
 - ***Contractual agreements, timing, notifications***
 - ***Days to distribute funds after receipt from ACF***



Section 8: State Training and Technical Assistance

State Plan question.

- 8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate?

What is OCS looking for?

- Recommend that states have a QIP/TAP plan in place
- Draft a QIP/TAP plan if the state currently does not have one in place

How to respond in OLDC?

- Not applicable



Section 9: State Linkages and Communication

State Plan question.

- 9.3a. Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services.

What is OCS looking for?

- State clearly describes the process and procedures that they implement to assure that there are linkages and coordination between the eligible entities.

How to respond in OLDC?

- Narrative (5000 characters)
- Recommended information to include:
 - *Provide descriptions of guidance to the entities to guarantee coordination with governmental and other social service programs.*
 - *Provide steps state take to ensure services are not repeated*
 - *List any documentation that entities have to sign to verify.*
 - *List any T/TA provided to the entities to engage and inform them and allow them to network and coordinate with each other.*



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Section 10: Monitoring, Corrective Action, and Fiscal Controls

State Plan Question.

- 10.8 Eligible Entity Designation
- Do the state CSBG statute and/or regulations provide for the designation of new eligible entities?

What is OCS looking for?

- The first question is a yes or no question. However, we are really looking at the corresponding questions: 10.8a and 10.8b.
- If the state has policies in place – please cite them in 10.8a;
- If the state does not have policies in place, then provide a process under 10.8b.
- 10.9 and 10.10 are similar, asking about termination and re-designation

How to respond in OLDC?

- This question includes skip logic.
- If you select “yes”, 10.8a will appear and you will need to provide a response
- If you select “no”, 10.8b will appear and you will need to provide a response



Section 11: Eligible Entity Tripartite Board

State Plan question.

- 11.3. Tripartite Board Representation Assurance
- Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act.

What is OCS looking for?

- How do you verify that each eligible entity has the policies and procedures in place to ensure adequate representation on the Tripartite Board.
- The state's policies that are in place about adequate representation on the Tripartite Board

How to respond in OLDC?

- Narrative (2500 characters)
- Sample Text

Certify that their agency has procedures in place that meet the requirements in Section 676(b)(10) of the CSBG Act. Also, verifies that CSBG contract requirements and written policies specific to this CSBG Act assurance. As part of the agency's CSBG program operations onsite reviews, the agency's by-laws and governing board materials are reviewed to ensure the agency has written procedures in place that meet the requirements of this assurance.



Section 12: Individual and Community Eligibility Requirements

State Plan Question.

- 12.2. Income Eligibility for General/Short Term Services
- Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical).

What is OCS looking for?

- The states provides details on verifying income eligibility when it is impossible or impractical to ask for income verification?
- An example is emergency food assistance.

How to respond in OLDC?

- Narrative (5000 Characters)
- As with other narrative responses, we are looking for clarity and conciseness.



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

State Plan Question.

- 13.4. Eligible Entity Use of Data:
- Describe how the state plans to validate that the eligible entities are using data to improve service delivery.

What is OCS looking for?

- A description of how states are using data (such as Community Needs Assessments, Annual Report, and other resources) to improve how they provide services.

How to respond in OLDC?

- Narrative (5000 characters)
- Examples of verification:
 - Setting targets prior to the start of the reporting period
 - Regular Reporting
 - Planning tool



State Plan Café: Group Discussions (10 MIN)

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Thank You

