



Administration for Children and Families

Office of Community Services  
Division of State Assistance

# **COMMUNITY SERVICES BLOCK GRANT (CSBG)**

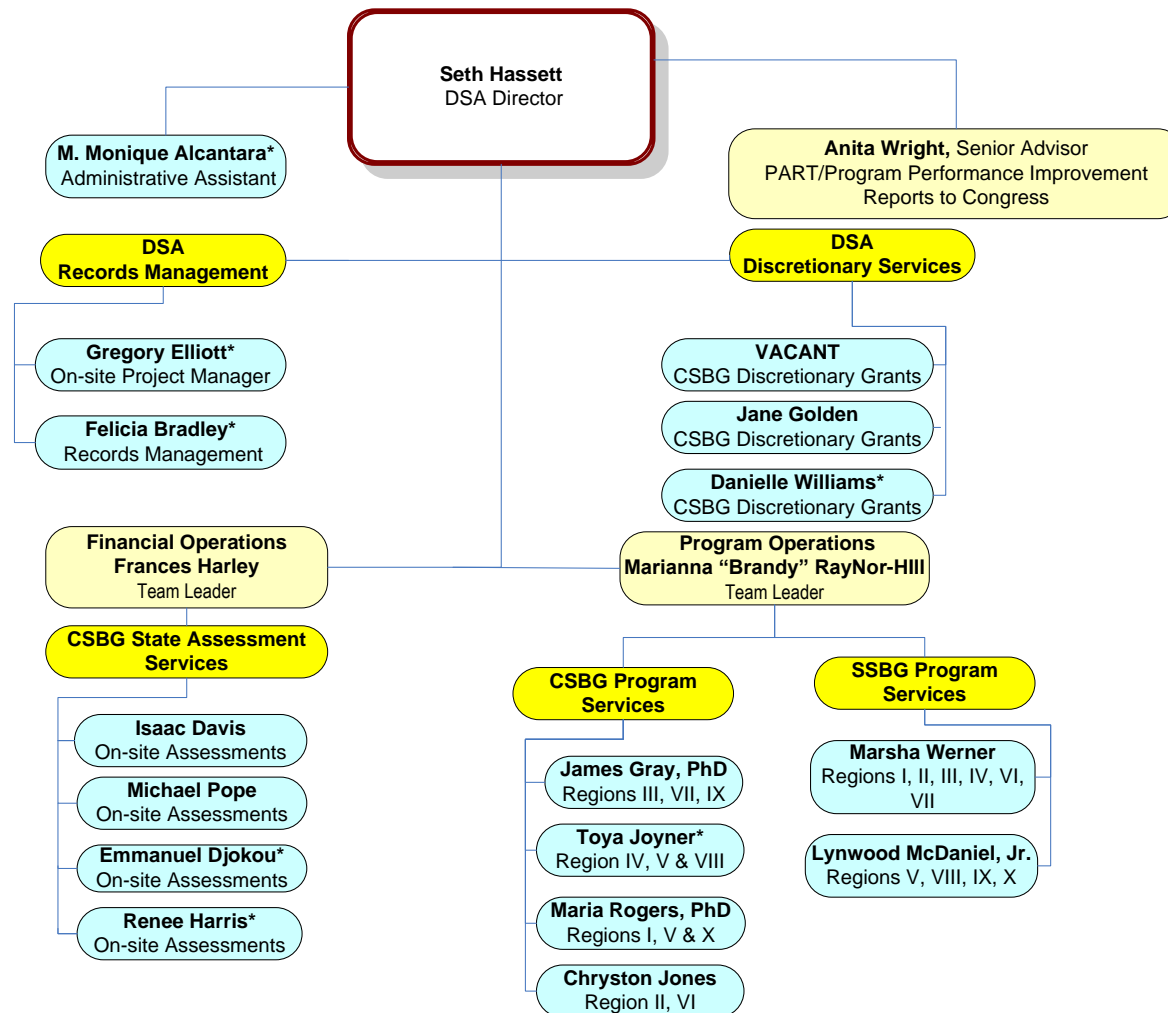
## **CSBG Tribal Application Process**

### **June 26, 2012**



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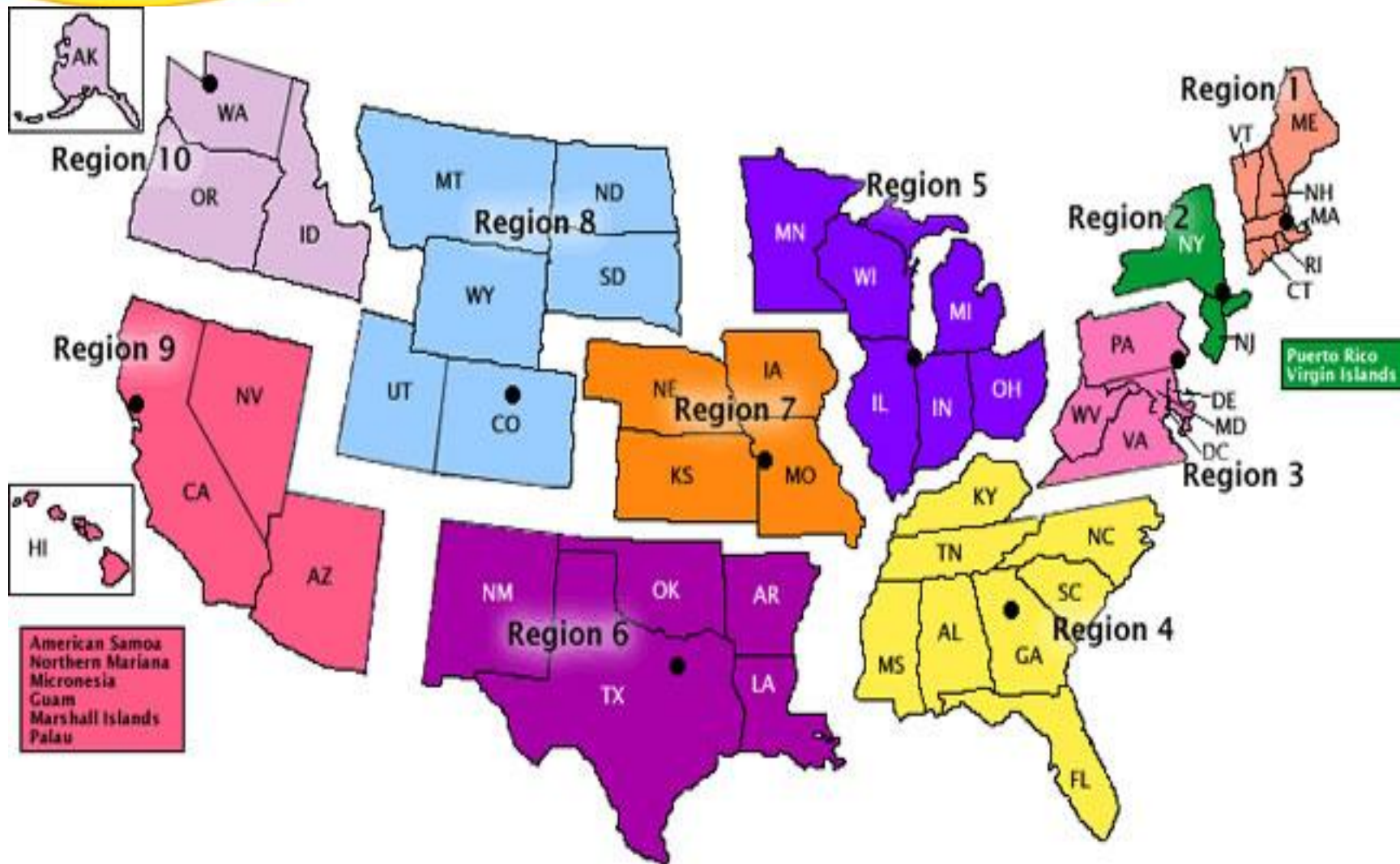
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● = Locations of Regional Offices/Regional Administrators



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# DSA CSBG Functions

- Review Tribal CSBG Plans
- Training and Technical Assistance Contract
- Communications and Guidance
- Monitoring and Assessment
- Monthly/Quarterly/Individual Calls to Tribes
- Dear Colleague Notifications
- Information Memoranda



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# DSA CSBG Functions

## Review of CSBG Tribal Plans

- Model Tribal Plan provided on CSBG website  
<http://www.acf.hhs.gov/programs/ocs/csbg/>
- Information Memoranda reminder - FY 2013 plans
- Plans received no later than September 1, 2012
- Tribal plans can be submitted for one or two federal fiscal years
- Reviewed and accepted if key statutory requirements are addressed
- Plan is determined “complete”



## **CSBG Funding Application**

- **CSBG Funding Application Requirements/Eligibility**

State or federally recognized Indian Tribes and Tribal organizations may apply for funding under the CSBG Act by submitting an application that meets the requirements of Sections 676 and 677 of the Act and C.F.R. Title 45, Part 96, Subpart D – Direct Funding of Indian Tribes and Tribal Organizations.



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# General Application Procedures and Requirements

### CSBG Act - Section 676

- Letter of Transmittal
- Public Inspection of Tribal Plan
- CEO of the Tribe/Tribal Organization
- Tribal Resolutions
- Services and Activities
  - CSBG provides for the following types of activities or services (Tribes must address at least one):  
Employment; Education; Better Use of Income; Adequate Housing; Emergency Assistance; Youth Development; After-school Child Care Programs; Youth Crime Prevention; Innovative Community Development and Intervention Models; Life Skills Training; Job Creation
- Administrative Assurances
- Programmatic Assurances
- Fiscal Controls, Audits and Monitoring
- OMB Cost and Accounting Standards
- Audit Requirement
- Federal Investigations
- Narrative on Proposed Use(s) of Funds
- Annual Report on Prior Year CSBG Services and Activities
- Certifications
- Additional Data or Information (if needed)



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# Letter of Transmittal

- Cover letter to the Director to contain:
  - Tribal CSBG Program Contact Person
  - Tribal CSBG Official
  - Email
  - Mailing Address
  - Telephone/fax number(s)





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# CEO of the Tribe/Tribal Organization certification to CSBG Assurances

- The CEO certifies that the Tribe/Tribal Organization agrees to implement **at least** one of the programmatic assurances.



## Tribal Resolutions

- Gives a tribal organization authority to seek funding for other tribes.





## Services and Activities

- Narrative on proposed use(s) of funds
- Provide a narrative plan which addresses and explains at least one of the assurance in Sections 676(b)(1)(A)-(C) and 676(b)(3)(A)-(D).



## **CSBG Assurances**

- **Administrative Assurances**
  - Reference Section 675C(b)(2)
- **Programmatic Assurances**
  - Reference Section 676(b)(4), Section 676(b)(5), Section 676(b)(6) and Section 676(b)(7)
- **Financial Assurances**
  - **Fiscal Controls, Audits and Monitoring**
    - Reference Section 675C(b)(2), Section 678D(a)(2)(B), Section 678D (a)(1)(A)



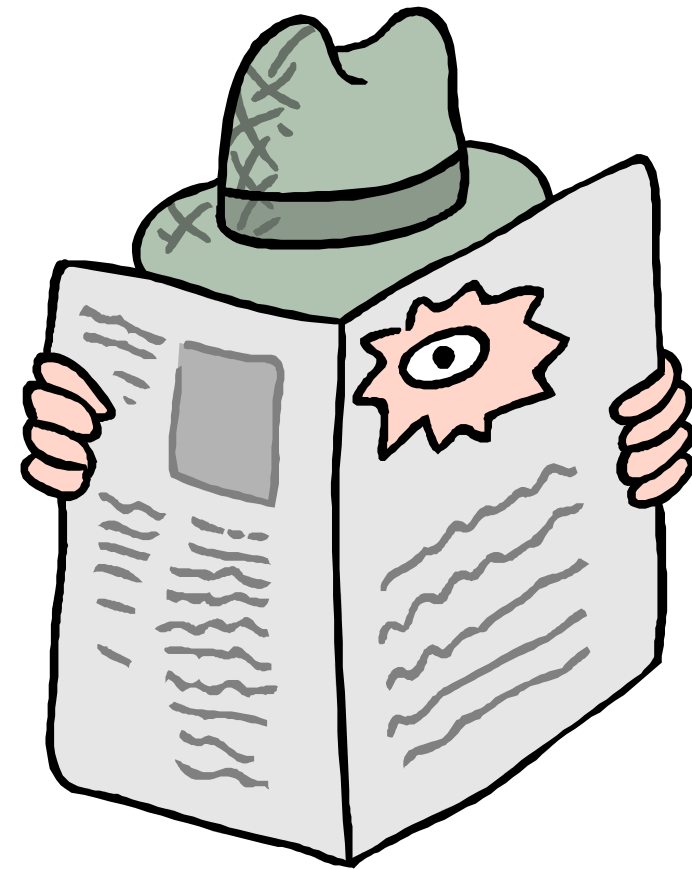
## **CSBG Assurances Cont'd**

- **Financial Assurances cont'd**
  - **OMB Cost and Accounting Standards**
    - Reference Section 678D(a)(1)(B)
  - **Audit Requirements**
    - Reference Section 678D(a)(1)(C) and Section 678 D(a)(2)(B)



## Federal Investigations

- Reference Section  
678D(a)(1)(D)





## **Annual Report on CSBG Services and Activities for the Previous Year**

- Provide a narrative describing specific types of CSBG activities and how these met the goals, objectives and needs in the use of the funds.



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# Certifications

- **Sign and include the required certifications:**
  - Contracts, Grants, Loans and Cooperative Agreements
  - Drug-Free Workplace
  - Debarment and Suspension
  - Environmental Tobacco Smoke





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# Additional Data or Information



- Submit on an “as needed” basis



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# How Your Direct CSBG \$\$ is Determined

- Direct grants are computed pursuant to the method prescribed in Section 677 of the Community Opportunities, Accountability and Training and Education Services Act of 1998.
- Once a total number of members below the poverty level are provided, the CSBG allocation is based on the ratio of your poverty level members to the percentage of poor persons in the state. This allocation is then deducted from the CSBG share and the CSBG grant award is made.



# Funding Infrastructure

## How Your Direct CSBG \$\$ is Determined

Example: Tribal CSBG Allocation Determination

| A                 | B  | C  | D                                | E   |
|-------------------|--|--|----------------------------------|---|
| Tribal Population | Incidence of Tribal Poverty in the State | Estimate of Eligible Tribal Individuals<br>(A X B) | State Poverty Population Numbers | State Tribal Eligible Population<br>(C / D) |
| 3000              | 46.70%                                   | 1401   | 980,000                          | 0.001430                                    |

**ALLOCATION FOR TRIBE IS TAKEN FROM THE STATE'S CSBG ALLOCATION AND PROVIDED DIRECTLY TO THE TRIBAL GOVERNMENT.**

**STATE ALLOCATION = \$14,560,000**  
**MULTIPLIED BY .001430 = \$20,815 ALLOCATION FOR TRIBAL GOV'T**



## What You May Expect Once Directly Funded

- Notification of Plan Review Status
- Notice of Grant Award Letters on quarterly basis (if over \$1M threshold)
- Allocation Amount
- Terms and Conditions
- HHS Payment Management System



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# Training and Technical Assistance

- Contract for Tribal Government Technical Assistance
  - Lux Consulting Group, Incorporated
- Federal Program Staff



# General Reminders

- **Tribal Contacts:** Notify DSA as soon as possible if your Tribal CSBG program contact person changes. We need their full contact information to follow-up about funding and other issues.
- **Late Plans:** Meet September 1 due date when applying for CSBG Direct funds. If you think you can't, seek the concurrence of the State in which the tribe is located for a late plan acceptance, via letter and submit it to DSA.
- **One-on-one DSA Assistance:** Contact your DSA liaison for technical assistance.



# General Reminders Cont'd

- **Public Inspection:** Allow for review of, and comment on the plan or revision by Tribal members.
- **DSA Guidance:** Check the CSBG website often for new guidance, forms and announcements (especially IM's and "Dear Colleague" letters). We also send these by email to the CSBG coordinator.
- **Resources:** Download copies of the CSBG Tribal Model Plan and the CSBG statute and regulations from the CSBG website.



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U.S. Department of Health and Human Services

Administration for Children & Families

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#### Related ACF Links

- [Healthy Marriages Initiative](#)
- [Asset Building](#)
- [Grants.gov](#)
- [ACF Grant Opportunities](#)
- [ACF Initiatives](#)
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#### Related Sites

- [VirtualCap.org](#)
- [Earned Income Tax Credit \(EITC\)](#)
- [Results-Oriented Management and Accountability \(ROMA\)](#)
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## Community Service Block Grant Program

### About CSBG

- [Fact Sheet](#)
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- [CSBG Training and Technical Assistance \(T/TA\) Program](#)

### Grantees

- [State Officials and Program Contacts](#)
- [Tribes and Tribal Organizations](#)
- [State Association Contacts](#)

### Guidance, Policies and Procedures

- [Information Memoranda](#)
- [State Assessments](#)
- [Model Plan](#)
- Assurances
  - [CSBG Tribal Assurances \(PDF-30KB\)](#)
  - [CSBG Assurances\(PDF-40KB\)](#)
- [Statute](#)
- [OMB Circulars - States, local governments, and Indian Tribes \(OMB\)](#)
- [Part 96 Block Grants](#)

### Grants Awards

- [Allotments to States and Tribes](#)
- [CSBG Terms and Conditions](#)
- [CSBG ARRA Allotments to States and Tribes](#)
- [CSBG ARRA Terms and Conditions](#)
- [Phase In of SF-425](#)

### Publications and Reports

- [Report to Congress](#)
- [Statistical Reports](#)

### Resources

- [Poverty Guidelines \(HHS\)](#)
- [Local CSBG Service Providers](#)
- [CSBG Recorded Call on Corrective Action, Termination or Reduction of Funding for CSBG Eligible Entities](#)
- [Slide Presentation of CSBG Corrective Action, Termination or Reduction of Funding for CSBG Eligible Entities](#)

### CSBG Partners

- [Community Action Partnership \(CAP\)](#)
- [National Association for State Community Services Programs \(NASCSPP\)](#)
- [Community Action Program Legal Services, Inc. \(CAPLAW\)](#)
- [National Community Action Foundation \(NCAF\)](#)

### Community Services Block Grant

# CSBG

#### What's New

- [Save the dates](#)
- [Powerpoint Tribal Governments CSBG Orientation](#)
- [Powerpoint Tribal Governments CSBG Needs Assessment](#)
- [IM 126 Use of CSBG funds to support summer jobs for youth](#)
- [Tools for Top-Notch CAAs](#)
- [Dear Colleague](#)
- [2012 CSBG Allocations](#)
- [FFATA](#)
- [Report to Congress Fiscal Year 2008](#)

#### CSBG ARRA

- [IM 122 Final Liquidation and Closeout Expectations of Fiscal Year \(FY\) 2009 CSBG ARRA Funds](#)
- [CSBG ARRA Questions and Answers](#)
- [CSBG ARRA Reporting Guidance](#)
- [CSBG ARRA Technical Assistance](#)
- [CSBG ARRA Funding](#)
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## **CSBG Direct Funding Application**

- **CSBG Direct Funding Application Submission**

**Applications should mailed to:**

Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Division of Assistance  
Attention: Community Services Block Grant Program  
370 L'Enfant Promenade S.W., 5<sup>th</sup> Floor West  
Washington, DC 20447



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# Q & A

