

Pre-Application Technical Assistance Call

Community Services Block Grant (CSBG): National Center of Excellence (COE) for Human Capacity and Community Transformation

HHS-2019-ACF-OCS-ET-1553



Agenda

Welcome/Introductions and Overview of the CSBG and the CSBG Network

Maxine Maloney, CSBG Branch Chief
Division of Community Assistance
Office of Community Services

Overview of the Center for Excellence Funding Opportunity Announcement

Latisha Harley, Program Specialist
Division of Community Assistance
Office of Community Services

Closing Remarks

Latisha Harley



CSBG Overview

The role of the Office of Community Services (OCS), as it relates to the Community Services Block Grant (CSBG), is to provide assistance to states and local communities working through a network of CSBG-eligible entities for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become self-sufficient.

CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers' or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities.

The funds support a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly.



Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act (42 U.S.C. §§ 9903(b)(2)(A) and 9913).



Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-eligible entities, or statewide or local organizations, or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive an award. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

Individuals (including sole proprietorships) are not eligible for funding.



Anticipated Project Period

- The anticipated project period is three (3) years (36-month Project Period with three 12-month Budget Periods).
- The overall program plan should be for the project period. However, specific details should be included for each budget period.
- Budget documents should be for annual budgets (three 12-month budget periods).



Anticipated Number of Awards

OCS expects to fund one cooperative agreement.



Community Services Block Grant (CSBG): National Center of Excellence (COE) for Human Capacity and Community Transformation

Funding Opportunity Announcement Overview



Background Information:

CSBG & Center of Excellence (COE)

- Since 2012, OCS has provided two cooperative agreements to support the CSBG Training and Technical Assistance (T/TA) Organizational Standards Center of Excellence (COE). The COE supported State CSBG Lead Agencies and local CSBG-Eligible Entities in meeting the CSBG organizational standards and other aspects of the CSBG Performance Management Framework.
- As CAA's strive at meeting this requirement, the COE in collaboration with Regional Performance Innovation Consortias (RPICs) and State Associations throughout the CSBG Network coordinated regionally focused training and technical assistance (T/TA) initiatives focused on excellence in organizational operations, partnerships, services, and strategies.



CSBG Human Capacity and Community Transformation (HCCT) - National Strategy

The COE will focus on unique community-level approaches and innovations in building capacity and transforming communities. Core values for initiatives supported through this effort will include the following:

- **Dignity** – We believe every individual is inherently valuable and has the potential to rise above vulnerable circumstances when appropriately supported and encouraged;
- **Society** – We believe the role of society is to collectively support the conditions needed to grow people beyond vulnerability to reduce their dependence on public support;
- **Work** – We believe all who can work must work. Work with life sustaining wages is essential to growing capacity of individuals and families, providing a pathway for economic mobility;
- **Responsibility** – We believe each person is ultimately responsible for their future and needs to be a positive contributor to their community and a participant in their own wellbeing; and
- **Impact** – We believe we must measure what we seek to achieve. The ultimate objective is to directly measure the growing capacity and resilience of individuals, families, and communities and the reduction of dependency on external support.



CSBG HCCT - National Strategy

continue

The CSBG COE for HCCT will build communities by ensuring local stakeholders work together to transform the conditions and outcomes that matter to them. HCCT initiatives will be guided by the following operating principles:

- **Sustainable Independence** – Create enabling conditions needed to support independent and resilient individuals, families, and communities;
- **Support Employment** – Strengthen employment opportunities for individuals and families that promote economic mobility across generations;
- **Individual Empowerment** – Foster the potential of individuals to create their own future by cultivating the environment that builds financial, social, and personal capacity;
- **Government as Catalyst** – Leverage the role of government to drive the transformational model by calling all sectors of society to this vital work;
- **Community Matters** – Support communities in the development and execution of their unique vision for growing the capacity of individuals and families in vulnerable circumstances;
- **Evidence Based Policy** – Collect relevant, reliable data to evaluate the progress of interventions and outcomes. Apply the knowledge gained for the developing and strengthening of policy that supports the overarching objective; and
- **Individual and Family Centric Design** – Design and operate a system that understands and adapts to the unique circumstances of the individual or family served.



CSBG HCCT - National Strategy

continue

Specific functions and tasks for the proposed Center of Excellence will include the following:

- Strengthen collaboration and coordination across systems of delivery within the CSBG Network;
- Identify and highlight strategies and innovations in service delivery which increase human capacity and transform community reducing reliance on external supports (consistent with the core values and operating principles outlined above);
- Engage communities and the CSBG Network in developing a new model of engagement with diverse partners in service delivery;
- Support state and CSBG-Eligible Entities in identifying strategies and best practices in building coordination and collaboration across systems;
- Leverage resources to improve outcomes and drive community-level transformation; and
- Identify and develop framework to support replication and sustainability.



CSBG Human Capacity and Community Transformation (HCCT) - Center of Excellence

- Working within the existing CSBG Performance Management Framework. The Center for Excellence (COE) will provide national coordination for a training and technical assistance (T/TA) initiative to identify, highlight, and support multi-year community transformation efforts that move individuals, families, and communities towards improving human capacity, reducing dependency, and sustaining self-sufficiency.
- This transformative effort could redefine how American society provides support to improve the lives of individuals, families, and communities existing in vulnerable circumstances.



CSBG HCCT - Center of Excellence

- The CSBG COE will develop the HCCT national T/TA strategy and will be the centralized organization that connects the CSBG Network to a menu of evidence-based interventions, and supports program implementation and replication of innovative initiatives.
- The COE will emphasize partnerships between state CSBG Lead Agencies, CSBG-Eligible Entities, state and local human service agencies, philanthropic organizations, private employers, faith-based organizations, and other community stakeholders.
- These partnerships will encourage systematic improvements by leveraging resources to focus on unique community level approaches and innovations in building capacity and transforming communities.



Center of Excellence: Major Goals

This cooperative agreement supports the implementation of a national T/TA strategy designed to assist State CSBG Lead Agencies, State Associations, RPICs, and local CSBG-Eligible Entities in six major goals:

1. Work in close collaboration with the RPIC HCCT initiatives grantees throughout the project period to coordinate and develop T/TA plan templates and materials for regionally focused T/TA initiatives.
2. Develop new curricula and training materials that reflects the needs of State CSBG Lead Agencies, State Associations, the RPICs, and local CSBG-Eligible Entities to support the full implementation of CSBG HCCT.



Center of Excellence: Major Goals

3. Create dissemination material on identified best practices models that demonstrates successful coordination and collaboration efforts across systems for service delivery within the CSBG Network.
4. Create T/TA self-assessment instruments linking with Result Oriented Management and Accountability – Next Generation (ROMA-NG) to ensure State CSBG Lead Agencies, State Associations, RPICs, and local CSBG-eligible entities have access to data-based decision making tools pertaining to program planning, improvement, and resource allocation.
5. Enhance and strengthen the Web-based CSBG T/TA Resource Center to ensure that State CSBG Lead Agencies, State Associations, RPICs, and local CSBG-eligible entities have access to T/TA tools and resources that meet their current and future needs, including resources rooted in HCCT.



Center of Excellence: Major Goals

6. Support ongoing national efforts to assure accountability and performance management for improved community outcomes by assisting State CSBG Lead Agencies, State Associations, CAAs, and local CSBG-eligible entities in meeting high organizational performance standards.



Center of Excellence: Key Results

Collaborative work with RPICs

OCS is concurrently funding 11 RPICs to serve as regional focal points for T/TA to identify, highlight, and support multi-year community transformation efforts rooted in the HCCT national strategy. Throughout this project period, the COE will work closely with the RPICs to support the development of state T/TA plans and will review the completed plans annually.

Each state's T/TA plan will identify and highlight strategies and innovations in service delivery which increases human capacity and transforms community reducing reliance on external supports. To ensure highlighted initiatives can be replicated and sustained throughout the CSBG Network, the COE will create T/TA tools that have broad national applicability.



Center of Excellence: Key Results

CSBG Annual Reporting

OCS intends for the CSBG HCCT national strategy to emphasize and support CSBG Eligible Entities through the implementation of Module 3 of the CSBG Annual Report [OMB Control No: 0970-0492].

The COE's HCCT national strategy must align with the CSBG National Performance Indicators (NPI's) included in Module 3 of the CSBG Annual Report [OMB Control No: 0970-0492]. NPI's are the standard set of indicators used within the CSBG Network to measure impact by Counts of Change or Rates of Change.

Additional information about the CSBG Annual report is provided in CSBG Information Memoranda (IM) 152.



Center of Excellence: Key Results

CSBG Organizational Standards and ROMA-NG Activities

Working within the existing CSBG Performance Management Framework, the COE will continue to provide T/TA to assist State Associations and CSBG-Eligible Entities with meeting all organizational standards; particularly those who have not yet meet 90% of the organizational standards.

As needed, the COE will update existing and develop new curricula and training materials specifically, in the areas of consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis.



Travel for Conferences and Presentations

The budget for the project may include funding for the entrance meeting to provide the grantee with the opportunity to present the project work plan and discuss the cooperative agreement.

This meeting will also address activities related to infrastructure development and the implementation plan.

The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call.



Anticipated Substantial Federal Involvement Under the Cooperative Agreement

In order to ensure that OCS meets its compliance and T/TA responsibilities for CSBG and continues its partnership with the CSBG Network, grants awarded under this FOA will be funded in the form of a Cooperative Agreement. Federal involvement may include the following:

- Participate in a kick-off meeting with COE for HCCT grantee;
- Convene in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
- Convene routine (e.g., quarterly) conference calls, reviewing project timelines, and assessing progress and performance related to activities of the COE for HCCT;



Anticipated Substantial Federal Involvement Under the Cooperative Agreement

Continued:

- Participate in joint webinars with national CSBG T/TA partners and facilitating the exchange of information that helps to identify common quality improvement issues;
- Participate in joint meetings with the critical federal partnership to discuss opportunities for shared T/TA efforts, analysis of needs, and improved communication and coordination. This includes consulting with the COE to participate in the development of the agenda and list of presenters for the meetings; and
- OCS will require in the cooperative agreement terms and conditions that the awarded grantee to have clear deliverables for each year of the cooperative agreement.



The Project Description

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in **Section I. Program Description.**

Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.



COE Application Review Criteria

Criteria Sections	Maximum Points
Objectives and Need for Assistance	10
Infrastructure and Procedures	15
Approach and Implementation Plan	20
Organizational Capacity	20
Budget and Budget Justification	15
Expected Outcomes and Logic Model	20



Objectives and Need for Assistance

In this section, reviewers will consider the extent to which:

- (1) The applicant clearly identifies the need for assistance, the significant features and components of the CSBG COE for HCCT, clearly states the goals (i.e., products of an effective project) and subordinate objectives (i.e., measurable steps for reaching these goals) of the project, and provides rationale for the project goals. (0 – 5 points)
- (2) The applicant clearly describes how the goals and objectives of proposed project activities will address the needs of State CSBG Lead Agencies, regions, local CSBG-Eligible Entities, and other organizations in the CSBG Network. (0 – 5 points)



Approach, Infrastructure and Procedures

In this section, reviewers will consider the extent to which:

- (1) The applicant clearly and concisely describes a strategy for infrastructure development including an operational structure for the CSBG COE for HCCT. The proposed infrastructure supports the core responsibilities of the COE and the proposed approach to work with OCS, State CSBG Lead Agencies, local CSBG-Eligible Entities, and other stakeholders associated with the CSBG program. (0 – 5 points)
- (2) The application provides details of a T/TA infrastructure that demonstrates the goals as stated in Section 1. Program Description and will be structured as described in *Section IV.2 Program Description, Approach, Infrastructure, and Procedures*. (0 - 5 points)
- (3) The applicant describes a well-conceived overall approach to the project, including details demonstrating that the project will be implemented effectively and will achieve the purpose and goals stated in *Section IV.2 Program Description, Approach, Infrastructure, and Procedures*. (0 – 5 points)



Implementation Plan

In this section, reviewers will consider the extent to which:

- (1) The applicant presents a well-conceived overall approach to the project, including a preliminary design for the implementation and details describing how the project will be implemented in an effective way to achieve the purpose and goals stated in Section I. Program Description, COE Major Goals. The plan implementation includes a clear and comprehensive vision of how the proposed COE will operate. (0 - 10 points)
- (2) The application describes a clear approach to collaborating with the RPIC grantees and facilitating input from State CSBG Lead Agencies, State Associations, and local CSBG-Eligible Entities, and national CSBG T/TA partners with the RPIC grantees to support the coordination of regional convening T/TA events and the development of state T/TA templates. (0 - 10 points)



Organizational Capacity

In this section, reviewers will consider the extent to which: The responsibilities and roles of the organization's staff and its partner(s) are specifically stated and substantiated by requirements stated in *Section IV.2, The Project Description, Organizational Capacity*. In reviewing the organizational capacity, reviewers will consider the extent to which:

- (1) The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. These are well-defined and appropriate to the successful implementation of the proposed project with respect to the target population. (0 - 10 points)
- (2) The applicant provides strong evidence of sufficient experience and expertise in the program areas indicated in this funding opportunity announcement. (0 - 5 points)
- (3) The applicant describes, for example in a resume, the level of knowledge, skills, and abilities of the proposed project director and primary staff members, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities. (0 - 5 points)



Budget and Budget Justification

In reviewing the budget and budget justification, reviewers will consider the extent to which:

- (1) The budget is clearly outlined and aligned with the project proposal and includes a narrative justification for the amount requested. (0 - 10 points)
 - The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.
- (2) The costs of the project are reasonable, program-related, and are commensurate with the types and range of activities and services to be conducted and the expected goals and objectives. (0 - 5 points)



Expected Outcomes and Logic Model

In this section, reviewers will consider the extent to which:

- (1) The applicant presents a well-defined logic model that guides the proposed project. The logic model demonstrates strong linkages between applicant's expected achievements and likely short-term, intermediate, and long-term outcomes. The applicant discusses proposed indicators that will be used to measure the progress and effectiveness of the approach. The logic model also addresses the purpose and goals stated in *Section I. Program Description, COE Major Goals and COE Key Results*. (0 – 8 points)



Expected Outcomes and Logic Model

- (2) The applicant describes how the project will establish and promote the HCCT national strategy and will provide a clear plan for addressing the goals as stated in *Section I. Program Description, COE Major Goals and COE Key Results*. Specifically:
- Work in close collaboration with the RPIC HCCT initiatives grantees throughout this project to coordinate and develop T/TA plan templates and materials for regionally focused T/TA initiatives to ensure that the CSBG Network has the capacity to provide high-quality services to low-income individuals and communities rooted in the HCCT national strategy. (0 - 2 points)
 - The applicant describes a plan for updating existing and developing new curricula's and training materials that reflects the needs of State CSBG Lead Agencies, State Associations, the RPICs, and local CSBG-Eligible Entities and support the full implementation of the CSBG COE for HCCT. (0 - 2 points)
 - Create dissemination material on identified best practices models that demonstrates successful coordination and collaboration efforts across systems for service delivery within the CSBG Network. (0 - 2 points)



Expected Outcomes and Logic Model

Continued:

- The applicant will describe a plan to create T/TA self-assessment instruments linking with ROMA-NG to ensure State CSBG Lead Agencies, State Associations, RPICs, and local CSBG-Eligible Entities have access to data-based decision making tools pertaining to program planning, improvement, and resource allocation. (0 - 2 points)
- The applicant describes how enhancing and strengthening the web-based CSBG T/TA Resource Center will ensure that State CSBG Lead Agencies, State Associations, RPICs, and local CSBG-Eligible Entities have access to T/TA tools and resources that meet their current and future needs. (0 - 2 points)
- The applicant describes a plan to support ongoing national efforts to assure accountability and performance management necessary for improved community outcomes. (0 - 2 points)



Applications Submission: Electronic Delivery

- The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.
- Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in Section IV.2. Request an Exemption from Required Electronic Application Submission.
- ACF does not accommodate transmission of applications by email or facsimile. Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.



Page Limitation and Content for all submission formats

The combined page number limitation for the **Project Description File 1** and the **Appendices File 2** must not exceed 200 pages.

File 1 – Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative). The Project Description has a suggested limitation of 100 pages and all items must be labeled, numbered, and organized clearly in the Table of Contents. The Project Description may include the following sections:

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Program Performance Evaluation Plan
- Dissemination Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification



Page Limitation and Content for all submission formats

File 2

File 2 - File two must contain all documents required in the Appendices. The Appendices has a suggested limitation of 100 pages. All items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Organizational Capacity
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support



**For Questions or Comments
Contact us at
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