CSBG State Administrator Orientation

Session V: State Plan and Implementation

June 9, 2021
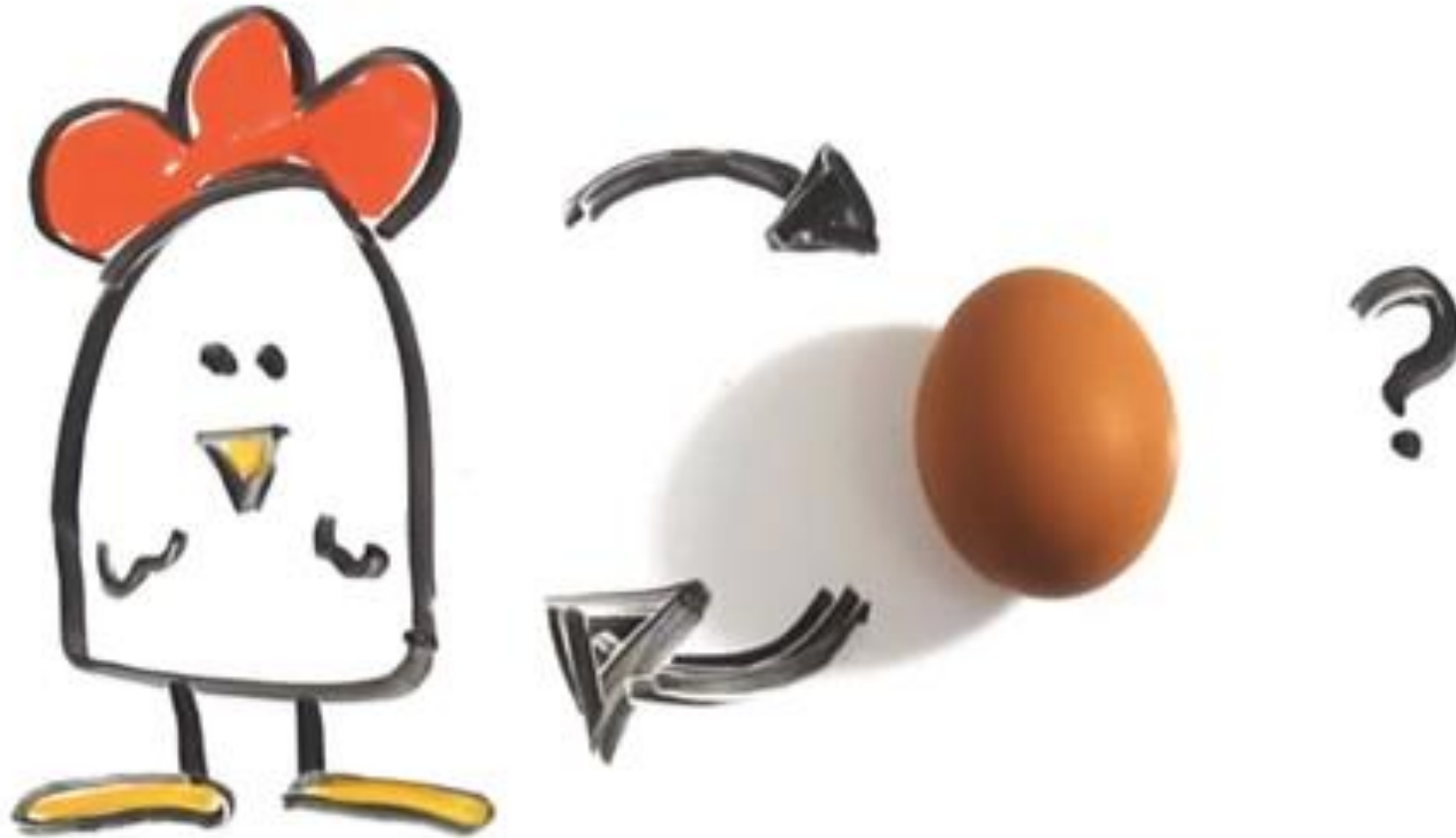
Session 5 Agenda:

- 1:00pm-1:10pm   Training and Technical Assistance

- 1:10pm-1:25pm   Approach to the State Plan

- 1:25pm-2:05pm   Overview of State Plan Requirements

- 2:05pm-2:30pm   Working with Your Network

- 2:30pm-2:45pm   Break

- 2:45pm-3:10pm   Review of the Overall Framework

- 3:10pm-3:50pm   Closing Game- Kahoot!

- 3:50pm-4pm   Wrap Up & Evaluation

Training and Technical Assistance

TRAINING AND TECHNICAL ASSISTANCE

- Assessing Network Needs
  - Monitoring Deficiencies
  - Organizational Standards Issues
  - Annual Report Analysis
  - Conversations!

- Planning:
  - State TTA Plan
  - TTA Schedule
  - RPIC
    - RPIC TTA Plan

- Implementing and Offering TTA

WHAT IS THE STATE PLAN?

The State Plan is our application for funding. This is a requirement of the CSBG Act.

The Plan is submitted to the Administration for Children & Families (ACF) and reviewed by the Office of Community Services (OCS).

The State Plan outlines key elements of CSBG administration for the period covered by the plan

States can submit a one-year or a two-year plan.

There are 15 sections to the plan; Each Section is specific to a Federal requirement.

The plan is due in OLDC at the end of August each year (typically)

The State Plan is more than an Administrative Requirement

- Tool to build relationships & collaboration

- Demonstrate support for network initiatives

- Provide roadmap for progress

- Communicate with critical stakeholders

- Accountability with Federal Partners

When should you start working on your state plan?

- You should always be working on your plan!

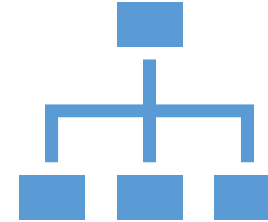# What are some things to consider when planning for the State Plan?

Materials

Do you have copies of previous years' State Plans?

What about Word templates for State Plan creation?

- https://nascsp.org/wp-content/uploads/2019/09/PLAN_CSBG_Template-2.0-Public_FY2018.docx

Can you locate templates for public notices/website postings?

People

Who needs to review the plan?

What does your leadership structure look like?

Who do you need to work with to set up a place to hold your Public Hearing?

Who in your State is responsible for certifying your State Plan?

- Do they have access to the Online Data Collection System (OLDC)?

What are some more things to consider when planning for the State Plan?

Time

What are your timelines for posting for inspection?

What are your timelines for public comment?

Consider schedules and how you plan to get feedback.

CAA Network (Meetings, conference calls or webinars)?

How long does all this take?

Miscellaneous

Who needs to review the plan?

What is involved in getting your Legislative hearing scheduled ?

Once the public comment/hearing has taken place, then what?

CSBG
State Plan

Breaking down the Plan

Sections 1-3 – Lead Agency Information, Legislation & Regulation, and Plan Development:

Basic Lead Agency Information

- *Attach Designation Letter(s)*

State Legislation and Regulation

- *Attach legislation/regulations, if any*

State Plan Development

- *Describe the specific steps the State took to involve eligible entities (and others) in developing the State Plan*
- *ACSI targets*

Section 4 - CSBG Hearing Requirements:

Public inspection and public hearing

- *Describe how the state provided the plan for inspection and comment*
- *Attach supporting documentation*

Legislative hearings

- *Be aware of when they meet*

Maximum feasible participation:

Dedicate time at annual meeting to discuss and obtain feedback for the initial plan

Send out a survey to identify potential updates to the plan

Established a network working group to encourage participation and feedback

Sections 5 & 6 – Eligible Entities & Org Standards:

Eligible entities

- *Must list Designations, De-Designations, Relinquishments and/or Mergers*

Organizational Standards

- *Will the state use the COE Standards or alternate set?*
- *Describe the review process*
- *List targets for planning period*

Section 7 – State Use Of Funds:

Distribution of 90% funds to eligible entities

- *Describe formula used for distribution*

Administrative activities

- *May require input from Financial Management staff*

Distribution of discretionary funds

- *Detail plan for allocating discretionary funds by category*

Section 8 – State Training and Technical Assistance:

Detail T/TA plan

- *Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities*

State collaboration with Association

Performance Management Adjustments

- *What changes were made?*
- *Feedback from eligible entities?*

Section 9 – State Linkages:

Describe partnerships at the State level

- *Utilize partner list and T/TA list to describe coordination at State level*

Describe coordination and linkages among eligible entities

- *Partnerships with faith-based organizations, charitable groups, and community orgs*

WIOA and LIHEAP coordination/partnership

Section 10 – Monitoring:

Provide proposed monitoring schedule

Attach policies on monitoring; provide copy of monitoring document/tool

- Does the state have procedures for addressing and closing out deficiencies?

Assurance on Funding Reduction or Termination

Sections 11 & 12 – Tripartite Boards and Income Eligibility:

What measures are taken to ensure that eligible entities are meeting Tripartite Board requirements?

How often do eligible entities provide updates regarding their Tripartite Boards?

Provide the income eligibility threshold for services in the state.

Section 13: ROMA

ROMA

- *Consider all the various ways the State utilizes ROMA when completing questions*

CSBG Programmatic Assurance and Information Narrative

- *Utilize annual workshops, working groups and surveys to obtain eligible entity feedback*

Federal Certifications

- *Keep in mind somebody else may need to certify*

Key points:

- Start early and allow plenty of time for items out of your control

- Let the State Plan questions help guide the development of your monitoring tools and processes

- Utilize workshops, working groups and/or surveys to obtain eligible entity feedback

- It's all about engagement with your agency network and improving communication

- There's always room for improvement and enhanced engagement

Knowledge Check

Which of the following are true of the State Plan process?

A.) States are required to hold a legislative hearing each year.

B.) The state plan does not require agency input.

C.) The state plan can cover a period of one or two years.

D.) The state plan outlines how the state will administer CSBG.

KNOWLEDGE IS POWER
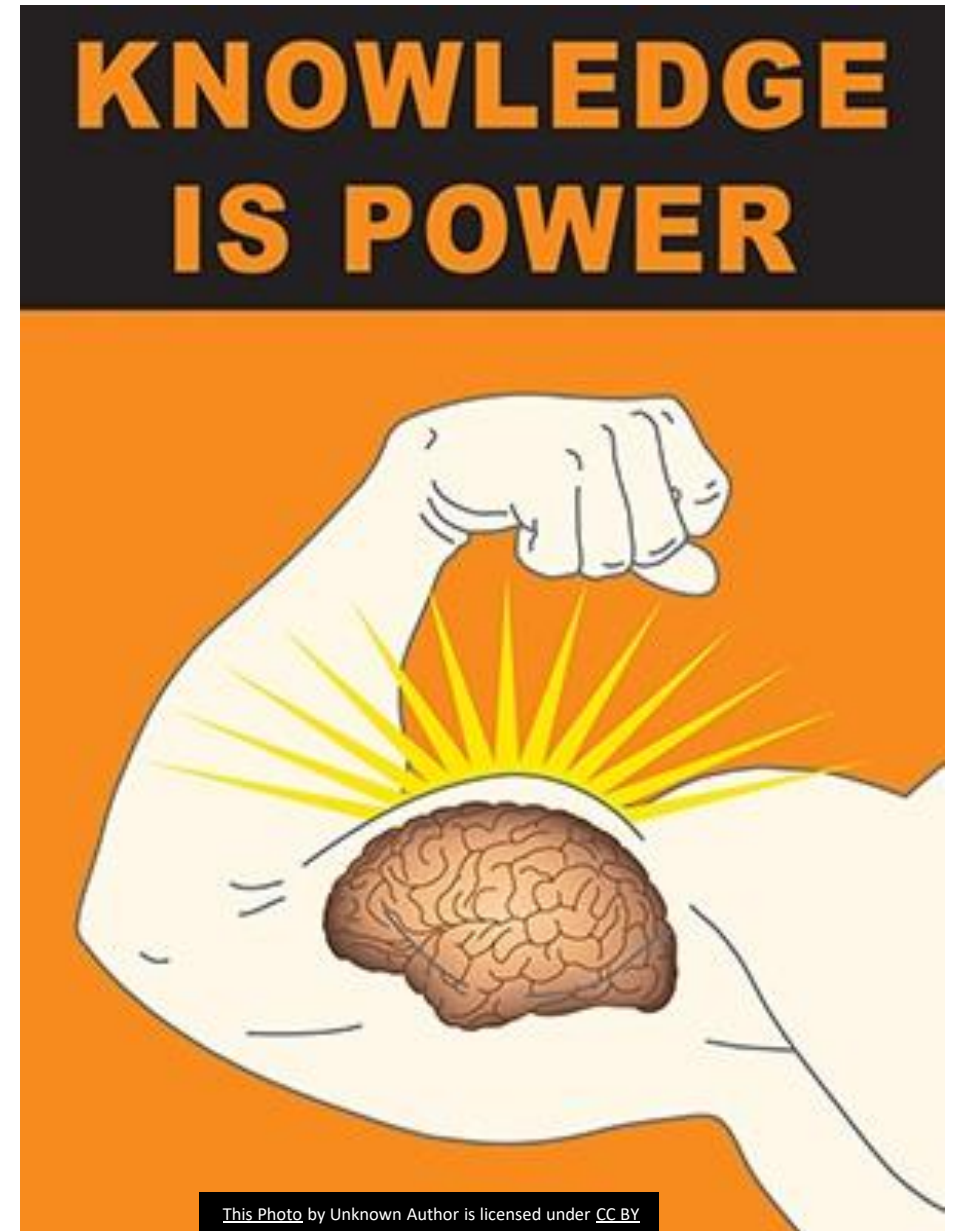
State Office & Network Relationships

State Offices in the Network

Why invest in relationships with your network?

- We all have the same goal at the end of the day, just different roles to play

- Partnerships enable us to play to our individual strengths and leverage resources we wouldn't otherwise have available

- They can ease administrative burden and lighten the load

- Ultimately, low-income individuals, families, and communities benefit from our collaboration and cooperation!

State Associations

Membership Associations, typically made up of local CAAs

- Board of directors are typically the directors of CAAs

Roles of the Association:

- Support coordination and cooperation
- Advocate
- Tell the story
- Training and Technical Assistance
- Support agencies
- Facilitate peer support and learning
- Develop linkages

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It's not always easy!

Strategies for Working With your Network

Develop opportunities for easy two-way communication

Seek input

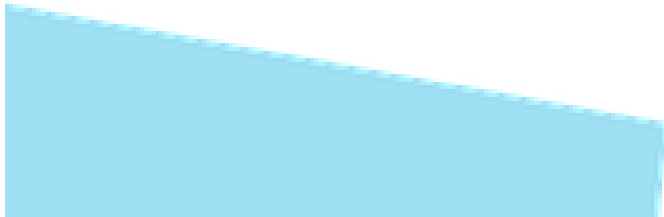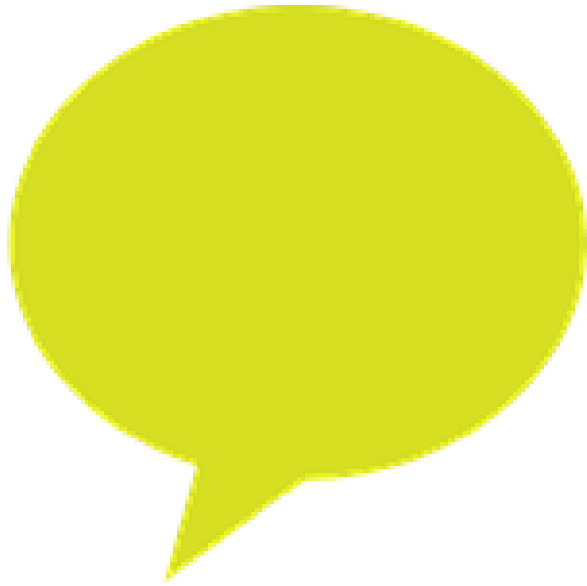Ask to understand

Remember the mission

Respect each others' roles

Celebrate success

Work with your National Partners!

NATIONAL ASSOCIATION
FOR STATE COMMUNITY
SERVICES PROGRAMS

Discussion

- How are you working with your network?

- What have you accomplished working with your network?

- What's a challenge you've encountered? How did you overcome it?

Break!

Review of CSBG Lifecycle

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Congress

Congress Allocates funding to CSBG → Apportionment- Congress to OCS

OCS (with support from its T/TA Providers) submits the Report to Congress

Federal (OCS)

OCS Makes Necessary Withholdings

OCS Collects and Accepts State Plans

OCS awards funds to States

OCS provides T/TA (with support from its T/TA providers); guidance; & oversight

OCS Monitors States for Compliance with the CSBG Act

OCS Collects the Annual Report from States

State / Territory

States Collect Agency Community Action Plans → States approve agency Community Action Plans → States develop State Plans → States create contracts with local entities, awarding funds

States provide T/TA (with support from its T/TA providers); guidance; & oversight

State Monitors Agencies for compliance with federal & state requirements

State collects Annual Report data from Agencies → State submits Annual Report to OCS

Eligible Entity
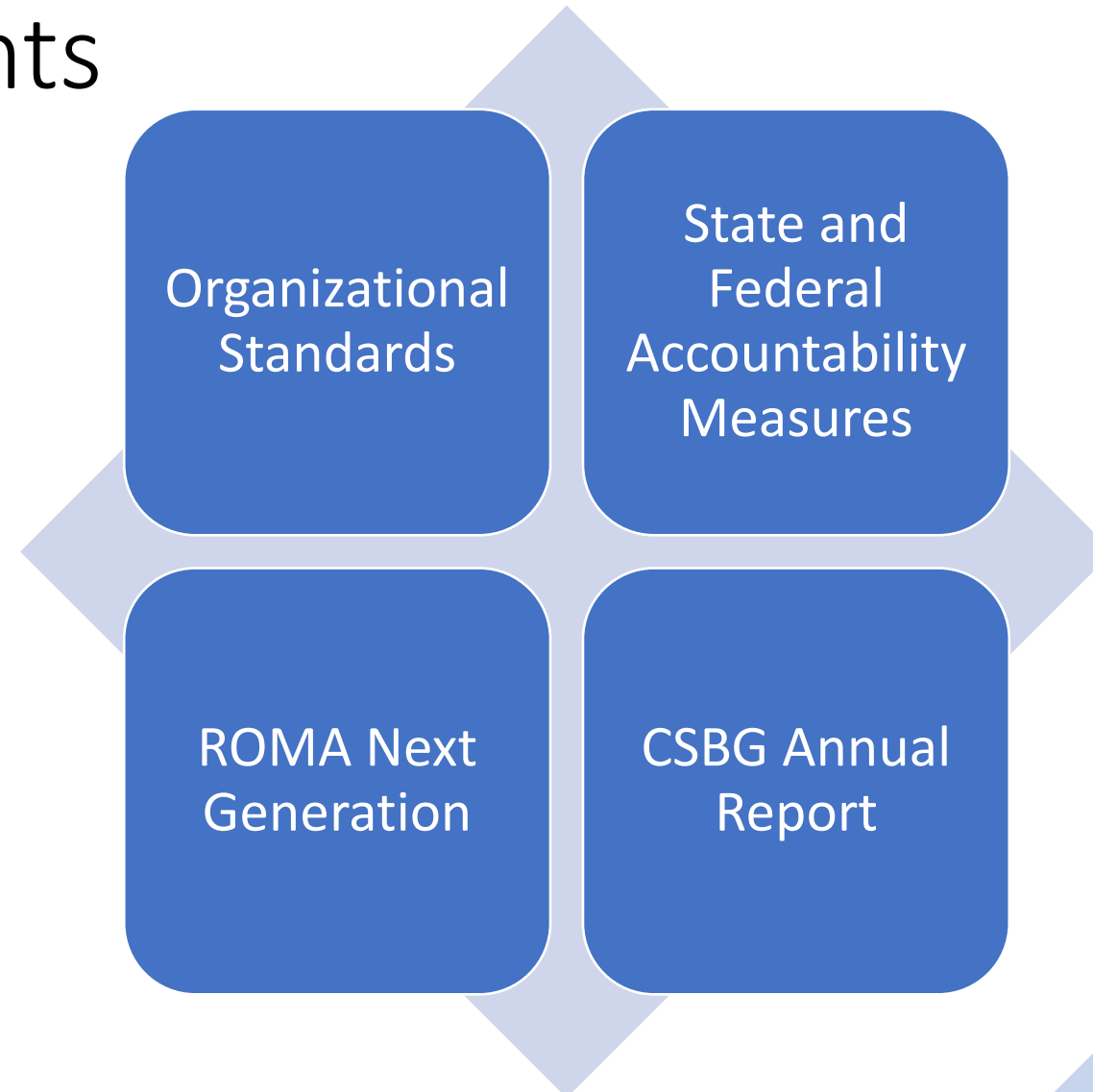
Agency conducts a Community Needs Assessment → Agency prepares a Community Action Plan → Agency provides services outlined in its CAP Plan → Agency gathers data and reports to the state for the CSBG Annual Report

Agency Submits Community Action Plan to State

CSBG Performance Management Framework Components

Organizational Standards

State and Federal Accountability Measures

ROMA Next Generation

CSBG Annual Report

What is the State Office Responsible For?

- ✓ CSBG State Plans
- CAP Plans
- Funding
- Monitoring
- Training and Technical Assistance
- ACSI
- Reporting
- Overall State Administration

CSBG STATE OFFICE ACTION PLAN

ACTION	WHO?	WHEN?	DEPENDENCY	NOTES / QUESTIONS
A.) CAP PLANS				
A1.) Development of Plan Template				
A2.) Review & Approval				
A3.) Community Needs Assessments				Required every 3 years or more often
B.) CSBG STATE PLAN				Determine if your state uses 1 or 2 year plan
B1.) Development of Plan				
B2.) Gather Input				
B3.) Hearing				
B4.) Approval				
B5.) Submission		August 30		
C.) FUNDING				
C1.) Contracts			A2.) Review & Approval of CAP Plan	
C2.) Invoices & Reimbursements			C1.) Contracts	
D.) MONITORING				

Compendium of Resources

NASCSP | NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

CSBG New Manager Orientation
Compendium of Resources
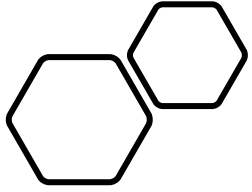
Orientation Goals

Learn	Achieve	Become	Orient	Build
Participants will learn the history and key frameworks of CSBG and the Community Action Network.	Participants will achieve an entry-level understanding of critical CSBG concepts and state practices.	Participants will become familiar with key CSBG resources and tools.	Participants will be oriented to the CSBG network, stakeholders, and roles of stakeholders in the network.	Participants will build a CSBG State Office Action Plan detailing timelines, deliverables, and responsible parties.

Let's Play!

Wrap Up

What have you achieved as a result of something you learned in Orientation?

What are your next steps after orientation?

How will you continue learning after orientation?