

State Plan

November 22, 2024





Agenda



Planning for the Process

Involving the Network

Managing the Hard Stuff

Wrap Up



Virginia CSBG State Plan

Planning for the Process



Abby Hanks,
CSBG Program Manager

Virginia's CSBG Stats

- 28 Eligible Entities
- 3 Statewide organizations (funded by CSBG discretionary funds)
- 5% Admin funds 3 full time staff, 2 part time staff and 2 shared positions
- Collaborative Relationship with State Association



Brief Background on State Plan in Virginia

- Virginia has a 2 - year plan
- Changed process about 4 years ago based on ACSI Survey Results
 - Added a workgroup
 - Added additional comment periods
 - Added additional consultation with state association



The new changes meant a revamp to our timeline

Created a timeline by working backwards from the due date:

September 1 – State Plan Due

Late August – Commissioner approval

Early August – Legislative Hearing

July – Submit final plan to Legislative Committee

Mid May – Final 30-Day Public Comment Period

March – 2nd agency only comment period

January – Release draft to network and kick off 1st Agency only comment period

October – December – Draft Plan

October – begin workgroup meetings

September – Network webinar to introduce state plan process and identify workgroup members





Planning Tips

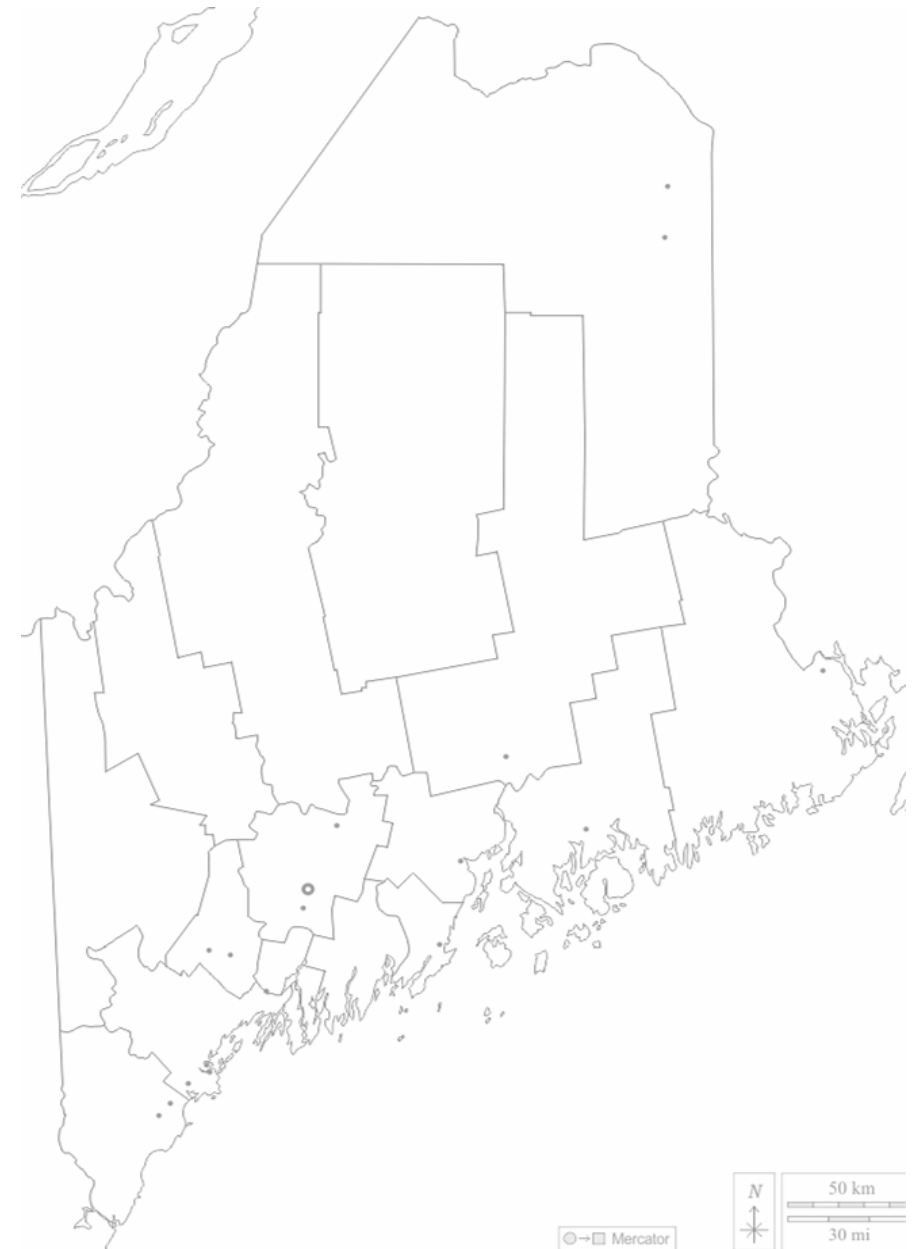
- Starting early is key!
Leave room in your timeline for unexpected issues that arise (E.g. legislative hearing gets moved up, scheduling workgroup meetings takes a longer time than anticipated, etc.)
- Involve the network!
Ensure the network knows about the purpose of the state plan, involve them in the planning process, they can help draft it with you.



Involving the Network

Maine CSBG Stats

- 16 Counties
- 10 eligible entities – all private
- Allocation \$4M
- State Association - MeCAP



Engaging the Network for State Planning

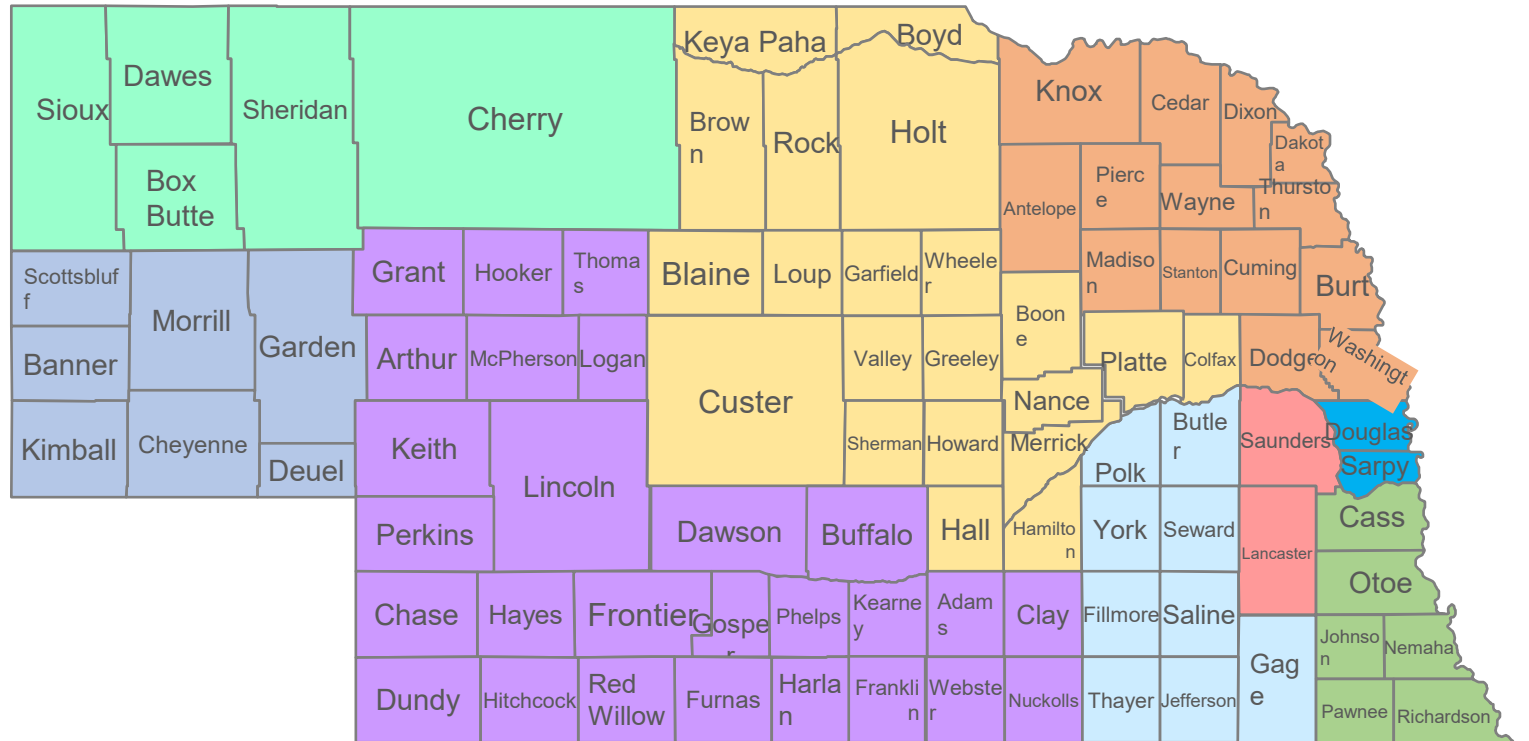
- Maine's timeline and process is very similar to VA
- During this timeline, we have a state plan workgroup that is encompassed of agency staff and SA staff.
- Meet monthly to chip away at the state plan sections – this affords agencies the opportunity to comment prior to public comment periods. This has increased the network wide knowledge around CSBG, the requirements, and brings the process full circle.
- This process has encouraged actual participation.



Managing the Hard Stuff

Nebraska

- State Office – DHHS
- \$5,365,713 FFY 2024 Allocation
- CSBG Staff – 1 Program Coordinator
- 9 CAAs – All Private



Sections that Require the Most Work/Added Value

Information needed from other departments

Section 3 – State Plan Development and Statewide Goals

- 3.2 – State Plan Goals

Section 7 – State Use of Funds

- 7.5 – Distribution of Funds Performance Management Adjustment
- 7.9 – Remainder/Discretionary Funds Use

Section 8 – State Training and Technical Assistance

- 8.1 – Training and Technical Assistance Plan

Section 9 – State Linkages and Communication

- Coordination at the State and Local Level
- Workforce Innovation and Opportunity Act (WIOA)

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



Promising Practices

Virginia Best Practices – Legislative Hearing

CSBG Legislative Hearing – Make it an opportunity!

- Coordinate with State Association
- Coordinate with Eligible Entities in State
- Utilize it as an opportunity to Showcase Community Action
- Utilize it as an opportunity for advocacy for CSBG Funds
- Ensure there is staff on hand to answer technical / funding questions
- Follow up on any questions that are asked, or requests that are made

Maine Best Practices



Start early



Use a fillable template

- Maine uses this template to then narrate our annual report
- Final product is the plan with progress notes and how we landed



Don't work alone, assign workgroup members sections to write in their own narrative



Provide opportunities for early comments to lessen public comments

Nebraska Best Practices

Start early. Create a calendar or plan.

Collaborate with your state CSBG network.

Keep track of state accountability measures throughout the year.



Resources

CSBG Member Resources

Login Credentials Required

State Plans



The Community Services Block Grant (CSBG) State Plan is the application process that State Lead Agencies use to apply for CSBG federal funding from the Office of Community Services (OCS). The State Plan is used for planning purposes including, but not limited to, statewide goals, public hearing requirements, use of funds, training and technical assistance, state linkages, and communication.

The State Management Work Group (SMWG) conducted extensive research, using American Customer Satisfaction Index (ACSI) data, on several high-impact management areas essential to the successful administration of CSBG. The State Plan was one of these high-impact areas and promising practices of high-scoring states were identified, as were associated tools, templates, and resources. We encourage you to visit the [SMWG](#) webpage to learn more about this work and access the [State Plan Compendium](#), tools/resources, and to check out the [Data Map](#). The Data Map acts as a quick and easy way to explore the promising practices and which states have employed them.



+ [2025 State Plans](#)

+ [2024 State Plans](#)

Sample Compendium

The [Compendium of Promising Practices](#) includes:

- The promising practice
- Who employs the practice
- The purpose
- The method
- The challenges
- The benefits
- Tools/Templates/Resources

1. **Start Early: Timeline Mapping** – Develop a timeline, customized by the state, which outlines all the steps including completion dates needed to develop the State Plan

States Who Have Employed This Practice:

Maryland, Nebraska, North Dakota, Virginia, Utah

Purpose:

ACSI top-scoring states indicated they all started the state plan application process early in the fiscal year, engaged in conversations about the purpose of the State Plan, and held planned listening sessions for feedback. Developing an individualized timeline of these important tasks can help State Administrators execute the planning process to reduce workload burden, offer better Network engagement, and increase ACSI scores.

Method:

Establishing and maintaining a strong, collaborative relationship with the State Association and the Network is key in state planning. How State Administrators involve Eligible entities varies but the common thread is meeting with their Network early and frequently with in-person or one-on-one meetings to increase understanding of the State Plan with open feedback opportunities.

States must develop an outline specific to their needs, which includes state regulations related to CSBG, public hearings, and/or nonprofits, for example:

- Submission deadline
- Review of IMs/statutes for any relevant updates/requirements
- Ensure or establish user accounts in OLDC
- Obtain an updated Designation Letter (if applicable) - this can take longer in some states
- Collect ACSI survey information
- Collect monitoring information

SMWG Webpage

The webpage includes:

- [Compendium of Promising Practices](#)
- [Data Map](#)
 - Acts as a quick and easy way to explore the promising practices and which states have employed them.
- [Tools and Resources](#)
 - **Four tools** related to the State Plan can be found here!
- [Webinars](#)



State Office Action Plan

B.) CSBG STATE PLAN				Determine if your state uses 1 or 2 year plan
B1.) Develop a timeline map*				
B2.) State Plan Training for the Network*				
B3.) Gather Input Prior to Drafting*				
B3a.) Hold Roundtable Meeting with the Network*				
B3b.) Form a Workgroup*				
B3c.) Track all comments*		Ongoing		
B3d.) Follow-up on all comments*				
B4.) Development of Draft Version of Plan				
B5.) Hearing			Post public notice; comment period?	*Legislative hearing required every 3 years.
B5a.) Contact LIHEAP for joint hearing*				
B5b.) In-Person/Virtual*				
B5c.) Track all comments*		Ongoing		
B5d.) Follow-up on all comments*				
B6.) Finalize Plan based off of Comments				
B7.) Internal State Approval				
B8.) Submit via OLDC		August 30		

CSBG STATE OFFICE ACTION PLAN

B.) CSBG STATE PLAN
B1.) Develop a timeline map*
B2.) State Plan Training for the Network*
B3.) Gather Input Prior to Drafting*
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B7.) Internal State Approval
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Other items included:

- Who
- When
- Dependency
- Notes/Questions
- Tool/Resources



Resources



- [IM #144: State and Federal Accountability Measures and Data Collection Modernization](#)
- [OCS State Plan Toolkit Webpage](#)
- [State Management Work Group Webpage](#)
- [NASCSP State Plan Member Resource Webpage](#)



THANK

YOU

Please scan
here to
complete the
evaluation for
this webinar!

