



ADMINISTRATION FOR
CHILDREN & FAMILIES

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www.acf.hhs.gov/ocs

**Community Services Block Grant
Action Transmittal**

AT#: CSBG-AT-2021-04
DATE: May 18, 2021
TO: Tribes and Tribal Organizations
SUBJECT: Application for Fiscal Year (FY) 2022 Community Services Block Grant (CSBG) Based on the Availability of CSBG Funds
ATTACHMENT(S): CSBG Tribal Plan & Application Fillable-PDF Tool

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 Tribes and Tribal Organizations of the CSBG application requirements for FY2022.

BACKGROUND: The Office of Community Services (OCS) funds Community Services Block Grant (CSBG) grantees based on the determination that their applications and plans are complete in accordance with the requirements of the CSBG Act and regulations. Federally- or state-recognized 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. CSBG provides Tribes with funds to decrease poverty in communities by providing a range of services and activities to address the needs of tribal members with low income. CSBG has funded core services in tribal communities including employment and training, youth services, health, education (e.g., adult literacy, early childhood development, and drug prevention programs), housing and nutrition.

CSBG focuses on strengthening the efficiency and effectiveness of tribal programs through improved performance measurement, fiscal accountability, monitoring, and reporting. Operation of CSBG in accordance with these applications will be dependent on enactment of Fiscal Year (FY) 2021 appropriations supporting this program.

SUBMISSION GROUPS:

Tribes or Tribal Organizations with an approved Letter of Intent (LOI) for FY2021 Funding
These Tribes and Tribal Organizations are expected to submit the following via the OLDC system:

- An updated SF-424M;
- Complete Tribal Plan and Application

Tribes or Tribal Organizations with an approved Two-Year CSBG Tribal Plan (FY21 & FY22)
These Tribes and Tribal Organizations are expected to submit the following via the OLDC system:

- An updated SF-424M;

First-time Applicants/Prospective Grantees

Any Federally or State Recognized Indian Tribe or Tribal Organization that is interested in receiving CSBG funds directly must first contact the Office Community Services at csbgribes@acf.hhs.gov to receive specific instructions. First-time applicants/prospective grantees will then submit the following before completing a CSBG Tribal Plan and Application:

- Employer Identification Number (EIN) Number; and
- A signed statement of agreement between the Tribe or Tribal Organization and the State confirming the Tribal population and the percentage of Tribal poverty in the state.

SUBMISSION REQUIREMENTS:

On October 1, 2013, the Administration for Children and Families (ACF) directed its program offices, including OCS, to require all mandatory grantees to submit applications electronically. For more information, see [78 FR 60285-60286](#). To meet this responsibility, OCS requires Tribes and Tribal Organizations to use the [On-Line Data Collection system \(OLDC\)](#) to submit the Application for Federal Assistance SF-424 Mandatory (SF-424M) form and attach all CSBG Tribal Plan and Application materials. OCS will only consider applications submitted via OLDC. To receive or update access to OLDC, please complete and return the [OLDC Access Form](#).

APPLICATION DUE DATE:

All renewing and prospective Tribal CSBG Grantees must submit a complete CSBG Tribal Plan and Application no later than **September 1, 2021**.

Applications submitted **later than September 1, 2021** will be ineligible for direct funding from OCS, unless written concurrence 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.**

CSBG TRIBAL PLAN & APPLICATION CONTENT & REQUIREMENTS:

Tribes and Tribal Organizations have the option of submitting CSBG Tribal Plans covering a one- or two-year period, however, CSBG Tribal Plans covering a two-year period are strongly recommended to help ease grantee administrative burden. One-year CSBG Tribal Plans submitted in FY 2021 will cover October 1, 2021 — September 30, 2022 (FY 2022). Two-year CSBG Tribal Plans submitted in FY 2021 will cover October 1, 2021 — September 30, 2023 (FY 2022 and FY 2023).

A complete CSBG Tribal Plan and Application should contain the information outlined below. OCS encourages the use of the CSBG Tribal Plan & Application Fillable-PDF Tool created by Lux, our CSBG Tribal Training & Technical Assistance (T/TA) provider. This tool can serve as the CSBG Tribal Plan and application. In the case that a grantee prefers to create their own plan and application, OCS requests that the CSBG Tribal Plan and application materials follow the outline below.

(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’s authorizing official and the CSBG point of contact.

(2) **Tribal Administrative Information/Transmittal Letter:** A signed letter that includes:

- a. The name of the Tribe or Tribal Organization;
- b. The fiscal year(s) to be covered;
- c. Contact information for the Tribe or Tribal Organization’s authorized official;
- d. Contact information for the CSBG program contact person within the Tribe or Tribal Organization; and
- e. Delegation of authority by the Tribe or Tribal Organization’s CEO/Chairman or President (if applicable).

(3) **Tribal Resolution:** If a Tribal Organization is representing more than one Tribe, the application should include a resolution from each Tribe represented, pursuant to [45 CFR 96.42\(b\)](#): *“A Tribal Organization representing more than one 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.”*

(4) **Federal or State Recognition:** Applicants must provide proof of federal or state recognition. If applicable, the application should provide a citation of relevant 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.”

(5) **CSBG Mission, Goals & Objectives:** The CSBG Tribal Plan and Application should include a description of the following:

- a. Mission and responsibilities of the agency or department within the Tribe or Tribal Organization that will administer CSBG; and
- b. CSBG goals and objectives.

(6) **Evidence of Public Review (Public Hearing):** The application should show evidence that the Tribe or Tribal Organization notified stakeholders and made the CSBG Tribal Plan 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](#).

(7) **Use of Funds & Fiscal Controls:** The application should detail the following:

- a. The planned allocation of administrative and programmatic funding. (Per [Section 675C of the CSBG Act](#), not more than five (5) percent can be allocated to administrative items, and not less than 95 percent can be allocated to program funds.); and
- b. An acknowledgement and assurance that the Tribe or Tribal Organization will abide by the CSBG limitations outlined in [Section 678F of the CSBG Act](#); and
- c. The date and the period (timeframe) that the most recent audit covers.

(8) **Individual and Community Income Eligibility Requirements:** CSBG that services be provided to those who meet specific CSBG income guidelines. [Section 673 of the CSBG Act](#) requires that services be provided to those who meet specific CSBG income guidelines (not to exceed 125% of the poverty line). The CSBG plan must detail:

- a. Policies and/or procedures for determining income eligibility,
- b. Policies and/or procedures when individual income verification is not possible or practical; and
- c. Description of how the Tribe or Tribal Organization’s services target and benefit low-income communities for those services that provide a community-wide benefit.

(9) **Statement of CSBG Assurances (Programmatic, Administrative, and Fiscal):** The CSBG Tribal Plan should include the specific programmatic, administrative, and fiscal assurances precisely as they appear in the [CSBG Act](#). All Statement of CSBG Assurances signatures will be valid for two years unless there is a change in the Tribal Organization and/or Tribal authorizing official.

- a. **Programmatic Assurances:** subsections [676\(b\)\(1\)\(A\) through \(C\) of the CSBG Act](#).
- b. **Administrative and Fiscal Assurances:** subsections [678D\(a\)\(1\)\(A\) through \(B\) of the CSBG Act](#), including certification that cost and accounting standards of the Office of Management and Budget shall apply (OMB Circulars A-110 and A-122).

(10) **Implementation of CSBG Programmatic Assurances:** The CSBG Tribal Plan and Application must include a narrative description of how the Tribe or Tribal Organization will carry out the required programmatic assurances. The narrative should include a description of the:

- a. CSBG service delivery system;
 - b. Geographical areas and categories of individuals to be served;
 - c. Criteria and method used for distribution of CSBG funds;
 - d. Purpose of funds, including a description of the activities to be supported with CSBG funds;
 - e. Linkages to fill identified gaps in services;
 - f. Coordination with other public and private resources; and
 - g. Innovative community and neighborhood-based initiatives.
- Applicants are also asked to provide optional information regarding:
- h. Plan for the provision of emergency services; and
 - i. Performance management and accountability systems.

(13) **FY 2020 CARES Act Supplemental Funds:** The CSBG Tribal Plan should detail services and activities to be supported with any remaining FY 2020 CARES Act supplemental funds.

(14) **Federal Certifications:** The CSBG Tribal Plan and Application must include four required signed certifications, including the following:

- a. [Drug-Free Workplace](#);
- b. [Debarment, Suspension, and Other Responsibility Matters](#);
- c. [Environmental Tobacco Smoke](#); and
- d. [Lobbying](#).

All certifications are valid for two years unless there is a change with the Tribal authorizing official and/or Tribal Organization.

CSBG Annual Report: A CSBG Annual Report is required each year for all Tribes and Tribal Organizations that receive CSBG funding, including grantees with approved two-year CSBG Tribal Plans. A CSBG Annual Report on FY 2022 funding will be due on December 30, 2022. The CSBG Annual 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 CSBG funding.

TRAINING AND TECHNICAL ASSISTANCE

Applicants who need assistance and are interested in applying for CSBG may contact our tribal support contractor, LUX Consulting, at 301-244-3557 or TribalTA@luxcg.com.

Technical Assistance Tools: Technical assistance tools, including a *CSBG Tribal Plan & Application Fillable-PDF Tool & Tool Guide* are available to assist grantees in producing the CSBG Tribal plan and application materials as required by Section 676 of the CSBG Act. In addition, a webinar series on the CSBG application process is available on the CSBG Tribal Training and Technical Assistance Program website: [CSBG Tribal Plan and Application - How to Apply](#).

Please send an email with any questions or requests for additional information to CSBGTribes@acf.hhs.gov. The list of OCS staff and contact information is also on the OCS website at [CSBG Federal Staff by Region](#).

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

/s/

Charisse Johnson
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Office of Community Services