



ADMINISTRATION FOR
CHILDREN & FAMILIES

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

**Community Services Block Grant
Information Memorandum**

IM#: CSBG-IM-2023-164
DATE: April 26, 2023
TO: The CSBG Network
SUBJECT: CSBG Disaster Relief Supplemental Funds for Hurricanes Fiona and Ian Guidance
ATTACHMENT(S): N/A

PURPOSE

To provide information to states, territories, and tribes regarding the distribution of the Community Services Block Grant (CSBG) Disaster Supplemental Funds for Hurricanes Fiona and Ian and provide guidance on eligibility, distribution, allowable activities, reporting requirements, construction waivers, obligating and expending funds, and grant recipient monitoring.

RELATED REFERENCES

Community Services Block Grant Act, 42 U.S.C. 9901 *et seq.*; [Consolidated Appropriations Act, 2023](#) (Public Law 117-328); and the Department of Health and Human Services Block Grant Regulations, 45 CFR Part 96.

OFFICIAL POLICY

The Office of Community Services (OCS) received \$25 million in additional appropriations to support current CSBG grant recipients impacted by Hurricanes Fiona and Ian. Beginning in Fiscal Year (FY) 2023, OCS will allocate the new CSBG Disaster Supplemental Funds to impacted grant recipients for disaster recovery purposes due to the consequences of the hurricanes.

BACKGROUND

Hurricanes Fiona and Ian occurred in September 2022 and were declared by the President as major disasters under section 401 or 501 of the Robert T. Stafford Disaster Relief and

Emergency Assistance Act (42 U.S.C. 5170 & 5191). The jurisdictions impacted by Hurricane Fiona included the [Commonwealth of Puerto Rico](#). The areas impacted by Hurricane Ian included the [State of Florida](#), and the [State of South Carolina](#).

Through the Consolidated Appropriations Act, 2023 (Public Law 117-328), signed into law by Congress on December 29, 2022, OCS received an additional \$25 million to support the necessary expenses directly related to the consequences of Hurricanes Fiona and Ian. OCS will allocate the funds to grant recipients based on assessment of need, who in turn, should issue grants to CSBG eligible entities (also referred to as Community Action Agencies) to support disaster recovery activities for individuals and families with low incomes. Consistent with the general purposes of CSBG and the specific appropriation guidance, this funding will support a range of locally identified services and strategies focused on the needs of people with low-income and disaster-related needs. These funds will support ongoing community recovery after the conclusion of emergency response efforts.

The CSBG Disaster Supplemental Funds for Hurricanes Fiona and Ian does not require grant recipients to apply the standard federal poverty line (FPL) noted in the CSBG Act when establishing income eligibility. Section 673(2) of the CSBG Act notes that a state may revise the poverty line to not exceed 125% of the official poverty line. The Supplemental appropriation will allow CSBG grant recipients and eligible entities to revise the FPL and substitute "200%" for "125%" for the entire duration of the award.

CRITERIA FOR POTENTIAL GRANT RECIPIENTS

To be eligible for the CSBG Disaster Relief Supplemental Grants, recipients must meet the following conditions:

- **Designated Authority from Governor or Chief Executive** — Consistent with Section 676(a) of the CSBG Act (42 U.S.C. 9908(a)), applicants for the CSBG Disaster Supplemental Funds must be designated by the governor or chief executive with the authority to apply for CSBG. This agency is referred to by OCS as the “CSBG Lead Agency” for the state, territory, or tribe and must be the same agency that administers the regular CSBG grant.
- **Presidential Disaster Declaration** — As noted in the Consolidated Appropriations Act, 2023, funds must be made available only to those states, territories, or tribes directly affected by Hurricanes Fiona and Ian occurring in calendar year 2022 and that have been declared by the President as a major disaster under section 401 or 501 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 & 5191).
- **Allocation Based on Disaster Needs** — The appropriation language instructs that supplemental appropriation funds must be made for payments to states, territories, and tribes based on assessed need, notwithstanding sections 674(b), 675A, and 675B of such Act (rather than the regular statutory formula that applies to regularly-appropriated funds). It also instructs that each grant recipient must allocate its funds based on need rather than existing state formulas. This means that only states, territories, and tribes

that were directly impacted by Hurricanes Fiona or Ian will be eligible to receive funds. Likewise, only the eligible entities that serve disaster impacted populations within a state will be eligible to receive funding.

Based on the criteria outlined above, CSBG Disaster Supplemental grant funding will only be provided to current CSBG grant recipients in Florida, Puerto Rico, and South Carolina¹. Grant recipients must then award funds to eligible entities already designated by the state for CSBG funding. OCS is unable to accept direct applications for funding that do not come from a current CSBG grant recipient in one of the states listed above. OCS strongly encourages CSBG lead agencies to work in close partnership and consultation with other community stakeholders in the design and delivery of disaster recovery services to address the most significant community needs.

ELIGIBLE SERVICE RECIPIENTS

In accordance with Section 673(2) of the CSBG Act (42 U.S.C. 9902(2)), the federal poverty line is a criterion for eligibility. A grant recipient that receives a supplemental grant award may apply the last sentence of section 673(2) of the CSBG Act by substituting “200%” for “125%”. As OCS outlined in [Information Memorandum 154](#) — grant recipients have substantial discretion in defining the procedures for determining if an individual or family meets the requirements. This discretion includes the necessary documentation appropriate to the implemented services or strategies and reviewing timeframes. Grant recipients may consider circumstances where individuals may have been made low-income by the disaster, including disaster-related unemployment, and may establish appropriate procedures based on individual and family needs.

DISTRIBUTION OF FUNDS TO ELIGIBLE GRANT RECIPIENTS

OCS will distribute funds to eligible grant recipients based on demonstrated need in accordance with objective criteria that are made available to the public. After due consideration of the demonstrated needs of the states directly affected by disasters, OCS will apply an allocation methodology that provides funding to them using routinely available disaster assistance

¹ As outlined in Section 673(5) of the CSBG Act, the definition of the term “State” includes the Commonwealth of Puerto Rico, which is subject to all requirements applicable to state governments. Therefore, the term “state” is used throughout this Information Memoranda to include requirements applicable to Florida, South Carolina, and Puerto Rico. Because the Seminole Tribe of Florida is not a current grant recipient under CSBG, OCS will request that the State of Florida include this Tribe in its assessment of need and consult with the Tribe on a potential plan for any necessary services that may be provided through a current CSBG eligible entity.

information from the Federal Emergency Management Agency (FEMA) as well as county-level data on median incomes.

The formula for distribution under Sections 675A and Section 675B of the CSBG Act (42 U.S.C. 9905 & 9906) does not apply to the CSBG Disaster Supplemental for Hurricanes Fiona and Ian. Instead, the supplemental appropriation instructs that funds will be distributed based on assessed need. OCS has determined that to receive funds, states, territories, and tribes must have received a Presidential disaster declaration for the previously mentioned disasters for which FEMA Individual Assistance (IA) was authorized.

The FEMA IA data is collected consistently nationwide; it is tied to specific declared disasters by state, territory, or tribe and is aggregated using individual households that have declared a loss associated with the disaster and who have registered for assistance. OCS determined that the FEMA IA data resource served as the most consistent and directly relevant information resource for determining allotments for disaster assistance to the states.

In addition to the registration numbers for IA, a county-by-county “weighting” based on the median incomes in the county compared to the national average will be used by OCS in creating a formula for distribution of CSBG supplemental funds. This approach provides a mechanism to consider relative income as a critical social vulnerability factor that is directly related to the CSBG statutory purpose of addressing causes and conditions of poverty. The use of median income as a weighting factor also mitigates any distortions in the “average” income affected by any households in a smaller community with a small number of very wealthy residents and many low-income residents.

Preliminary Allocation Formula

A table outlining the planned allocation to each state and territory, will be included with the issuance of an Action Transmittal that will include detailed application instructions. Funding will be used for planning purposes and may be adjusted as necessary if a state elects not to apply for the CSBG Disaster Supplemental, or if the applicant is unable to provide an acceptable needs assessment and/or budget justification (based on criteria outlined in an OCS Action Transmittal and reviewed by an objective federal review process).

Distribution Timeline

ACF/OCS will award eligible grant recipients through an application process and will issue funds in three phases: 1) initial planning, needs assessment, and cost documentation; 2) interim recovery efforts; and 3) longer term recovery efforts. This multiphase process allows for necessary adjustments during the implementation and for funds to be obligated by eligible entities through the end of Federal Fiscal Year (FFY) 2027.

- ***Phase 1: Initial Planning, Needs Assessment, and Cost Documentation***

OCS will support an initial release of up to \$500,000 per state referenced in the Presidential disaster declaration that includes the FEMA IA in 2022.

States may use up to \$55,000 for direct expenses at the state level to assess needs and conduct administrative and planning activities. This is the maximum amount that the grant recipient may spend directly on administrative expenses during Phase 1, consistent with Section 675C(b)(2) of the CSBG Act (42 U.S.C. 9907(b)(2)), which specifies that no state may spend more than the greater of \$55,000 or 5% of the grant received. States may use these funds for any necessary administrative expenses to develop an allocation plan for interim and longer-term disaster recovery activities. Consistent with Section 675(b)(2), any state that receives a cumulative total allocation of more than \$1,100,000 during Phases 2 or 3 may devote up to 5% of the total award amount to administration.

States must allocate no less than 90% of funds to eligible entities to reimburse them for any expenses for services and strategies to address ongoing disaster-recovery needs affecting low-income populations within affected communities. This reimbursement may take place using Phase 1 or funds awarded during subsequent phases if funds are available within the total award amount. CSBG Supplemental resources may be used to reimburse prior costs provided within available grant resources if states can verify the costs were not previously reimbursed through FEMA or private insurance.

Note: Deadlines and application instructions will be provided in a separate Action Transmittal. It is expected that applications will be due in May 2023, and a first round of awards will be made in July 2023.

- ***Phase 2: Interim Recovery***

Using the preliminary planning amount provided by OCS, each state may develop and apply for an Interim Recovery grant.

Approximately 50% of the appropriated funds (or approximately \$12 million including the amounts released in Phase 1) will be awarded by this phase. This release would take place after the submission of an application that includes: 1) a detailed description of disaster needs for low-income populations in each potential service area within the state (including a plan to assure appropriate services for the Seminole Tribe in Florida); 2) a detailed plan of service for each service area consistent with allowable services under the CSBG Act and the supplemental appropriation; and 3) a risk mitigation and quality assurance plan that includes enhanced monitoring and technical assistance to be conducted or supported by the state's CSBG office.

States may use up to \$55,000 for direct expenses at the state level to assess needs and conduct administrative and planning activities.

Note: Deadlines and application instructions will be provided in a separate Action Transmittal. It is expected that applications will be due in August 2023, and the awards will be made in October 2023.

- ***Phase 3: Longer Term Recovery***

OCS will release remaining Disaster Supplemental Funds (or approximately \$11.5 million) in two rounds:

- **Round 1:** OCS will reserve \$7.5 million with anticipated release no later than October 2024 (FFY 2025). These funds will be allocated to states based on a continuation application process in which recipients provide: 1) a report on use of previously awarded funds; 2) a justification of ongoing needs; and 3) an allocation plan and budget for eligible entities. Funds will be available based on a formula that uses FEMA IA registration data and the weighted county-by-county median income information. If a state and its eligible entities have been unable to obligate and expend funds during its Phase 2 award (or if the state does not provide a justification of ongoing need and budget justification that is responsive to OCS criteria included in an Action Transmittal), OCS may reallocate funds to remaining states based on the allocation formula.
- **Final Reserve Funds:** OCS will reserve \$4 million for release in FFY 2026. States will apply for these funds to address high priority, long-term community disaster recovery needs for low-income populations that have not been addressed by other federal, state, or local resources. To be eligible for these funds, states must have fully obligated at least 70% of previously awarded grant funds and must provide a detailed plan of services for the highest priority geographic areas within each state. If requested funds exceed available reserve funds, OCS will allocate based on a proportionate share consistent with its national needs assessment formula.

States may use up to \$55,000 for direct expenses at the state level to assess needs and conduct administrative and planning activities.

Note: Deadlines and application instructions will be provided in a separate Action Transmittal. It is expected that applications will be due in August 2024, and the awards for Round 1 will be made in October 2024 for obligation in FFYs 2025 and 2026. Consistent with obligation requirements outlined in Section 675C(a)(2) of the CSBG Act (42 U.S.C. 9907(a)(2)) and 45 CFR 96.14, Phase 3, Final Reserve Funds will remain available for obligation in communities through September 30, 2027.

ALLOWABLE ACTIVITIES

Under regular CSBG, states, territories, and tribes receive block grants to ameliorate the causes of poverty in communities. States and territories are required to use at least 90% of their allocations for grants to "eligible entities" as defined in the CSBG Act, as amended.

Consistent with Section 675C(b)(1) and Section 675(b)(2) of the CSBG Act (42 U.S.C. 9907(b)(1) & (b)(2)), states receiving CSBG Disaster Supplemental Funds may use up to 10% of allocated funds for discretionary use, with the additional limitation that no state may spend more than the greater of \$55,000 or 5% of the grant received for administrative expenses.

Summary CSBG Act Provisions That *Do Not Apply* to This Appropriation

The legislation indicates that certain requirements under the CSBG Act will not apply and will become allowable to the \$25 million in appropriated funds as summarized below:

- **1.5% Federal Reservation Does Not Apply** — Provisions outlined in Section 674(b) of the CSBG Act (42 U.S.C. 9903(b)) specifies that set aside funds for federal technical assistance are not included in the Supplemental appropriation. Instead, the full \$25 million appropriation is directed to states, territories, and tribes.
- **Standard CSBG State Distribution Formula Does Not Apply** — The Supplemental appropriation indicates that the standard federal funding formula specified in Sections 675A and 675B of the CSBG Act (42 U.S.C. 9905 & 9906) do not apply to these funds. The Supplemental appropriation language indicates that the funds must be distributed based on assessed need. As noted above, OCS will be distributing funds to grant recipients with a major disaster declaration and based on each state’s IA registration data and a county-by-county “weighting” based on the median incomes in the county compared to the national average.
- **No Requirements that Eligible Entities Receive Standard Proportionate Share** — The Supplemental appropriation includes instructions indicating that Section 676(b)(8) of the CSBG Act (42 U.S.C. 9908(b)(8)) will not apply to these funds. Although funds must be allocated to eligible entities as specified in Section 675C(a)(1) of the CSBG Act (42 U.S.C. 9907(a)(1)), grant recipients must allocate funds based on disaster-related needs (rather than giving each eligible entity the same share of the state award they would give under the normal formula). Grant recipients must allocate funds based on assessed need and are required to use data on community needs directly related to the disaster to support plans for distribution of funds to specific eligible entities. To assist in each state’s needs assessment efforts, OCS will provide them with available federal disaster assessment data for the major disasters. Each recipient may supplement federal data with other information available on a state and community level to determine the most appropriate distribution plan. States will have discretion in the amounts distributed to each eligible entity but must provide a detailed explanation of criteria directly related to the disaster that are used in developing a distribution plan. In addition, states will be required to provide a detailed budget justification for each eligible entity that shows how funds will be used for disaster recovery expenses.

REQUIREMENTS FOR PROPERTY AND CAPITAL IMPROVEMENTS

The appropriations instructions outline that applicants may apply to use funds for alteration, renovation, construction, equipment, and other capital improvement costs as necessary to

meet the needs of areas affected by Hurricanes Fiona and Ian. Applicants must include detailed descriptions of property improvement efforts in Supplemental plans and if capital improvements are planned to address direct consequences of Hurricanes Fiona and Ian. Award recipients must comply with all ACF policies and requirements related to property. Visit the [ACF Property Guidance](#) website to learn more about the requirements for property. State award recipients, eligible entities, and other pass-through entities are responsible and accountable for, but not limited to, the following:

- Maintaining effective property management for the full property life cycle of property acquired and/or used under the federal award.
- Monitoring and ensuring that subrecipients also have effective controls in place for property.
- Maintaining written policies and procedures for the full property life cycle (acquisition, improvements, maintenance, through disposal). Recipients may use their own property management standards and procedures so long as it meets the property standard provisions at 45 CFR §75.316 through §75.323.
- Submitting (and on behalf of subrecipients) prior approval requests and applicable reports on property that has federal interest.
- Maintaining clear and accurate property/asset records containing content such as description of property, dates, amount, location, purpose, depreciation, documentation (request, approval, reports (SF-429, SF-428), liens, finance/refinance documents, agreement, lease, appraisal, etc.), procurement process, funding source (non-federal and federal amounts and percentages), and so on.
- Recording a notice of federal interest (NFI) in the appropriate official records for the jurisdiction in which the real property is located. (ACF is aware that some jurisdictions do not allow the recording of NFIs on modular units, as such please post the NFI, in a clearly visible location, on the exterior of the modular unit and inside the modular unit.) A copy of the NFI must be provided to ACF.
- Maintaining equivalent insurance coverage for real property and equipment.
- When a property is no longer needed for the original authorized purpose, the recipient (and on behalf of the subrecipient) must submit a disposition request according to the federal regulations and guidance contained within ACF Property Guidance.
- At closeout (if applicable) of a federal award, recipients (and on behalf of subrecipient) must account for any real and personal property acquired with federal funds.
- The closeout of a federal award does not affect property management and disposition requirements. However, please note that federal interest does not expire until formal disposition; therefore, recipients (and on behalf of subrecipients) are responsible for ongoing reporting and prior approval requirements.
- Records for real property and equipment must be retained for 3 years after final disposition.

If the state's plan includes any property expenditures, each eligible entity must provide a budget for proposed projects, which will be subject to additional reporting requirements on a

quarterly basis. States must also certify that the requested costs are not reimbursable through FEMA disaster assistance, under a contract for insurance, or by self-insurance. This certification will be verified through sample monitoring visits and review of documentation. Self-insurance is a formal plan, pursuant to law or regulation, in which amounts are set aside in a fund to cover the losses of specified types and amounts, typically by a commercial insurance company. If, during the award, a claim is paid that provides duplication of benefits by FEMA, insurance, or self-insurance, the grant recipient will be required to return the funds to OCS. OCS acceptance of the property improvement plans will suffice to address any pre-approval or waiver requirements with Section 678F of the CSBG Act (42 U.S.C. 9918) which prohibits these activities, unless states defer to Section 678F(a)(2) of the CSBG Act (42 U.S.C. 9918(a)(2)) and request a waiver under extraordinary circumstances.

As a reminder, states can only use CSBG Disaster Supplemental Funds for community recovery costs directly related to the consequences of Hurricanes Fiona and Ian occurring in calendar year 2022, in those areas for which a Presidential disaster has been declared. CSBG Disaster Supplemental Funds used to cover costs incurred prior to the award date will be subject to federal review of documentation to verify the expenses are directly related to the listed presidentially declared disasters response or recovery and have been provided to eligible populations.

NOTICE OF FEDERAL INTEREST

Real Property. If a state undertakes construction (at any amount), renovations, or repairs of a real property, there may be federal interest. A cost nuance for renovations and repairs, is the major renovation threshold definition. Per the [ACF Property Glossary](#), a project is considered a major renovation if it meets the major renovation threshold: 1) equal to or exceeding \$250,000 for a single renovation project; 2) budget revision for a renovation project in a budget period exceeding the lesser of \$250,000 or 25% of the total approved budget (direct and indirect costs and both the federal and any non-federal share); and 3) cumulative costs for a renovation project exceeding the lesser of \$250,000 or 25% of the total direct costs reasonably expected to be awarded in the period of performance. When federal funds are used for construction (at any amount) or is a major renovation, the recipient must file a Notice of Federal Interest (NFI) for a period of ten (10) years in the appropriate property records for the jurisdiction in which the property is located. Renovation and repair costs that fall below this major renovation threshold do not require an NFI. If Supplemental funds are used for real property, the award recipient will need to comply with ACF Real Property Status reporting (the SF-429). For more information about the SF-429 forms and frequency of submission, please see the Real Property Reporting on the [ACF Real Property Guidance](#) pages. **Please Note:** When completing the annual SF-429 Attachment A (along with the SF-429 cover page and uploading supporting documentation) in the GrantSolutions On-Line Data Collection (GS-OLDC), Line 13. *Period of Federal Interest* must include the “From” and “To” dates. The “From” date field is the start date of when funds were awarded (made available) for the construction and/or major renovation on the real property being reported on. The “To” date field defaults to uncertain; however, under these awards, recipients must include the proposed expiration (release) date of

10 years, which will be verified by the Office of Grants Management (OGM). If applicable, federal interest in a leased property is in the lease agreement; therefore, the expiration date must also meet the 10 years and disposition requirements. When a real property is no longer needed or otherwise being considered for disposition, before the intended expiration of 10 years, the SF-429 Attachment C must be submitted and the disposition requirements at [45 CFR §75.318\(c\)](#) must be followed, including compensating ACF for its proportionate share in the project.

Equipment. If a state undertakes equipment capital expenditures, there may be a federal interest. Capital expenditures for equipment, per [45 CFR §75.439](#), include (but is not limited to) materially increasing its value or useful life. (For instance, a major renovation project on a modular unit that has been classified as equipment. For additional information, please see the Modular definition on the [ACF Property Glossary](#) page). When this occurs, the federal interest is for a period of ten (10) years. Unlike real property, a NFI may not be recorded in the official property records in the jurisdiction where the property is located. Please consult with jurisdiction officials. However, the notice should be posted in a visible place on the unit and included in property records. When an equipment is no longer needed or otherwise being considered for disposition, before the intended expiration of 10 years, the SF-428 Attachment C (along with supporting documentation) must be submitted to OGM and the disposition requirements at [45 CFR §75.320\(e\)](#) must be followed, including compensating ACF for its proportionate share in the project. For more information about the SF-428 forms and frequency of submission, please see the [Tangible Personal Property Reporting and Disposition](#) on the [ACF Tangible Personal Property Guidance](#) pages.

REPORTING REQUIREMENTS

As outlined in Section 678E(a)(2) of the CSBG Act (42 U.S.C. 9917(a)(2)) (Accountability and Reporting Requirements), states and eligible entities must submit a separate CSBG Annual Report detailing performance. This provides an accounting for the expenditure of funds received through CSBG, including an accounting of administrative costs by the state and the eligible entities, and funds spent by the eligible entities on the direct delivery of local services. The format for this report will be the same as the format for the regular CSBG Annual Report, but OCS will provide separate instructions on how to complete the report for the disaster supplemental.

ACF will review the grant recipients' plans and monitor their implementation to ensure compliance with all requirements of the CSBG Act, the Consolidated Appropriations Act of 2023, and additional federal guidance through Information Memoranda, award documents, and applicable Federal Regulations and Executive Orders.

In addition to the expenditure report outlined in Section 678E(a)(2) of the CSBG Act (42 U.S.C. 9917(a)(2)), states, territories, and tribes must submit an annual SF-425 Federal Financial Report.

All grant recipients will be required to submit a final report outlining accomplishments and lessons learned.

OBLIGATING AND EXPENDING FUNDS

States must obligate all funds within the fiscal year the funds were awarded or within the subsequent fiscal year. Grant recipients will have 90 days from the end of the grant period to expend obligated funds incurred. Recipients that have not been able to obligate funds by the end of a fiscal year may have total future planning amounts adjusted downward. Additionally, states that have documented successful service delivery, expenditure of prior awards, and ongoing need will receive remaining amounts.

States will be notified as the deadline to obligate and expend funds approaches through monitoring calls and letters issued to them.

Unobligated or unexpended CSBG Disaster Supplemental Funds must be reported on the Federal Financial Report form (SF-425). In addition to the SF-425, states must return the remaining balance of these funds to the ACF Division of Payment Management.

MONITORING

States must conduct financial and compliance audits of block grant funds annually in accordance with Section 678B(a) of the CSBG Act (42 U.S.C. 9914(a)).

OCS will conduct onsite monitoring of grant recipients that receive awards more than \$500,000. In addition, OCS will conduct a desk review and selected onsite monitoring of grant recipients with less funds based on a risk assessment and prioritization process. OCS will conduct quarterly progress reviews with grant recipients focusing on the status of program implementation, expenditures, and implementation.

OCS may issue additional guidance via Information Memoranda or direct correspondence with grant recipients regarding additional monitoring requirements, data collection and validation, and financial review and analysis designed to ensure that funds are used for the intended purpose and to mitigate against waste, fraud, and abuse.

OCS and its contractors plan to conduct monitoring and compliance visits for initial review of activities as early as July 2023, and periodically over the full period of project implementation.

STATE CHECKLIST FOR OBTAINING FUNDS

- States must assess needs for individuals and families in communities directly affected by Hurricanes Fiona and Ian occurring in calendar year 2022 in those areas for which a Presidential disaster has been declared.
- States must apply to OCS with a detailed assessment of needs directly related to the Presidentially declared disaster(s) and a description of an allocation plan for eligible

entities based on identified needs, including a waiver request if funds are to be expended for the purchase, construction, or improvement of real property.

- States must submit a detailed budget and a narrative describing how funds will be used for each eligible entity.

INFORMATIONAL WEBINARS AND/OR CONSULTATIONS

OCS will announce dates for informational conference calls/webinar(s) regarding the allowable uses of funds under the CSBG Act and the Supplemental appropriation, including waiver processes for any services or activities not allowed under the regular provisions of the CSBG Act. OCS will provide technical assistance and help states identify uses for CSBG to provide a comprehensive array of services to support individuals and families as they recover from the disaster. The conference calls will provide opportunities to discuss allowable uses for critical issues in the aftermath of disasters.

CONTACT INFORMATION

Questions pertaining to the return of CSBG Disaster Supplemental Funds to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services should be directed to the following offices listed below.

Questions regarding the fiscal reporting on the CSBG Disaster Supplemental Funds and the SF-425 should be directed to:

Angel Chen

Grants Management Specialist, Office of Grants Management

Phone: 646-905-8120

Email: Angel.Chen@ACF.hhs.gov

Program questions regarding CSBG Disaster Supplemental Funds should be directed to:

Roneika Carr

Policy Program Specialist, Office of Community Services

Phone: 202-401-4595

Email: Roneika.Carr@acf.hhs.gov

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

/s/

Charisse Johnson

Director, Division of Community Assistance

Office of Community Services