



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Community Services Block Grants

Dear Colleague Letter

DCL#: CSBG-DCL-2019-05
DATE: January 11, 2019
TO: CSBG Grantees
SUBJECT: New Format and Defined Use for OCS' Communications – Action Transmittals, Dear Colleague Letters, and Information Memoranda
ATTACHMENT(S): N/A

Dear Colleagues,

Happy New Year!

In order to communicate more clearly and effectively with grantees and other stakeholders, the Office of Community Services (OCS) is rolling out a fresh look for its communication documents and a defined use for Action Transmittals (AT), Dear Colleague Letters (DCL), and Information Memoranda (IM).

Beginning **January 7, 2019**, OCS will use our new OCS letterhead and a standard template for all ATs, DCLs, and IMs across OCS programs, including Community Economic Development, Community Services Block Grant, Low Income Home Energy Assistance Program, Rural Community Development, Social Services Block Grant, and the Assets for Independence (AFI) programs.

The new templates include a direct hyperlink to the program website, which is embedded in the name of the OCS program releasing the communicate as well as the type of communication (e.g. AT, DCL, or IM). Lastly, each communicate will now include a unique identifier that consists of the program name, type of document, fiscal year, and a chronological number.

The image shows a screenshot of an email letterhead and a Dear Colleague Letter (DCL) with several callout boxes pointing to specific parts:

- OCS letterhead:** Points to the top header area containing the Department of Health & Human Services logo and the Administration for Children & Families information.
- Active hyperlink to program website:** Points to the text "Community Economic Development Program" in the subject line.
- Type of communication:** Points to the text "Dear Colleague Letter" in the subject line.
- Communication number:** Points to the DCL# "CED-DCL-2019-1" in the header.

Letterhead Content:
 DEPARTMENT OF HEALTH & HUMAN SERVICES - USA
 ADMINISTRATION FOR CHILDREN & FAMILIES
 Office of Community Services | 330 C Street, S.W., Washington, DC 20201
 www.acf.hhs.gov/ocs

Subject Line:
 Community Economic Development Program
 Dear Colleague Letter

DCL#: CED-DCL-2019-1
DATE: January 2, 2019
TO: CED Grantees
SUBJECT: New Format and Defined Use for OCS' DCL, AT, and IM
ATTACHMENT(S): N/A

In addition, moving forward, OCS will use ATs, DCLs, and IMs for the purposes outlined below:

Action Transmittal: To request information.

Dear Colleague Letter: To make general announcements.

Information Memorandum: To establish and/or confirm program policy.

If you have any questions about the new format for and the defined purpose of each AT, DCL, and IM, please contact your program liaison.

Again, the effective date for the use of the new template is **January 7, 2019** and applicable to all OCS programs.

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

/s/
 Seth Hassett
 Director, Division of Community Assistance
 Office of Community Services