



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

**Information Memorandum
CSBG – FY 2020 – 05**

TO: CAA EXECUTIVE DIRECTORS, PLANNERS, AND CHIEF FINANCIAL OFFICERS
FROM: DITZAH WOODEN-WADE, ASSISTANT MANAGER, COMMUNITY SERVICES UNIT
SUBJECT: CARSP DELIVERABLE DATE CHANGES DUE TO COVID-19
DATE: APRIL 9, 2020

The purpose of this IM is to notify the network of changes to deliverable dates related to the FY 21-23 Community Assessment & Strategic Plan (CARSP).

The recent COVID-19 crisis has significantly impacted individuals, families, and communities as well changed the manner in which Community Action Agencies serve them. Though it will be a while before the full scope of these impacts are understood, it is clear the network needs to shift focus to crisis response in the short-term. We also know that as the impact to individuals, families and communities becomes clearer, the network may need to adjust its strategies and longer term goals. It is in this context, and in response to feedback from the network, DHCD is extending the **FY21-23 CARSP due date to December 31, 2020.**

In this additional time, DHCD expects agencies will extend assessment efforts to gather data related to COVID-19 in their communities and incorporate that data when prioritizing needs and determining strategic goals. However, since the *FY 21-23 CARSP* was expected to feed into FY21 Community Action Plans (CAPs) by way of the “Need, Goal/Strategy Statement” function, DHCD is also delaying this expectation for one year. This means the *FY21-23 CARSP* will first feed into your FY22 CAP and the FY21 CAP will continue to utilize “Need, Goal/Strategy Statements” from your *FY18-20 CARSP*. Similarly, for the purposes of FY21 Organizational Standards monitoring, DHCD will continue to accept documentation tied to the *FY18-20 CARSP* for applicable standards.

Attached is an updated timeline and listing of deliverable dates related to the CARSP, reflecting the changes described above. The dates noted on the attachment supersede information previously outlined on page 7 of the *FY 21-23 CARSP Planning Guide* and are subject to review by DHCD. All other program requirements outlined in the Planning Guide remain in place unless specifically waived/adjusted at a later date.

Please share this IM notice with all appropriate personnel within your agency. If you have any questions regarding this communication, please contact your Program Representative. Thank you for your attention to these matters and your continued cooperation.

CARSP Timeline and Deliverable Dates

(Revised April 2020)

FY 2019	
July 8, 2019	DHCD Issues CARSP Guide
July - September 2019	<i>Work on Community & Internal Assessment Plans Consultant collects common community profile data and negotiates common survey questions</i>
September 16, 2019	Community & Internal Assessment Plans Due
September 30, 2019	<i>Common community profile data and common survey questions finalized and distributed by consultant</i>
FY 2020	
October 16, 2019	CARSP Training Event
October 2019 – September 2020	<i>Conduct the Community & Internal Assessment, work on CARSP document</i>
Dates TBD	Report on Progress conference call w/DHCD
FY 2021	
October – December 2020	<i>Finalize CARSP document and get Board approval</i>
December 31, 2020	<u>FY21-23 CARSP Due</u>
	Submit the CARSP via E.Gov following these steps: <ol style="list-style-type: none"> 1. Log into the CSG Dashboard https://agency.octopi.org/CsgIdentity 2. Select the "Document" tile on the left-hand side of the screen and then click "eGov Document Portal" 3. Select "Upload Document" on the blue task bar and click "Choose File", locate your document then click "Open" <ul style="list-style-type: none"> ✓ For "Document Category", select: "Community assessment document (including appendices)" ✓ For "Title", enter "FY21-23 CARSP" and a brief "Description" (if needed) ✓ For the "Effective Date" select the CARSP <u>Board approval date</u> 4. Finally, click "Upload" to submit the CARSP
January – March 2021	DHCD anticipates completing review/approval of CARSP
September 2021 (Date TBD)	FY22 Period 1 CAP (initial plan) Due