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**COMMUNITY SERVICES  
BLOCK GRANT PROGRAM**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Division of State Assistance  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

**Information Memorandum**

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**Transmittal No. 136**

**Date: July 7, 2014**

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**TO:** Indian Tribes and Tribal Organizations

**SUBJECT:** Application for Fiscal Year (FY) 2015 Community Services Block Grant (CSBG) Funds Based on the Availability of CSBG Funds

**RELATED REFERENCES:** Community Services Block Grant Act, Title VI, Subtitle B, of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended; Human Services Amendments of 1994, P.L.103-252; the FY 1996 CSBG Appropriation Legislation, P.L.104-134; CFR Title 45, Part 96; Coats Human Services Reauthorization Act of 1998, P. L. 105-285, Department of Health and Human Services Block Grant Regulations and Current Poverty Income Guidelines.

**PURPOSE:** To inform Indian Tribes and Tribal Organizations of the CSBG application requirements for FY 2015.

**BACKGROUND:** 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. The Office of Community Services (OCS) funds CSBG grantees based on the determination that their applications and plans are complete in accordance with the requirements of the CSBG Act and regulations.

CSBG is increasingly focused on performance measurement, fiscal accountability, monitoring and reporting.

**SUBMISSION  
DUE DATE AND**

**REQUIREMENTS:** A Federally or State-recognized Indian Tribe or Tribal Organization interested in receiving CSBG funds directly must submit an application no later than September 1, 2014. The format and requirements for FY 2015 applications are similar to those from FY 2014, as described in CSBG IM 132, dated June 20, 2013. However, applicants this year must submit their application and plans electronically through the Administration for Children and Families' (ACF) Online Data Collection System (OLDC).

Applications submitted later than September 1, 2014, will be ineligible for direct funding from OCS, unless written approval has been obtained from the respective State CSBG office. (This is the State in which the Tribe or Tribal Organization is located and generally will be the State CSBG lead agency.) According to CFR Title 45, Part 96.42(e), *“Beginning with fiscal year 1983, any request by an Indian tribe or tribal organization for direct funding by the Secretary must be submitted to the Secretary, together with the required application and related materials, by September 1 preceding the Federal fiscal year for which funds are sought. A separate application is required for each block grant. After the September 1 deadline, tribal applications will be accepted only with concurrence from the State (or States) in which the tribe or tribal organization is located.”* **Applications that do not meet the required application criteria stated above will be returned to the Tribe or Tribal Organization.**

An outline for a model Tribe/Tribal Organization CSBG application is attached. We encourage the use of the outline for ease in focusing on priority elements, consistency, systemic depiction, content, presentation and expeditious processing of applications by the Office of Community Services (OCS).

Indian Tribes and Tribal Organizations have the option of submitting CSBG applications covering a one-year or a two-year period. CSBG funding will continue to be made available during each of the years for those CSBG applications which cover a two-year period.

**ONLINE  
SUBMISSION:**

October 1, 2013, ACF directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. (See [78 FR 60285-60286, October 1, 2013](#).) To meet this responsibility, OCS requires Tribes and Tribal Organizations to use the OLDC system to submit data on the *Application for Federal Assistance SF-424 Mandatory* (SF-424M) and upload CSBG plan documents. OCS will only consider applications official if they are submitted through the OLDC system. OCS will provide additional information and training on the OLDC system and the application submission process in the coming weeks.

As part of the new online submission requirement for FY 2015, a Tribe or Tribal Organization must submit an electronic application (SF-424M) to receive CSBG funds. If a grantee submitted a two-

year application for FYs 2014 and 2015, it is still required to submit a SF-424M and an annual report through the OLDC system by September 1, 2014.

**CONTENT OF APPLICATION:**

Please see the outline for the model Tribe/Tribal Organization application, attached below, as a guide. A complete CSBG application should contain:

- (1) An electronic SF-424M: As described above, each grantee must complete and submit this form through the OLDC system. The form requires name and contact information for the Tribe or Tribal Organization authorizing official and the CSBG point of contact.
- (2) Programmatic assurances: An application should include specific programmatic assurances certified by the Chief Executive Officer (CEO) of the Tribe or Tribal Organization, which contain the language precisely as it appears in subsections 676(b)(1)(A) through (C) of the CSBG Act. Assurances must show original signatures and be signed by the CEO. If the CEO has delegated this responsibility, a written confirmation of such a delegation signed by the CEO must be submitted with the application.

In addition, the application must include a narrative description of how the Indian Tribe will carry out the required programmatic assurances. If the assurance is applicable, it must contain the language precisely as it appears in subsections 676(b)(1)(A) through (C) of the CSBG Act. Tribes and Tribal Organizations are required to implement **at least one** of the programmatic assurances contained in subsections 676(b)(1)(A) through (C) of the CSBG Act. Do not assume that any assurance is self-explanatory. If CSBG funds are used to address more than one programmatic assurance, include **each** of the assurances.

- (3) A narrative plan: The narrative plan should include: (1) a statement of goals and objectives, (2) information on the specific types of activities to be supported to carry out both programmatic and administrative assurances, (3) information about areas and categories of individuals to be served, and (4) the criteria and method used for the distribution of funds. Please refer to the model application

outline for the expected requirements.

- (4) Evidence of public review: The application should show evidence that the Tribe or Tribal Organization CSBG Plan was made available for public review and comment in conjunction with development of the plan as required by Section 676(a)(2)(B) of the CSBG Act.
- (5) A Tribal resolution: If appropriate, the application should include a resolution according to 45 CFR 96.42(b): *“A tribal organization representing more than one Indian tribe will be eligible to receive block grant funds on behalf of a particular tribe only if the tribe has by resolution authorized the organization’s action.”*
- (6) State recognition: If applicable, the application should include documentation according to 45 CFR 96.44(b): *“An organized group of Indians is eligible for direct funding based on State recognition if the State has expressly determined that the group is an Indian tribe. In addition, the statement of the State’s chief executive officer (Office of the Governor) verifying that a tribe is recognized by that State will also be sufficient to verify State recognition for the purpose of direct funding.”*
- (7) An annual report: The Tribe or Tribal Organization grantee must submit an annual report with the 2015 application. The annual report (previously referred to as the prior year report) is a narrative description of how the grantee met its CSBG goals and objectives, and provides information on the types of projects supported with FY 2014 CSBG funds. Specifically, an annual report should contain accomplishments of projects and activities relating to the required assurances supported with CSBG funds received for FY 2014. Annual reports must contain outcome data that addresses the implementation of the national goals.

We recognize that many programs have different program years; however, to the extent possible, reports should address the use and distribution of the FY 2014 allocation (CSBG grant awards received during the period of October 1, 2013 through September 30, 2014).

- (8) Administrative Requirements: The application should indicate the date of the last audit undertaken and the period

for which the audit covers in compliance with the Single Audit Act of 1984 (P.L. 98-502). Include the required signed certifications regarding Lobbying, Drug-Free Workplace Requirements, Debarment, and the Environmental Tobacco Smoke. (Please see the certifications attachment.)

**ADDITIONAL INFORMATION:** Since 2011, OCS has supported a training and technical assistance initiative to strengthen Tribal and Tribal Organizations' administration of CSBG and to provide information on issues such as regulatory requirements, program administration, and communication to eligible Tribal entities. This initiative continues through consultation with Tribal representatives and the ongoing development of technical assistance guidance.

OCS will host webinars on the FY 2015 CSBG application process. In the meantime, if you have questions or need additional information, please contact your assigned OCS CSBG program specialist. The list of OCS staff and contact information is posted on the OCS website at [www.acf.hhs.gov/programs/ocs/resource/csbg-staff-assignments-by-region](http://www.acf.hhs.gov/programs/ocs/resource/csbg-staff-assignments-by-region).

Thank you for your continued commitment to our collaborative work to address poverty in our communities.

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Jeannie L. Chaffin  
Director  
Office of Community Services

Attachments:

- [Outline for Model Tribe/Tribal Organization CSBG Application](#)
- [2014 HHS Poverty Guidelines](#)
- [Federal Certifications](#)